

AGENDA

**Sacramento Employment and Training Agency
COMMUNITY ACTION BOARD
Strategic Planning Committee Meeting**

Thursday May 2, 2024 3:00 p.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 Strategic Planning Committee 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 Committee 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 Committee 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 Committee 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, 83176572953# US (San Jose).

Meeting ID: 831 7657 2953

Passcode: 460141

[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 Committee 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

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL

- I. **CONSENT ITEM:**
 - A. Approval of Minutes of the April 4, 2024 Regular Meeting
- II. **ACTION/DISCUSSION ITEM:**
 - A. Discussion on the CAB Strategic Plan
- III. **INFORMATION ITEMS:** None
- IV. **ADJOURNMENT**

DISTRIBUTION DATE: Wednesday, April 24, 2024

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
COMMUNITY ACTION BOARD
Strategic Planning Committee Regular Meeting**

Thursday April 4, 2024 3:00 p.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

Members Present:

Anthony Garcia, Child Action, Inc.
Debra Cummings, Our Kids Community Breakfast Club
Dominique Espinosa, Vice Chair; Mutual Housing California

Members Absent:

Fienishia Wash, Chair, Head Start Policy Council

Others Present: Pamela Moore, Julie Davis-Jaffe, Arys Scott, Roy Kim

Ms. Espinosa called the meeting to order at 3:06 p.m. The roll was called and a quorum was established.

I. CONSENT ITEM:

A. Approval of Minutes of the March 7, 2024 Regular Meeting

The minutes were reviewed; there were no corrections.

Moved/Espinosa, second/Garcia, to approve the minutes of March 7, 2024, regular meeting as distributed.

Roll call vote:

Aye: 3 (Espinosa, Garcia, Cummings)

Nay: 0

Abstention: 0

Absent: Wash (1)

II. ACTION/DISCUSSION ITEM:

A. Discussion on the CAB Strategic Plan

Ms. Davis-Jaffe reviewed the item. Based on the conversation at the last Committee meeting on March 7, 2024, staff updated the CAB Strategic Plan, with redlined and unmarked versions included in the agenda packet. Ms. Moore reviewed the redlined version and invited the Committee to continue the discussion on any additional changes needed.

The CAB Strategic Plan (including vision and mission statements) is scheduled for

approval at the June CAB meeting. The plan must be included with the CSBG Organizational Standards that are due on August 31, 2024. Mr. Kim clarified that due to the timeline, a draft Strategic Plan needs to be submitted by the deadline, and then, as additional input is obtained, the plan might be revised as needed.

Ms. Davis-Jaffe confirmed that SETA intends to incorporate a community and stakeholder listening session at the upcoming Community Resource Fair on May 9, 2024.

Ms. Garcia recommended that agencies applying for CSBG funds survey the community they serve and analyze the results to identify community needs. This would help drive the projects implemented or programs designed.

Collectively, the Committee came up with the following CAB Vision update variations: "Community working united to eliminate the cycle of poverty."; "United community working to eliminate poverty cycle."

Ms. Espinosa suggested adding to Strategic Outcomes that SETA be a place to get resources or build a website with resources for the community.

Mr. Garcia suggested replacing the word "coordinate" with the word "expect" in the CAB Mission Statement, which should read: "To expect a Community Response to Address the Root Causes of Poverty in Sacramento County."

Ms. Espinosa pointed out that the following sentence in Target Areas is hard to follow and might need to be rephrased and/or be more concise: "SETA staff will assist the CAB by providing a comprehensive community assessment of the most currently available poverty and target area-related data literature, and a slate of staff recommendations for its consideration." Ms. Davis-Jaffe suggested replacing "a slate of staff recommendations" with "based on available data staff will provide..."

Mr. Kim emphasized that the Strategic Plan should contain broader, higher-level goals than the Community Action Plan. He suggested consolidating and summarizing the Strategic Plan's Target Areas and Target Groups, which reference what is already in the Community Action Plan.

Ms. Moore and Ms. Davis-Jaffe agreed that the Strategic Plan should be written as to stay relevant for the next five (5) years.

