



Sacramento  
Employment and  
Training  
Agency

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### **KATHY KOSSICK**

Executive Director

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## **REGULAR MEETING OF THE COMMUNITY ACTION BOARD**

**DATE:** Wednesday, April 10, 2019  
**TIME:** 10:00 a.m.  
**PLACE:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

While the Community Action Board welcomes and encourages participation in the Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Community Action Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Community Action Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assistance Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

## **AGENDA**

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| <b>II. <u>Consent Item</u></b>   |      |
| A. Approval of Minutes of the March 13, 2019 Meeting                       | 1-5  |
| <b>III. <u>Action/Discussion Items:</u></b> None.                          |      |
| <b>IV. <u>Information Items</u></b>  |      |
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***“Preparing People for Success: in School, in Work, in Life”***

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VI.	<b><u>Public Hearing for the 2020-2021 Community Action Plan</u></b>	
VII.	<b><u>Adjournment</u></b>	

**DISTRIBUTION DATE: WEDNESDAY, APRIL 3, 2019**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 13, 2019 MEETING

BACKGROUND:

Attached are the minutes of the March 13, 2019 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

## **COMMUNITY ACTION BOARD**

### Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

SETA - Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

Wednesday, March 13, 2019  
10:00 a.m.

#### **I. Call to Order/Roll Call**

Mr. Anthony Garcia called the meeting to order at 10:01 a.m.

##### Members Present:

Anthony Garcia, Vice Chair, Child Action, Inc.  
Donald Migge, California Community Credit Union  
Genevieve Levy, Sacramento Food Bank and Family Services  
Sam Starks, SMUD  
Yamilka Estrella, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Rivkah Sass, Sacramento Public Library Authority (arrived at 10:18 a.m.)

##### Members Absent:

Donna Mobley, United Way  
Denise Nelson, Chair, Head Start Policy Council  
Lisa Culp, Women's Empowerment

##### Also Present:

Paul Stanbrough, alternate, California Community Credit Union

#### **II. Consent Item**

##### **A. Approval of Minutes of the February 13, 2019 Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Starks, second/Migge

Roll call vote:

Aye: 6 (Dozier, Estrella, Levy, Migge, Garcia, Starks)

Nay:

Abstentions: 0

Absent: 4 (Culp, Mobley, Nelson, Sass)

#### **III. Action/Discussion Items**

##### **A. Approval of Recommendations to Reallocate Community Services Block Grant (CSBG) Funds for Program Year 2019**



In November, the CAB approved Community Services Block Grant funding recommendations. The Children's Receiving Home (CRH) was awarded \$28,500. At the end of February, 2019, CRH informed staff that they were declining the funds due to a restructuring of other funding. The program was unable to commit to serve individual youth that would meet the CSBG requirements. It was decided that it would be best to distribute the funds to other organizations that can provide services.

Ms. Davis-Jaffe reviewed the recommended funding and the chart that went to the Governing Board showing the proposal ranking and the awards for 2019. The process is to augment the agencies ranked higher up to their requested amount.

Ms. Dozier inquired whether under Option A WIND Youth Services would be able to utilize the \$3,500. Ms. Davis-Jaffe talked with the director at WIND Youth Services and she affirmed that they would be able to use the money.

Mr. Starks inquired if there was a gap in our original funding recommendation since CRH could not fulfill the contracted obligations? The original funding to the CRH was to provide services for foster youth. Mr. Starks would not be comfortable placing the funds anywhere else unless they served foster youth.

Mr. Bonanno stated that foster youth are not the only people in the system. The broader definition is where their care has been the responsibility of others. The funds were originally intended for youth emancipating out of the system to prepare them for their next step in life. The two programs chosen are providing essentially the same services. Waking the Village works mostly with homeless teen mothers. Single family parents with young children are a goal; these funds are going to provide 24/7 services to young families in protected state programs. This ties into exactly what the CRH would be doing with the funds.

Mr. Garcia asked if there was any expectation that Waking the Village will serve the same community of youth? Mr. Bonanno replied that most of Waking the Village's services are providing housing whereas Wind serves homeless youth. Mr. Garcia wants to reach out to as much of the community as possible.

Mr. Migge stated that getting people off the street and providing them other services is important and it seems logical that the majority of the funds would go there.

Ms. Sass arrived at 10:18 a.m.

Mr. Starks wants to focus the funding on Waking the Village because of a preference for pregnant parents. He thinks the opportunities for funding Waking the Village may be broader in terms of going out to solicit funds whereas Wind Youth Services is a very specific, narrower cast in terms of its mission. There

may not be as many grants available for programs like WIND. He thinks Option B seems the best.

Ms. Levy stated that of the two options she prefers Option B. She feels like the board is blind by not having the original proposals when considering the reallocation of money. In the future, the board requested the proposals in advance of possible reallocation of funds. Board members agreed that this would be helpful for future reallocations.

