

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Thursday **March 13, 2024** **10:00 a.m.**

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Community Action Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

In the event of disruption that prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833,,83350692035# US (San Jose).

Meeting ID: 833 5069 2035

Passcode: 324153

[Find your local number](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Board meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond

BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra

COUNCILMEMBER
City of Sacramento

Patrick Kennedy

BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman

PUBLIC REPRESENTATIVE

Mai Vang

COUNCILMEMBER
City of Sacramento

D'et Saurbourne

INTERIM EXECUTIVE DIRECTOR

	Page #
CALL TO ORDER	
ROLL CALL	
I. CONSENT ITEM:	
A. Approval of Minutes of the February 14, 2024 Regular Board Meeting	2-5
II. PRESENTATIONS:	
A. Next Move – Francis House Center	
B. Waking the Village	
III. ACTION/DISCUSSION ITEMS: No Items	
IV. INFORMATION ITEMS:	
A. Strategic Plan Update (Julie Davis-Jaffe)	6
B. Community Action Month Resource Fair (Arys Scott)	7
C. Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe)	8-12
• My Sister’s House	
• River City Food Bank	
D. Program Operator Reports (Julie Davis-Jaffe)	13-18
• PY 2023 4 th Quarter	
V. REPORTS TO THE BOARD:	19
A. Chair	
B. Interim Executive Director	
C. Deputy Director/Program Manager	
D. Members of the Board	
E. Public	
VI. ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, March 6, 2024

Community Action Board meeting hosted by:
Luis Sanchez (Chair), Dominique Espinosa (Vice Chair),
Sam Starks (Secretary/Treasurer)

**COMMUNITY ACTION BOARD
MEETING ATTENDANCE
2024**

X – Present; A – Absent

BOARD MEMBER	Represented Sector	1/10	2/14	3/13	4/10	5/8	6/12	7/10	8/14	9/11	10/9	11/13	12/11	# of meetings attended
Peter Coyl (Appointed 5/11/22)	Public Sector	X	X											
Debra Cummings (Appointed 6/30/23)	Low Income Sector	X	X											
LaShelle Dozier	Public Sector	X	X											
Dominique Espinosa (Appointed 8/1/21)	Low Income Sector	X	X											
Elizabeth Hudson (Appointed 4/6/23)	Private Sector	X	A											
Anthony Garcia	Private Sector	X	X											
Kristin Gibbons (Appointed 9/18/19)	Public Sector	X	A											
Renee John (Appointed 1/11/23)	Private Sector	X	X											
Luis Sanchez (Appointed 11/9/22)	Private Sector	X	X											
Sam Starks	Public Sector	X	X											
Fienishia Wash (Appointed 4/19/21) Alt.: Aterious Cuffee	Low Income Sector	X	X											
Graciela Garduno (Appointed 2/23/24) Alt.:	Low Income Sector													

*Special meeting
Community Action Board

CONSENT ITEM I-A

Approval of Minutes of the February 14, 2024 Regular Board Meeting

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Review, make any necessary corrections, and approve the minutes.

BACKGROUND:

Attached are the minutes of the February 14, 2024, Board meeting.

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
COMMUNITY ACTION BOARD
Regular Meeting**

Wednesday February 14, 2024 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Anthony Garcia, Child Action, Inc.
Debra Cummings, Our Kids Community Breakfast Club
Renee John, Valley Vision (*arrived and seated at 10:06 a.m.*)
Luis Sanchez, Community Resource Project
Dominique Espinosa, Vice Chair; Mutual Housing California
Sam Starks, Secretary/Treasurer; SMUD
Peter Coyl, Library Director & CEO, Sacramento Public Library
Fienishia Wash, Head Start Policy Council

Members Absent:

Elizabeth Hudson, Deputy Director, LifeSTEPS (via Zoom)
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance

I. CONSENT ITEM:

A. Approval of Minutes of the January 10, 2024 Regular Board Meeting

The minutes were reviewed; there were no corrections.

Moved/Starks, second/Garcia, to approve the minutes of January 10, 2024, regular meeting as distributed.