Mr. Kim provided an example of consolidating Strategic Outcomes listed in the Strategic Plan into one strategic objective: "Goal of increasing access to services for the most vulnerable communities in Sacramento." He mentioned that the revised CAB Strategic Plan would assist in informing a SETA Strategic Plan, and CAB members will be involved in the process.

Mr. Garcia proposed structuring the Strategic Plan around five protective factors to continue with a strength-based approach.

Mr. Kim provided another example of consolidated verbiage: "Customers are included in the design and planning of the service delivery."

Ms. Espinosa suggested summarizing CAB Strategies and Strategic Outcomes into a

statement similar to partnering with existing community entities that serve vulnerable households, such as those who are unsheltered or have unsafe living conditions. The partnership would provide assistance to these households in maintaining their residence, obtaining adequate clothing and hygiene products, accessing transportation services, and gaining resources to stabilize their households and become self-sufficient. The partnership would also help youth and foster youth develop healthy behaviors and stability, learn life skills, and actively engage in education.

The Strategic Planning Committee will hold its next meeting on May 2, 2024, at 3:00 p.m.

III. INFORMATION ITEM: None

IV. ADJOURNMENT: The meeting adjourned at 4:34 p.m.

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

ACTION/DISCUSSION ITEM II-A
Discussion on the CAB Strategic Plan

Presenter: Julie Davis-Jaffe

BACKGROUND:

The Special Committee will discuss the various elements of the strategic plan. Staff has prepared a draft with edits in response to the discussion from the April 4, 2024 Committee Meeting, which will serve as a model for comparison and provide possible options for adoption. Areas of discussion in the Strategic Plan are as follows:

- A. Discuss mission and vision suggestions for possible adoption;
- B. Review sections of proposed revised Strategic Plan:
 - a. Target Groups and Areas
 - b. Strategic Outcomes
 - c. CAB Strategies
 - d. CAB Implementation Plan
 - e. CAB Program Benchmarks

Sacramento Employment and Training Agency (SETA)

Community Action Board (CAB)

STRATEGIC PLAN

Approved by the SETA CAB on: _____
(Date) 7-1-2020 _____
(Chairperson Initial)

PREAMBLE

This Strategic Plan (SP) describes an interdependent and coordinated system of standards and paradigms by which Community Services Block Grant (CSBG) funded anti-poverty efforts are to be designed, targeted, implemented and evaluated. The term of this SP shall be determined by the SETA CAB. As a working document, this SP may be subject to periodic updates over time, following processes described in the CAB By-laws. It is intended that all operational planning and implementation, including staffing, program design, procurement, contracting, data collection, fiscal activities, programmatic and fiscal monitoring, and other operational activities shall be under the authority of SETA, as approved by the SETA Governing Board, and that all CSBG funded activities shall support the standards, theories of change, and values espoused by the CAB in this SP.

CAB PURPOSE

Status as a Community Action Agency (CAA) in California is the result of an explicit designation by the California Department of Community Services and Development (CSD). A Community Action Agency has a tripartite board structure that is designated to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community, including elected public officials, private sector representatives, and especially low-income residents, in assessing local needs and mitigating the causes and conditions of poverty.

Commented [PM1]:

CAB VISION

"A Community United in the Fight Against Poverty"

Commented [PM2]: Does this say what we want it to say? Do we want to revise this, or update it, to more accurately reflect what we envision for our Community Action Board?

OR: A united community working to eliminate the poverty cycle. OR something else

A community united in the work to eliminate the cycle of poverty.?

Commented [JMD3]: Suggested revision

CAB MISSION

"To Coordinate a Community Response to Address the Root Causes of Poverty in Sacramento County"

OR: Coordinated community resources to eliminate the cycle of poverty in Sacramento County. OR something else

Commented [PM4]: Does this say what we want it to say? Do we want to revise this, or update it, to more accurately reflect our mission for the Community Action Board?

