

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday April 10, 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, 86801437245 # US (San Jose).

Meeting ID: 868 0143 7245

Passcode: 752322

[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

CALL TO ORDER
ROLL CALL

- I. CONSENT ITEM:**
 - A. Approval of Minutes of the March 13, 2024 Regular Board Meeting 1-16

- II. PRESENTATIONS:**
 - A. River City Food Bank
 - B. LifeSTEPS

- III. ACTION/DISCUSSION ITEMS:** None

- IV. INFORMATION ITEMS:**
 - A. Strategic Plan Update (Julie Davis-Jaffe) 17
 - B. Community Action Month Resource Fair (Arys Scott) 18-19
 - C. Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe) 20-26
 - Next Move Homeless Services, Inc.
 - The Salvation Army
 - Waking the Village

- V. REPORTS TO THE BOARD:** 27
 - A. Chair
 - B. Interim Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public

- VI. ADJOURNMENT**

DISTRIBUTION DATE: Wednesday, April 3, 2024

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

MINUTES/SYNOPSIS

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday March 13, 2024 10:00 a.m.

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

CALL TO ORDER

ROLL CALL

Ms. Espinosa called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Debra Cummings, Our Kids Community Breakfast Club
Renee John, Valley Vision (*arrived and seated at 10:06 a.m.*)
Dominique Espinosa, Vice Chair; Mutual Housing California
Sam Starks, Secretary/Treasurer; SMUD
Fienishia Wash, Head Start Policy Council
Graciela Garduno, Head Start Policy Council
Elizabeth Hudson, Deputy Director, LifeSTEPS

Members Absent:

Luis Sanchez, Community Resource Project
Anthony Garcia, Child Action, Inc.
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance
Peter Coyl, Library Director & CEO, Sacramento Public Library

I. **CONSENT ITEM:**

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

The minutes were reviewed; there were no corrections.

Moved/Espinosa, second/Starks, to approve the minutes of February 14, 2024, regular meeting as distributed.

Roll call vote:

Aye: 8 (Hudson, John, Wash, Espinosa, Starks, Dozier, Cummings, Garduno)

Nay: 0

Abstention: 0

Absent: 4 (Sanchez, Gibbons, Coyl, Garcia)

II. **PRESENTATIONS:**

A. Next Move – Francis House Center

Ms. Cynthia Aguayo presented on Next Move Homeless Services and Programs. The presentation is attached to these minutes.

The Sacramento Housing and Redevelopment Agency (SHRA) offers Shelter Plus Care vouchers to eligible individuals seeking housing, while Next Move provides supportive services. Ms. Aguayo has extended an invitation to those interested in scheduling a tour of their facility and donating any unneeded clothes.

B. Waking the Village

Ms. Grace Loescher and the team presented on [Waking the Village: CSBG Project](#).

The Board expressed their gratitude to the presenters for their hard work and for sharing their stories and testimonies.

III. ACTION/DISCUSSION ITEMS: No Items

IV. INFORMATION ITEMS:

A. Strategic Plan Update

Ms. Davis-Jaffe advised that Ms. Wash was appointed as the Community Action Board (CAB) Strategic Planning Committee Chair.

Ms. Wash then gave a summary of the first Committee meeting held on March 7, 2024. She mentioned that the meeting was quite productive and the members discussed aligning the Strategic Plan with the adopted Community Action Plan. They also talked about revising the vision and mission statements and plans to engage the community and stakeholders in this process. The Committee will continue to meet monthly and provide a report at the next CAB meeting.

B. Community Action Month Resource Fair

Ms. Scott informed that the Community Action Month Resource Fair has been scheduled to take place on May 9, 2024, from 3:00-6:00 p.m. The fair will be held at the SETA Administrative building and will have participation from 34 agencies, including all of SETA's CSBG Providers. Two workshops have been confirmed - one by the Community Resource Project on low-income energy-assistance programs and other low-income assistance programs they offer, and another one hosted by the Department of Human Assistance on navigating the CalWIN system. Ms. Scott mentioned that the team is currently working on marketing and flyers for the event.

C. Community Services Block Grant (CSBG) Fiscal Monitoring Reports: No questions

D. Program Operator Reports

Ms. Davis-Jaffe reviewed the item. The CSBG Delegate agencies are in good standing and are meeting or exceeding their goals. The reports were provided in the packet.