Roll call vote:

Aye: 8 (Wash, Coyl, Espinosa, Starks, Dozier, Sanchez, Garcia, Cummings)

Nay: 0

Abstention: 0

Absent: 3 (Hudson, Gibbons, John)

II. ACTION/DISCUSSION ITEM:

A. Approval of Committee for CSBG Strategic Plan

Ms. Scott reviewed the item. She advised that the Community Action Board (CAB) must update the Community Service Block Grant (CSBG) Strategic Plan that establishes the standards by which anti-poverty efforts are to be designed, targeted, implemented, and evaluated within the County. A special committee that will contain up to four (4) CAB

members to work with SETA staff on revising and updating the CSBG Strategic Plan is recommended to be established.

The timeline for approval of the CSBG Strategic Plan was discussed. It was agreed that the CAB should approve its updated strategic plan at the June meeting and submit it for approval to the SETA Governing Board in August.

Ms. John arrived and was seated at 10:06 a.m.

Mr. Garcia, Ms. Espinosa, Ms. Wash, and Ms. Cummings volunteered to be on the Committee for the CSBG Strategic Plan.

Mr. Starks and Ms. John volunteered to be contributing participants and/or alternates.

It's anticipated that meetings will be held monthly and as needed, with the first meeting scheduled in March before the CAB Meeting. Committee updates will be provided regularly.

Moved/Starks, second/Dozier, to approve the establishment of a Special Committee for the CSBG Strategic Plan and appoint Mr. Garcia, Ms. Espinosa, Ms. Wash, and Ms. Cummings to be on the Committee.

Roll call vote:

Aye: 9 (Wash, Coyl, Espinosa, Starks, John, Dozier, Sanchez, Garcia, Cummings)

Nay: 0

Abstention: 0

Absent: 2 (Hudson, Gibbons)

III. INFORMATION ITEM:

A. Community Action Month Resource Fair

Ms. Scott presented the item. She advised that the Community Action Month Resource Fair will be held at the SETA Administrative building on May 9, 2024, from 3:00 p.m. to 6:00 p.m. The Resource Fair Planning Committee has met once so far. Ms. Scott asked any interested CAB members to join the Planning Committee. Mr. Sanchez and Ms. Wash volunteered to join the Planning Committee. Mr. Starks and Mr. Garcia volunteered to be alternates.

The Board made the following suggestions:

- Invite Head Start parents, vendors, service providers, and
- partners to the Planning Committee to ensure high
- attendance at the Resource Fair;
- Engage in sponsorship opportunities;
- At the Resource Fair, provide information about available services and how to navigate community services.

Further updates will be provided at the next meeting.

IV. REPORTS TO THE BOARD:

A. Chair: No Report

B. Interim Executive Director:

Mr. Kim, on behalf of Ms. Saurbourne, advised that the SETA Executive Director recruitment continues. There were no announcements to be made at this time.

He was pleased to hear the discussion on the CSBG Strategic Plan as it ties into the Agency's strategic planning process. SETA has selected Dalberg Advisors, a consulting company, and is currently working on a contract. The timeline discussed for approving the CAB Strategic Plan also goes well with the timeframe for the Agency's strategic planning.

C. Deputy Director/Program Manager:

Mr. Kim advised that the Workforce Innovation and Opportunity Act (WIOA) Request for Proposals (RFP) will be submitted for approval to the SETA Governing Board in March. WIOA funds the job center system. Once approved by the SETA Governing Board, the WIOA RFP will be released the following day.

Ms. Davis-Jaffe shared that Ms. Hudson would like the Life Skills Training and Educational Program (LifeSTEPS) to present at April's CAB meeting. She also advised anyone who would like to have their represented agency present in March to schedule soon.

Mr. Starks suggested that public agencies' presentations should be required for being on the Board.

D. Members of the Board: No report

E. Public: None

V. ADJOURNMENT: The meeting adjourned at 10:46 a.m.

Note: The minutes reflect the actual progression of the meeting.

INFORMATION ITEM IV-A
Strategic Plan Update

Presenter: Julie Davis-Jaffe

BACKGROUND:

On March 7, 2024, the Strategic Planning Committee is scheduled to meet to discuss the Strategic Plan and will share the outcomes of the discussion.

