

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday June 12, 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, 87570872582 # US (San Jose).

Meeting ID: 875 7087 2582

Passcode: 212182

[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

Anita Maldonado

EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL

I.	CONSENT ITEM:	
	A. Approval of Minutes of the April 10, 2024 Regular Board Meeting	2-12
II.	PRESENTATIONS:	
	A. World Relief	
III.	ACTION/DISCUSSION ITEMS:	
	A. Election of Secretary/Treasurer to the Community Action Board	13
	B. Discussion on the CAB Strategic Plan	14-22
IV.	INFORMATION ITEMS:	
	A. Community Action Month Resource Fair Review (Arys Scott)	23
	B. Community Services Block Grant (CSBG) First Quarter Report (Julie Davis-Jaffe)	24
	C. Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe)	25-31
	• Elk Grove Unified School District	
	• Opening Doors, Inc.	
	• Women's Empowerment	
V.	REPORTS TO THE BOARD:	32
	A. Chair	
	B. Executive Director	
	C. Deputy Director/Program Manager	
	D. Members of the Board	
	E. Public	
VI.	ADJOURNMENT	

DISTRIBUTION DATE: Wednesday, June 5, 2024

Community Action Board meeting hosted by:
Luis Sanchez (Chair), Dominique Espinosa (Vice Chair)

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	A										
Debra Cummings (Appointed 6/30/23)	Low Income Sector	X	X	X										
LaShelle Dozier	Public Sector	X	X	X										
Dominique Espinosa (Appointed 8/1/21)	Low Income Sector	X	X	X										
Elizabeth Hudson (Appointed 4/6/23)	Private Sector	X	A	X										
Anthony Garcia	Private Sector	X	X	A										
Kristin Gibbons (Appointed 9/18/19)	Public Sector	X	A	A										
Renee John (Appointed 1/11/23)	Private Sector	X	X	X										
Luis Sanchez (Appointed 11/9/22)	Private Sector	X	X	A										
Sam Starks	Public Sector	X	X	X										
Fienishia Wash (Appointed 4/19/21) Alt.: Aterious Cuffee	Low Income Sector	X	X	X										
Graciela Garduno (Appointed 2/23/24) Alt.:	Low Income Sector			X										

*Special meeting

CONSENT ITEM I-A

Approval of Minutes of the April 10, 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 April 10, 2024, Board meeting.

MINUTES/SYNOPSIS

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

CALL TO ORDER ROLL CALL

Mr. Sanchez called the meeting to order at 10:03 a.m. The roll was called and a quorum was established.

Members Present:

Debra Cummings, Our Kids Community Breakfast Club
Renee John, Valley Vision
Dominique Espinosa, Vice Chair; Mutual Housing California
Sam Starks, Secretary/Treasurer; SMUD (*arrived and seated at 10:29 a.m.*)
Fienishia Wash, Head Start Policy Council
Graciela Garduno, Head Start Policy Council
Elizabeth Hudson, Deputy Director, LifeSTEPS
Luis Sanchez, Community Resource Project

Members Absent:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
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 March 13, 2024 Regular Board Meeting

The minutes were reviewed; there were no corrections.

Moved/Garcia, second/Wash, to approve the minutes of March 13, 2024, regular meeting as distributed.

Roll call vote:

Aye: 6 (Hudson, Wash, John, Garcia, Cummings, Garduno)

Nay: 0

Abstention: 1 (Sanchez)

Absent: 5 (Starks, Gibbons, Coyl, Espinosa, Dozier)

II. PRESENTATIONS:

A. River City Food Bank

Mr. Starks arrived and was seated at 10:29 a.m.

B. LifeSTEPS

The presentations are attached to these minutes.

The Board thanked the presenters for their hard work and acknowledged their service's impact on the community.

III. ACTION/DISCUSSION ITEMS: No Items

IV. INFORMATION ITEMS:

A. Strategic Plan Update

Ms. Davis-Jaffe informed the Board that the Strategic Planning Committee met on April 4. She asked the members to report on the progress made during the meeting.