Mr. Garcia also wants to look at program and fiscal reports; there may be issues that staff is working on with the agency. Program information and fiscal reports are important to review during any funding process. Mr. Garcia asked if either of the agencies have an issue. Mr. Bonanno replied that staff looks at program performance in a variety of ways when developing a recommendation.

Ms. Dozier likes Option B because it provides more funds to both programs to provide services. It is a good balance of the options available.

Moved/Starks, second/Levy, to approve Option B, reallocating \$18,500 to Waking the Village, and \$10,000 to Wind Youth Services.

Roll call vote:

Aye: 7 (Dozier, Estrella, Levy, Migge, Garcia, Starks, Sass)

Nay:

Abstentions: 0

Absent: 3 (Culp, Mobley, Nelson)

IV. **Information Items:** None

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Mr. Bonanno who will be retiring at the end of the month. Ms. Kossick thanked Mr. Bonanno for his decades of work. Ms. Kossick reported that the CSBG bill will be introduced into Congress; an update will be provided to the board.
- C. Program Manager: Ms. Davis-Jaffe reported that the SETA Governing Board, at their February 7 meeting, approved the private sector recruitment process. This will be utilized to restructure board membership and ensure compliance by following the bylaws. A similar process for the low income members will be introduced next month, when the approved agencies democratically select the low-income members.
- D. Members of the Board: Board members expressed thanks for Mr. Bonanno's knowledge and support of the board. Ms. Dozier especially appreciated Mr. Bonanno's gentle guidance through the funding process. Ms. Estrella thanked Mr. Bonanno for his warm welcome and wished him well in his retirement. Ms.

Levy thanked Mr. Bonanno for his wealth of knowledge and hopes to see him around.

- E. Public: Mr. Garcia asked Mr. Bonanno for any parting thoughts. Mr. Bonanno stated that this board is a very rare thing and a good example of the intent of the law. This is an independent body, eyes and ears for the CSBG grant. This ensures an unbiased/unfiltered view of the community.

- VI. **Adjournment:** The meeting was adjourned at 10:37 a.m.

## ITEM IV- A - INFORMATION

### 2020-2021 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN CALENDAR

#### BACKGROUND:

Attached for your information is the calendar of important dates and events for the development of the 2020-2021 Community Services Block Grant Community Action Plan.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**DRAFT PLANNING CALENDAR FOR THE 2020-2021 CSBG  
COMMUNITY ACTION PLAN**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>
February 22, 2019	Final drafts of Notice of Public Hearings and Service Gap Survey Questionnaire are completed
March 5, 2019	CSBG Service Gap Survey Questionnaire is distributed
March 11, 2019 through May 8, 2019	Notice of CSBG Public Hearings are posted and distributed
April 10, 2019 (Wednesday) 10:00 A.M. – 12:00 P.M.	CAB Meeting First Public Hearing before the Community Action Board (SETA Board Room)
May 8, 2019 (Wednesday) 10:00 A.M. – 12:00 P.M.	CAB Meeting Second Public Hearing before the Community Action Board (SETA Board Room)
May 17, 2019 (Friday) 3:00 P.M.	Draft Community Action Plan completed and available for public review
May 29, 2019 (Wednesday) 10:00 A.M. – 12:00 P.M.	Special CAB Meeting Final approval of Community Action Plan (SETA Board Room)
June 6, 2019 (Thursday) 10:00 A.M.	SETA Governing Board approval of the Community Action Plan. (SETA Board Room)
June 28, 2019 (Friday)	Community Action Plan due at the State Department of Community Services and Development

## ITEM IV-B - INFORMATION

### COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

#### BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO:** Ms. Lisa Welze **DATE:** March 18, 2019

**FROM:** David B. Clark, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$385,659	10/1/17 - 9/30/18	10/1/17 - 9/30/18
RSS	ES TA	\$79,830	10/1/17 - 9/30/18	10/1/17 - 9/30/18
RSS	ES SA	\$43,470	5/1/18 - 9/30/18	5/1/18 - 9/30/18
CSBG	FSS	\$64,998	1/1/18 – 12/31/18	1/1/18 – 9/30/18

**Monitoring Purpose:** Initial  X  Follow-Up      Special      Final  X   
**Date of review:** February 19-20, 2019

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

**Program Operator:** International Rescue Committee

**Findings and General Observations:**

The total costs as reported to SETA for RSS and CSBG have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Ms. Nilda Valmores **DATE:** March 20, 2019

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,100	1/1/18-12/31/18	1/1/18-12/31/18

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

**Date of review:** 2/25 & 3/13/19

<b>AREAS EXAMINED</b>		<b>COMMENTS</b>			
		<b>SATISFACTORY</b>		<b>RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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			