Commented [JMD5]: Suggested revision

TARGET AREAS AND GROUPS

The Community Action Board's strategic plan is based on the findings of the Agency's Community Action Plan. Completed biennially, this comprehensive community assessment identifies prominent factors contributing to poverty in Sacramento County. Specific subpopulations and areas of the County are evaluated and prioritized according to their vulnerability to the symptoms and effects of poverty in Sacramento County. Efforts to eliminate the cycle of poverty are focused on these subpopulations and areas, and they can shift with current economic and social conditions. Identified subpopulations have included low-income children; single parent households; unhoused and housing-insecure adults and youth; youth of color needing support and mentorship; refugees and new Americans; older adults; people with physical/mental/emotional disabilities; and households with extremely low incomes (< 50% of poverty guidelines).

NOTE: The above list is not prioritized.

Commented [JMD6]: Previous edits combined to one paragraph from combining Target Areas and Groups.

STRATEGIC OUTCOMES DEFINITION: Lasting changes in the socio-economic and behavior status of CSBG enrolled households that occur as a result of their participation in the CAB strategies adopted within this [SPstrategic plan](#).

Commented [JMD7]: Do we use SP or spell out strategic plan?

Strategic Outcomes

- High priority households are stabilized to seek self-sufficiency through employment, housing, and other individual needs.
- Households exhibit strength according to the Five Protective Factors of resilience, social/emotional competence, parental knowledge of child development and parenting; concrete supports, and social connections, especially as they relate to the strengthening of the family.
- Stabilized households secure and maintain new employment for 6 Months, with SETA Delegate Agency guidance and supports.

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Commented [JMD8]: New outcome

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- Vulnerable households avoid hunger, eviction, utility disconnections, unsheltered or unsafe conditions, inadequate clothing/hygiene, and transportation barriers to vital services, resources, and places of employment.
- Vulnerable youth and foster youth obtain healthy behaviors and stability, learn life skills, and actively engage in education.
- Vulnerable, homebound, older adults maintain residence in their housing of choice.
- Households are helped in overcoming systemic racism and bias.
- Refugees and New Americans receive guidance and support in adjusting to American society.
- Clients are included in the design and implementation of services who serve vulnerable households.

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Commented [JMD10]: New

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CAB Strategies to Address the Root Causes of Poverty in Sacramento County

- Partner with existing community entities with expertise or a successful history of implementing similar anti-poverty strategies, to coordinate a response to poverty in the SETA Community Action Area, Sacramento County.
- Provide for the availability of emergency food, transportation, housing, and other emergency resources, when community-sourced resources are not available.
- Establish greater communication and increased involvement with the Low-income community to more effectively respond to community needs.
- Emphasize the focus on Diversity, Equity, and Inclusion practices to address the systematic injustices that contribute to the cycle of poverty.
- Increase focus on long-term strategies to fight poverty and contribute to improvement in the lives of low-income community members.

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CAB Implementation Plan

- Through a Request-For-Proposal's process, identify Delegate Agencies currently supporting, or with the capacity to support, the achievement of CAB Strategic Outcomes.
- Leverage competitively-sourced Delegate Agencies with CSBG funding to expand their implementation of CAB Strategies.
- ~~Provide for SETA Staff to direct~~ SETA staff provide increasing access to services, by connecting CSBG-eligible households to SETA Delegate Agencies or other community ~~agencies-organizations,~~ for resources and/or services ~~to meet individualized needs, and,~~
- ~~At to administer emergency emergency support services such as food, transportation, and other vital resources~~ services, when timely community resources are not available.

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CAB Program Benchmarks

Key Family Self-Sufficiency (FSS) and FSS-Special Project Agency Benchmarks

- FSS - 80% of Partner Employment Projections Reached
- FSS - 75% of Partner "180-Days Employed" Projections Reached
- FSS- 80% of Partner Housing Projections Reached
- FSS – 80% Partner Projections for Youth Engaged in Behavioral Development Services for at Least 180 days.

Key Safety-Net Agency (SN)

- SN - 98% of Partner's "Direct Participant Costs" Noted in the Agency's Budget is Expended

Sacramento Employment and Training Agency (SETA)

Community Action Board (CAB)

STRATEGIC PLAN

Approved by the SETA CAB on: _____ (Date) _____ (Chairperson Initial)

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