V. REPORTS TO THE BOARD:

A. Chair: No Report

B. Interim Executive Director:

Mr. Kim, on behalf of Ms. Saurbourne, provided an update on the ongoing recruitment of the Executive Director. There were no announcements to be made at this time.

C. Deputy Director/Program Manager:

Mr. Kim advised that Request for Proposals (RFP) for Workforce Innovation and Opportunity Act, Title I, Adult/Dislocated Worker Services, Program Year 2024-2025 has been released. This RFP funds the Job Center

network. He encouraged the members of the Board to share this information with any organizations that might be interested in submitting proposals.

Ms. Davis-Jaffe expressed her gratitude towards Next Move and Waking the Village for attending the meeting and giving their testimonies and presentations.

Ms. Davis-Jaffe also welcomed Ms. Graciela Garduno as the newest member of the CAB.

D. Members of the Board: No report

E. Public: None

V. **ADJOURNMENT:** The meeting adjourned at 10:59 a.m.

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



Next Move Homeless Services

Our mission is to help individuals and families with children achieve self-reliance.

Programs
& Services

presented by Cynthia Aguayo



Next Move began as...

a Family Shelter program in 1972 to meet the basic needs of seven homeless families.

Over the years, Next Move has grown to serve families with children, former foster youth, individuals, seniors, and individuals with disabilities.

Our programs include supportive services alongside housing, enabling our clients to reach self-reliance.

We now serve an average of 1000 people every day, and more than 5,000 households each year.

Our Programs

- Francis House Center
- Permanent Supportive Housing
 - Omega
 - Step Up Sacramento
 - Home at Last
- Emergency Family Shelter
- Adolfo Program for Former Foster Youth
- Mather Singles Housing Program
- Family Transitional Housing Program at Mather
- PRTS - Property Related Tenant Services
- COVID-19 Motels



Francis House Center



- Located at 1422 C Street in downtown Sacramento
- In operation for over 50 years
- Onsite clothing closet
- Free eyeglass program
- Warm breakfast two days a week
- Community resource access point
- Provides ID vouchers, bus passes, hygiene kits, etc.
- Diversion Program
 - 3 forms of financial diversion assistance
 - Utility Assistance
 - Eviction Avoidance
 - 1st Month's Rent



Diversion

Sources

*CSBG Safety Net

CalWorks

Ann Land

Community Donations

Types

*Eviction Avoidance

*1st Month's Rent

Utility Assistance - PGE or
SMUD

How to reach us



Phone 916-443-2646



Email franchishouse@nextmovesacramento.org



Headquarter 1422 C St Sacramento, CA95814

Monday, Tuesday, Thursday, Friday
from 9:00am -3:00pm

Permanent Supportive Housing

These programs serve individuals that have disabilities and have experienced chronic homelessness



- **Omega**
 - 37 households
 - Shelter Plus Care (SPC) Voucher Eligible from SHRA
- **Step Up Sacramento**
 - 127 households located at scattered sites
 - Collaboration with Wind Youth and Lutheran Social Services
 - Families, seniors, TAY, and singles
- **Home at Last**
 - 22 households
 - Seniors 55+



Emergency Family Shelter



- Shelters 20 families with 100 beds
- Onsite headstart and playground
- Recreation room for children
- 3 meals served daily - onsite commercial-grade kitchen
- 2 kennels for dogs
- Supportive services include:
 - Intensive case management
 - life skills workshops
 - job development
 - mental health services



Mather Family Transitional Housing Program

- Located on Mather Community Campus
- Serves up to 25 families
- 12-month long program
- Computer lab onsite
- Music recording studio
- Clean & sober living environment





Mather Single Adults Emergency Shelter Program

- Provides up to 9 months of shelter
- 140-unit non-congregate shelter for single adults
- Supportive services include:
 - individual unit sheltering
 - 24/7 onsite staffing
 - 3-meals per day
 - case management
 - alcohol and drug recovery support
 - employment referrals
 - public benefits connections
 - behavioral health services
 - housing locating services

Changed
My
Life! ♥





Adolfo

Transitional Housing for Former Foster Youth

- Serves former foster youth, ages 18 to 25 (Transitional Age Youth i.e. TAY) who exited from state foster care
- Up to 46 TAY households on site at the Mather Campus, through non-congregate housing/shelter units
- Up to 30 additional TAY households in Scattered Site Housing within the community through direct leasing
- Services are offered for up to three years.
- Supportive services include:
 - case management
 - housing locating support
 - education and employment training
 - on-site mental health services
 - drug & alcohol recovery resources provided
 - life-skills workshops
 - financial rental assistance

The Adolfo program is in collaboration with the Department of Human Assistance, Department of Children Family and Adult Services, and Next Move to support and operate the TAY transitional housing program.