Mr. Garcia emphasized the ongoing importance of the Committee's work in assessing the alignment of the Strategic Plan and the Community Action Plan. At the last meeting, the Committee collectively recognized that the Strategic Plan was too detailed and needed revision to serve as a framework for the Community Action Plan's operations. Given that the Community Action Plan already encompasses all necessary details, the Committee's focus will be on strengthening the vision and mission statements of the Strategic Plan. Multiple versions of these statements are currently being prepared for discussion and subsequent approval by the Community Action Board (CAB).

Ms. Davis-Jaffe advised that a community and stakeholder listening session is being planned to be included at SETA's upcoming Community Action Month Resource Fair on May 9, 2024. The feedback obtained from this session may impact further revisions to the Strategic Plan.

The Strategic Planning Committee is scheduled to meet again on May 2, 2024, at 3:00 p.m.

B. Community Action Month Resource Fair

Ms. Scott confirmed that the Community Action Month Resource Fair is scheduled for May 9, 2024, from 3:00-6:00 p.m. The flyer has been developed, and marketing efforts have begun. The fair will be held at the SETA Administrative building with the participation of forty (40) agencies, including all of SETA's Community Service Block Grant providers, the 2-1-1 Sacramento Human Services, Department of Human Assistance, Community Resource Project, and Pacific Gas & Electric Company.

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

V. REPORTS TO THE BOARD:

A. Chair: No Report

B. Executive Director:

Ms. Saurbourne introduced the new SETA Executive Director, Ms. Anita Maldonado, who then shared some background highlights.

C. Deputy Director/Program Manager:

Ms. Davis-Jaffe thanked presenters for today's presentations and their great work.

Ms. Davis-Jaffe advised that today is Mr. Stark's last day on the Board. She recognized