Staff will be available to answer questions.

INFORMATION ITEM IV-B
Community Action Month Resource Fair

Presenter: Arys Scott

BACKGROUND:

Staff will provide an update on the May 9, 2024 Community Action Month Resource Fair.

INFORMATION ITEM IV-C

Community Services Block Grant (CSBG) Fiscal Monitoring Reports

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information are the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Shing Long

DATE: February 20, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of My Sister's House

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$43,959	1/1/2023-12/31/2023	1/1/2023-8/31/2023
Monitoring Purpose: Initial: X Follow-up: Special: Final:				

Date of review: December 5, 2023

	AREAS EXAMINED	SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliations	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT-Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net program from January 1, 2023 to August 31, 2023. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board

MEMORANDUM

TO: Ms. Amanda McCarthy

DATE: February 22, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$30,000	1/01/23-12/31/23	1/01/23-12/31/23

Monitoring Purpose: Initial: Follow-up: Special: Final: X

Date of review: January 2024

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliations	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT-Contracts/Files/Payment	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum
Fiscal Monitoring Report (continued)
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Program Operator: River City Food Bank

Findings and General Observations:

We have reviewed the CSBG Safety Net program from January 1, 2023 to December 31, 2023. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: D'et Saurbourne
Governing Board

INFORMATION ITEM IV-D
Program Operator Reports: PY 2023 4th Quarter

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached are the CSBG Program Operator Reports for Program Year 2023 4th Quarter; representing program and fiscal data for the period of January 1, 2023 through December 31, 2023.

Staff will be available to answer questions.

**Community Services Block Grant Delegate Agency Report:
Family Self-Sufficiency, Employment/Housing
Fourth Quarter through December 31, 2023**

Family Self-Sufficiency: Employment	Enrollments						Employed in 2023 (Waking the Village Housed in 2023)				Employed 180 Days in 2023 (Waking the Village Housed 180 Days)			
	Annual Goal	YTD Goal	Carry- overs	2023 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	36	36	7	29	36	100%	31	31	21	68%	20	20	12	60%
INTERNATIONAL RESCUE COMMITTEE	45	45	5	40	40	89%	27	27	13	48%	21	21	2	10%
WAKING THE VILLAGE	45	45	13	32	42	93%	45	45	23	51%	41	41	32	78%
WOMEN'S EMPOWERMENT	80	80	39	41	80	100%	35	35	24	69%	18	18	4	22%
WORLD RELIEF SACRAMENTO	48	48	7	41	48	100%	31	31	26	84%	25	25	6	24%

Definitions

Annual Goal: Subgrantee Projected Goals for 2023

Carryovers: Clients Enrolled in 2022 who the Subgrantee Continued to Work With in 2023

New Actual: Clients Newly Enrolled in 2023

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total YTD Enrollments Compared to Projected YTD Enrollments

**Community Services Block Grant Delegate Agency Report
Youth and Senior Supports
Fourth Quarter through December 31, 2023**

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New 2023 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
INTERNATIONAL RESCUE COMMITTEE	40	40	22	18	40	100%	30	30	40	133%	Goal: Decrease truancy &/or gang-related behavior
LA FAMILIA COUNSELING CENTER	50	50	5	45	45	90%	36	36	42	117%	Goal: Decrease truancy &/or gang-related behavior
WRAPAROUND ENTERPRISES	20	20			19	95%	20	20	0	0%	Program started in August 2023. 19 clients were able to achieve no recidivating event for 90 days, an interim goal. Due to time constraints, goal of no recidivating event for 180 days could not be reached.