**Program Operator: My Sister's House**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs from January 1, 2018 to December 31, 2018. 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:**

- 1) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick  
Governing Board

#### ITEM IV-C - INFORMATION

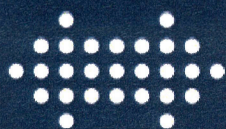
##### NATIONAL COMMUNITY ACTION FOUNDATION – HIGHLIGHTS OF THE COMMUNITY SERVICES BLOCK GRANT REAUTHORIZATION ACT OF 2019

#### BACKGROUND:

Attached is information from the National Community Action Foundation.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



# National Community Action Foundation

Connecting Communities to Washington Since 1981

## Highlights of the Community Services Block Grant Reauthorization Act of 2019

The Community Services Block Grant Reauthorization Act of 2019 renews the Nation's commitment to reducing poverty through support for an established network of more than 1,000 local Community Action Agencies that operate in virtually every county in the United States. The bill achieves three overarching goals:

- *Preserves and strengthens the time-tested core principles that have made Community Action unique for more than 50 years – low-income participation, local control, comprehensive needs assessment, and strategic planning in collaboration with extensive community partners.* The bill ensures continued support through the Community Services Block Grant for this network of local agencies and their holistic approach to identifying local causes of poverty and barriers to opportunity, and in designing solutions to address these local needs.
- *Reinforces and expands existing efforts to continuously improve the performance and management of Community Action at the federal, state, and local levels.* The bill ensures results-driven performance and accountability through more rigorous performance measurement at all levels. The bill strengthens provisions requiring federal evaluation of state programs, state monitoring of local agencies, and mandatory corrective action, including termination of local agencies that fail to correct deficiencies.
- *Invigorates the historic commitment of Community Action to innovation and evidence-based practice to ensure measureable results in reducing poverty.* Consistent with Community Action's origin as a laboratory for innovation, the bill establishes a Community Action Innovations Program to allow agencies to replicate and expand practices that are proven effective, and to test innovative new approaches with potential for success. The bill encourages expansion of the evidence-based "two-generation" approach already in use by many agencies, and separately authorizes a Community Action Opioid Response Grant Program to address unmet needs in low-income communities affected by the opioid crisis.

## Summary of Provisions

### *Establishes Solid Legislative Foundation for CSBG*

- Modernizes and reauthorizes the Community Services Block Grant for 10 years, at an annual level of \$850 million for first five years and such sums as necessary for the subsequent five years.

### *Streamlines Program Purposes and Maintains Flexibility*

- Establishes purpose of CSBG as reducing poverty through support for activities of Community Action Agencies that improve the economic security of low-income individuals and families and create new economic opportunities in the communities where they live.
- Specifies broad strategies to achieve program purpose, including by strengthening the ability of communities to identify local causes and conditions of poverty and opportunities to address them, empowering low-income people to participate in local antipoverty efforts, using innovative approaches and coordinating public and private resources, and broadening the range of resources available in local communities to reduce poverty.

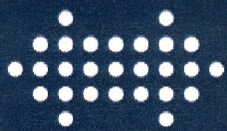
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# National Community Action Foundation

Connecting Communities to Washington Since 1981

## ***Reinforces Core Principles of Community Action***

- Ensures “maximum feasible participation” of low-income residents in planning local activities.
- Maintains requirement that each local agency governing board is broadly representative of local public and private stakeholders; strengthens board expertise and clarifies board responsibilities.
- Requires that local agencies design programs and set goals based on comprehensive community needs assessments that identify local causes and conditions of poverty; emphasizes importance of local strategic planning.
- Requires state-local consultation in designating new private nonprofit Community Action Agencies. Prohibits designation of new public agencies that may divert CSBG funds for broader local government purposes.
- Allows merger of existing Community Action Agencies or privatization of public agencies to improve quality of service, and makes one-time grants available to assist with initial costs.

## ***Ensures Results-Driven Performance and Accountability at Federal, State, and Local Levels***

- Requires federal, state, and local participation in management information systems that measure performance against benchmarks, including benchmarks for timely distribution of federal funds.
- Specifies management functions at each level, including for state lead agencies, and strengthens provisions for evaluation and monitoring of state and local programs.
- Provides for corrective action if deficiencies are found, including procedures for reducing or terminating funds to a local agency, and ending designation as an eligible entity if serious deficiencies are not corrected.
- Allows HHS to provide funds directly to a local agency if state withholds, reduces, or terminates funds to the local agency prior to completion of all state and federal review procedures.
- Subjects CSBG funds to uniform federal requirements governing administration, cost principles, and audits.