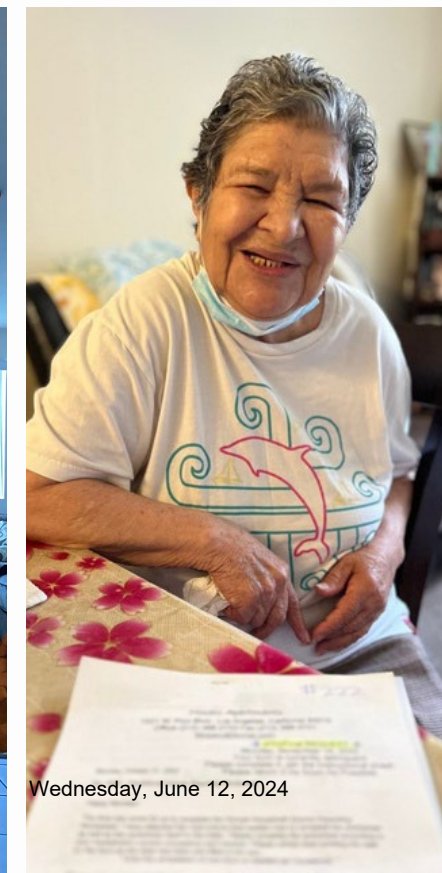
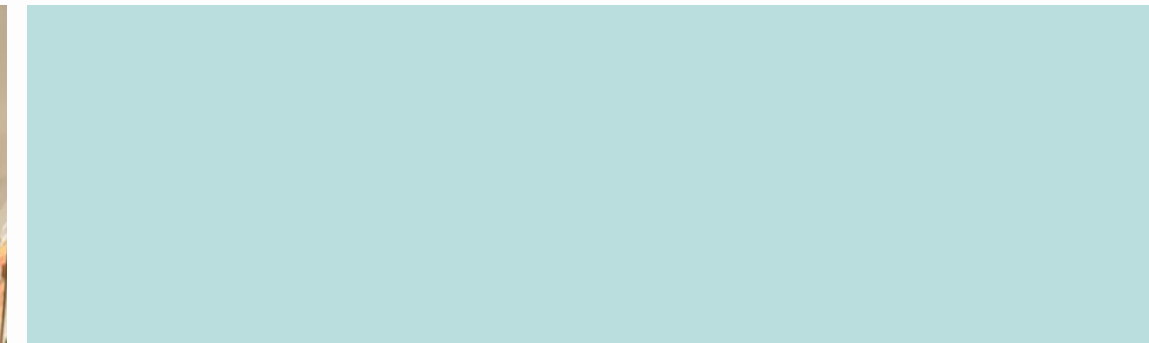
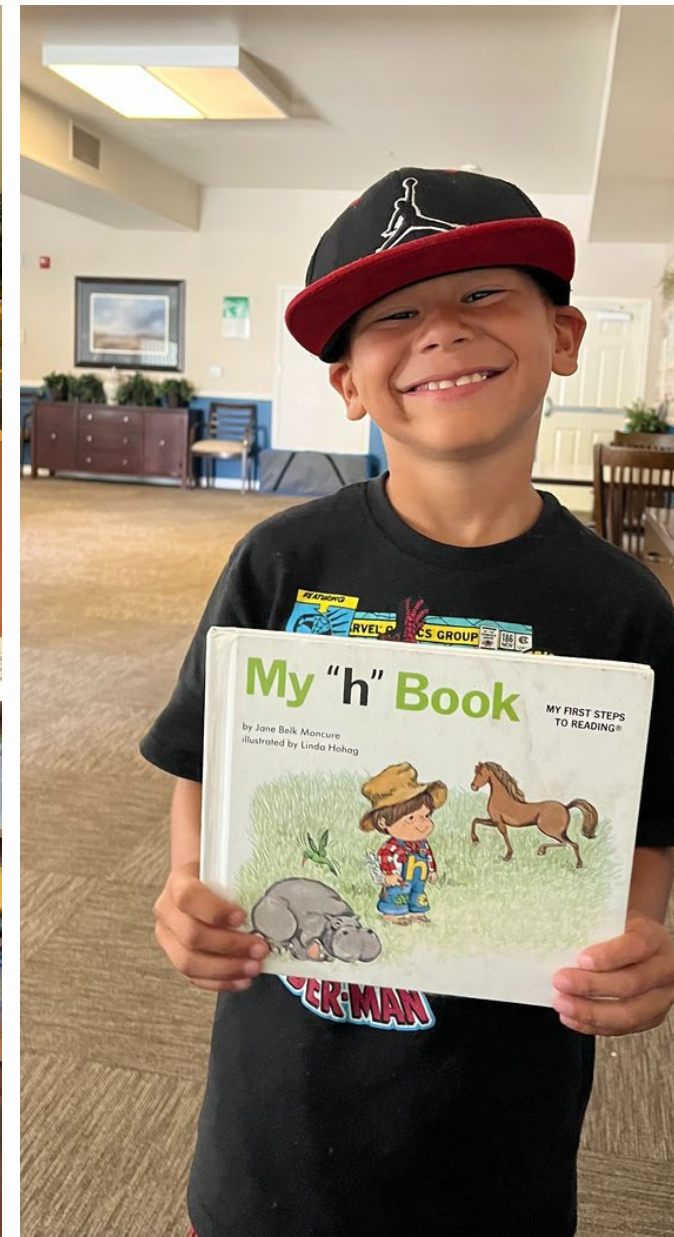
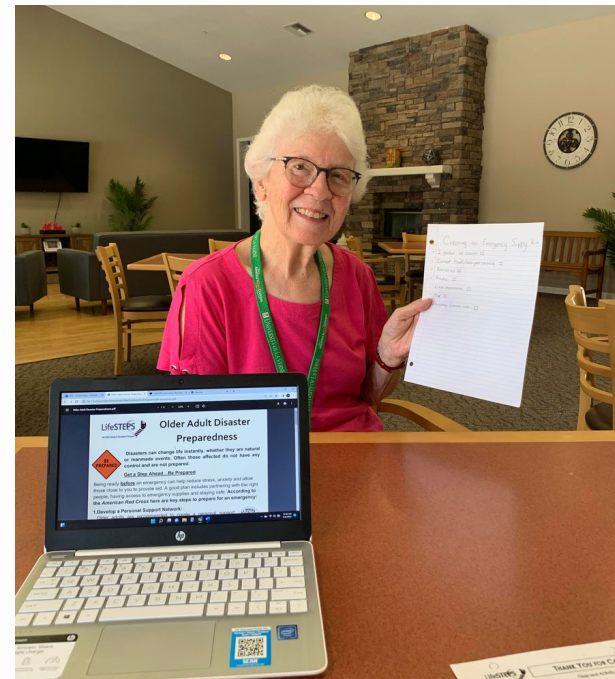
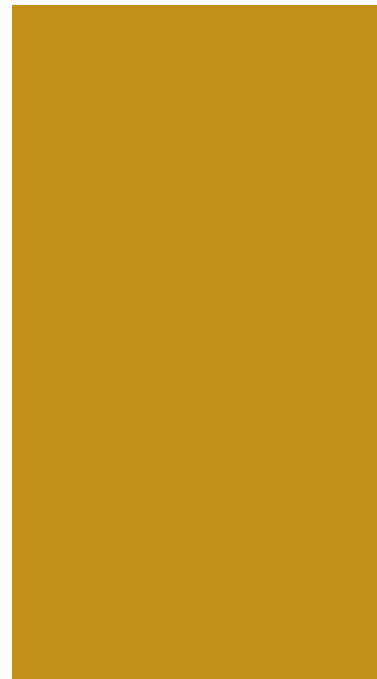
Mr. Stark for his impact on the community and expressed her deep gratitude on behalf of SETA for his years of service and dedication to the Board. The members of the Board expressed their heartfelt appreciation for his contribution to the Board. They wished him the very best in his retirement and acknowledged that the initiatives he started would be continued by the Board.