Other Programs of Next Move

- **Project Room Key – COVID-19 Motels**
 - We work in coordination with Sacramento County
 - Comfort Inn and Vagabond Inn
 - Currently working on rehousing over 190 households into permanent housing
- **PRTS - Property Related Tenant Services**
 - We work in coordination with DHA to locate housing for families that are part of PRTS (formerly HSP)
 - Families must be receiving CalWORKS to qualify



For more information

go to our website:

www.nextmovesacramento.org

email us:

info@nextmovesacramento.org

Follow us social



media:



INFORMATION ITEM IV-A
Strategic Plan Update

Presenter: Julie Davis-Jaffe

BACKGROUND:

On April 4, 2024, the Strategic Planning Committee met to continue the discussion on the revisions of the strategic plan. Staff and Committee members will present a brief overview of the discussion and progress on this matter.

INFORMATION ITEM IV-B
Community Action Month Resource Fair

Presenter: Arys Scott

BACKGROUND:

Staff will provide an update on planning for the Community Action Month Resource Fair. Attached for your information is the promotional flyer for the resource fair.

COMMUNITY RESOURCE FAIR

This event will bring together members of our community and various community partners to showcase the resources available to support our community. The fair will feature community-based organizations who will provide information and workshops on various community needs, including but not limited to, housing, employment and other supportive services. We invite everyone in the community to join us for this exciting event and learn about the resources available to support them. Mark your calendars and stay tuned for more information!

WORKSHOPS

- NAVIGATING 211: HOUSING AND OTHER SUPPORTS
- NAVIGATING BENEFITSCAL
- NAVIGATING LOW-INCOME ASSISTANCE PROGRAMS

SESSION 1: 3:30PM

SESSION 2: 5PM



DATE

MAY 9, 2024

TIME

3 PM - 6 PM



LOCATION

925 DEL PASO BLVD, STE 100



FOR MORE INFORMATION

CSBG@SETA.NET



RSVP HERE



OR SCAN THE CODE!

Community Action Board

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Call 711 for relay services.

INFORMATION ITEM IV-C
Community Services Block Grant (SCBG) 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. Debbie Hughes

DATE: March 11, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite fiscal monitoring of Next Move Homeless Services, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 45,452	1/1/2023-12/31/2023	1/1/2023-12/31/2023

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: January 23, 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	N/A
2	Internal Control	Yes	N/A
3	Bank Reconciliations	Yes	N/A
4	Disbursement Control	Yes	N/A
5	Staff Payroll/ Files	Yes	N/A
6	Fringe Benefits	Yes	N/A
7	Participant Payroll	Yes	N/A
8	OJT – Contracts/Files/Payment	N/A	N/A
9	Indirect Cost Allocation	N/A	N/A
10	Adherence to Budget	Yes	N/A
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Next Move Homeless Services, Inc.

Findings and General Observations:

We have reviewed the CSBG 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

MEMORANDUM

TO: Major Rio Ray, Corp Officer

DATE: March 11, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk fiscal monitoring of The Salvation Army

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 60,000	1/1/2023-12/31/2023	1/1/2023-12/31/2023

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: February 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	N/A
2	Internal Control	Yes	N/A
3	Bank Reconciliations	Yes	N/A
4	Disbursement Control	Yes	N/A
5	Staff Payroll/ Files	Yes	N/A
6	Fringe Benefits	Yes	N/A
7	Participant Payroll	Yes	N/A
8	OJT – Contracts/Files/Payment	Yes	N/A
9	Indirect Cost Allocation	Yes	N/A
10	Adherence to Budget	Yes	N/A
11	In-Kind Contribution	Yes	N/A
12	Equipment Records	Yes	N/A

Program Operator: The Salvation Army

Findings and General Observations:

We have reviewed the Community Service Block Grant Safety Net program from January 1, 2023 to December 31, 2023. The costs reported for these programs 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. Bridget Alexander

DATE: March 14, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of Waking the Village

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Family SS	\$ 80,000	1/1/23-12/31/23	1/1/23-12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: February 13, 2024

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

Program Operator: Waking the Village

Findings and General Observations:

We have reviewed the Community Service Block Grant, Family Self-Sufficiency 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

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.