Definitions

Annual Goal: Subgrantee Projected Goals for 2023

YTD Goal: Subgrantee Projected Goals January 1 - December 31, 2023

Carryovers: Clients Enrolled in 2022 With Whom the Subgrantee Continued to Work in 2023

New Actual: Clients Newly Enrolled in 2023

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total Enrollments Compared to Projected Enrollments

**Community Services Block Grant Delegate Agency Report
Fourth Quarter Through December 31, 2023**

SAFETY-NET	Total Households Served YTD	Food				Eviction Avoidance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCH DIST (EGACE)	86	56	56	56	100%	40	40	49	123%	25	25	18	72%				
FOLSOM CORDOVA COMM PTNRSHP	94	50	50	46	92%	44	44	35	80%	28	28	28	100%				
MY SISTER'S HOUSE	67					12	12	7	58%	94	94	51	54%				
FRANCIS HOUSE	45	40	40	45	113%									40	40	45	113%
OPENING DOORS	55					55	55	55	100%								
River City Food Bank	1531	1,400	1,400	1,530	109%												
SALVATION ARMY	122					55	55	73	133%	20	21	27	129%	20	20	22	110%
SOUTH COUNTY SVCS	343	343	343	213	62%	26	26	26	100%	60	60	62	103%				
VOA - VETERANS SVCS	116	50	50	56	112%	16	16	18	113%	18	18	23	128%	44	44	31	70%

Opening Doors provides 1st Month's Rent only, and not Eviction Avoidance

Elk Grove Unified School District Hygiene Kits are classified as Employment Supports on this chart

**Community Services Block Grant Delegate Agency Report
Fourth Quarter Through December 31, 2023**

SAFETY-NET	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCH DIST (EGACE)	10	10	10	100%	60	60	60	100%								
FOLSOM CORDOVA COMM PTNRSH	1	1	1	100%	10	10	10	100%	8	8	6	75%				
MY SISTER'S HOUSE																
FRANCIS HOUSE																
OPENING DOORS																
RIVER CITY FOOD BANK																
SALVATION ARMY																
SOUTH COUNTY SVCS					263	263	120	46%								
VOLUNTEERS OF AMER VET SVCS					57	57	64	112%								

**Community Services Block Grant Delegate Agency Report
Fourth Quarter Through December 31, 2023**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2023 BUDGET	Expended Through 4th Qtr.	% Expended	DELEGATE AGENCIES	2023 BUDGET	Expended Through 4th Qtr.	% Expended
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (FSS)	\$63,500	\$63,487	100%	RIVER CITY FOOD BANK (SN)	\$30,000	\$30,000	100%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (SN)	\$54,489	\$54,489	100%				
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$76,896	\$75,867	99%	SALVATION ARMY (SN)	\$85,000	\$84,642	100%
INTERNATIONAL RESCUE COMMITTEE (FSS)	\$75,000	\$74,494	99%	SOUTH COUNTY SERVICES (SN)	\$61,775	\$61,775	100%
INTERNATIONAL RESCUE COMMITTEE (YSS)	\$65,000	\$65,000	100%	VOLUNTEERS OF AMERICA VETERANS SERVICES (SN)	\$27,870	\$26,456	95%
LA FAMILIA COUNSELING (YSS)	\$100,000	\$89,472	89%	WAKING THE VILLAGE (FSS)	\$80,000	\$79,872	100%
MY SISTER'S HOUSE (SN)	\$43,959	\$37,029	84%	WOMEN'S EMPOWERMENT (FSS)	\$48,500	\$47,717	98%
FRANCIS HOUSE (SN)	\$30,000	\$29,968	100%	WORLD RELIEF (FSS)	\$84,000	\$84,000	100%
OPENING DOORS (SN)	\$60,000	\$59,763	100%	WRAPAROUND ENTERPRISES (YSS)	\$60,000	\$45,525	76%

Definitions: Family Self-Sufficiency (FSS); Youth & Senior Support (YSS); Safety-Net (SN)

REPORTS TO THE BOARD ITEM V

A. Chair's Report

The Chair of the SETA Community Action Board on a regular basis, receives numerous items of information concerning legislation, current programs, and agency activities.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

B. Interim Executive Director's Report

This item is set aside to allow the Interim Executive Director of the Community Action Program to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Community Action Board packet.

The Interim Executive Director's Report also allows the opportunity for the Interim Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. Deputy Director/Program Manager Report

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, and Mr. Roy Kim, the Deputy Director, to provide an oral report on issues not included in the agenda packet.

D. Members of the Board

This item provides the opportunity for SETA Community Action Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

E. Public Participation

Participation of the general public at SETA Community Action Board meetings is encouraged. Members of the audience are asked to address their requests to the Chair, if they wish to speak.