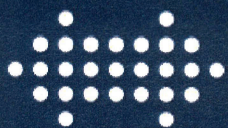
## ***Promotes Innovation, Evidence-Based Practice, and Program Coordination***

- Promotes innovation and use of evidence-based practice through a new Community Action Innovations Program, funded by 2% set-aside of state CSBG allotments. Program will support expansion or replication of proven evidence-based practices and testing of innovative approaches with demonstrated potential for success.
- Requires federal training and technical assistance to support use and building of evidence in reducing poverty, including through development or dissemination of clearinghouses or other information about evidence-based practices.
- Allows waivers of CSBG income eligibility standards if necessary to coordinate services across programs, and allows participating individuals to remain in a program or activity, regardless of criteria used to determine initial eligibility, if they are successfully progressing toward a goal.

## ***Responds to Unmet Needs of Low-Income Communities Affected by Opioids***

- Authorizes a new Community Action Opioid Response Grant Program to identify and respond to causes and consequences of opioid addiction by low-income individuals, families, and communities. Specifies Community Action Agencies as eligible applicants.
- Allows use of funds for range of activities related to prevention, treatment, and recovery from opioid addiction; grant selection priorities include use of innovative or evidence-based approaches.





# National Community Action Foundation

Connecting Communities to Washington Since 1981

- Establishes separate authorization for opioid grant program of \$50 million for each of FY2019 through FY2023 and such sums as necessary in FY2024 through FY2028.

## *Makes Additional Modernizations*

- Retains current formula for allocating block grants, with an increased minimum for small states.
- Deletes recapture-of-unobligated funds language that has been consistently overridden by congressional appropriators.
- Deletes other obsolete or redundant language throughout the statute.

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## ITEM IV-D - INFORMATION

### COMMUNITY ACTION PARTNERSHIP – BUILDING OPPORTUNITY FOR ALL

#### BACKGROUND:

Attached is information from the Community Action Partnership.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



## The National Need

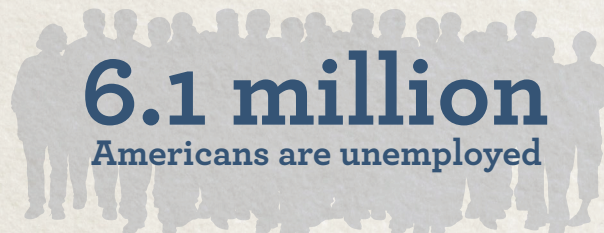
Despite America's economic recovery, millions are still living in poverty and even more are just one missed paycheck away from hardship. Whether our neighbors are experiencing a temporary set back or have been priced out of affordable housing – too many struggle to achieve a good quality of life.

Nearly **40** million people in America live poverty.

People of color are disproportionately impacted



**1 in 6** children go hungry at some point during the year



**6.1 million** Americans are unemployed



of Americans can't cover a \$400 emergency expense

## Community Action's Reach

The nation's 1,000+ Community Action Agencies are a robust, national, state, and local force, reaching children and families in **99% of America's counties** with life changing services that create pathways to opportunity and prosperity. Annually, we reach:

**15** million low-income individuals



**3.9** million children

**2.3** million seniors



**6.2** million families



**1.7** million people with disabilities





# Our Impact

America's Community Action Agencies embody our nation's spirit of hope, change people's lives, and improve communities. We promote workable solutions that connect more families to opportunity – and make America a better place to live for everyone.

## Community Action Agencies:

- Connect individuals and families to approaches that help them succeed – including high quality education programs for children, job retraining for adults, stable and affordable housing for families, utility assistance for seniors, and so much more.
- Promote community-wide solutions to seemingly stubborn challenges throughout our cities, suburbs, and in rural areas – whether it's the lack of affordable housing or the need to promote economic growth that benefits all families.
- Share expertise with national, state, and local leaders looking for evidence on what works to promote greater economic opportunity for children and families.

## As a result, each year:

800,000 households increased their financial **Assets** or skills



More than 8 million people received food, healthcare services and more to increase family **Health & Well-Being**



4 million **Children & Families** accessed childcare, after school programs, and more



339,000 people obtained safe, affordable **Housing** – and millions more received emergency help with heat or energy assistance

1.2 million people engaged in **Community Building**



5.8 million people were put on a pathway to good **Jobs** through employment support



Community Action Agencies are locally run but receive a range of public and private resources for their work. This includes funding from the federal Community Services Block Grant (CSBG) which provides the Community Action Agency designation. **For every \$1 of CSBG funds, the Network annually leverages \$7.70 from state, local, and private sources.**



**National Office:** 1020 19th Street, Suite 700 Washington, D.C. 20036  
Phone: 202.265.7546  
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[www.communityactionpartnership.com](http://www.communityactionpartnership.com)



## ITEM V - REPORTS TO THE BOARD

### 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. EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the 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 Executive Director's Report also allows the opportunity for the Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

### C. PROGRAM MANAGER

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, 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.