D. Members of the Board: No report

E. Public: None

VI. ADJOURNMENT: The meeting adjourned at 11:28 a.m.

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



LifeSTEPS Who We Are

Provider of on-site social services to resident living in affordable housing for 28 years throughout California



Serving over 416 properties



Provide services to over 109,774 residents



Properties in 35 counties throughout California



Serving 786 current and formerly homeless individuals living in permanent supportive housing

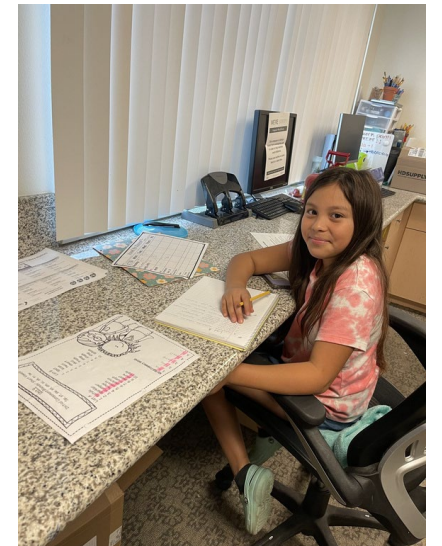


LifeSTEPS mission is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.

Affordable Housing Services

Affordable Housing Resident Services

- Resident Service Coordination
- Provided 7,826 youth with After School Programming
- 66,000 hours of Case Management
- 11,976 sessions of Community Activities
- Provided 25,486 residents with Health & Wellness Classes
- Provided 15,956 residents with Adult Education Classes
- Eviction Prevention
- Aging in Place for Seniors
- Food Access Programs
- Referrals: DHA, Salvation Army, Francis House, 211, St. Vincent De Paul, Travelers Aid, and local churches.



Housing & Health Services

In 2014 we began providing Intensive Case Management Services to Special Needs residents, including the chronically homeless with physical health challenges, mental health disabilities and substance use disorders residing in both senior and family housing.

- Contracted to provide **Intensive Case Management** services with developers providing housing to homeless individuals in Salinas, Sacramento, Santa Rosa, and Stockton
- Serve **415 Family Self Sufficiency** clients in Santa Clara County
- Provide **Enhanced Care Management**
- **CalAIM Services**
 - Community Supports
 - Tenancy Sustaining Services
 - Housing Navigation (again, CalAIM)
- Community Health Worker (a medi-cal benefit)



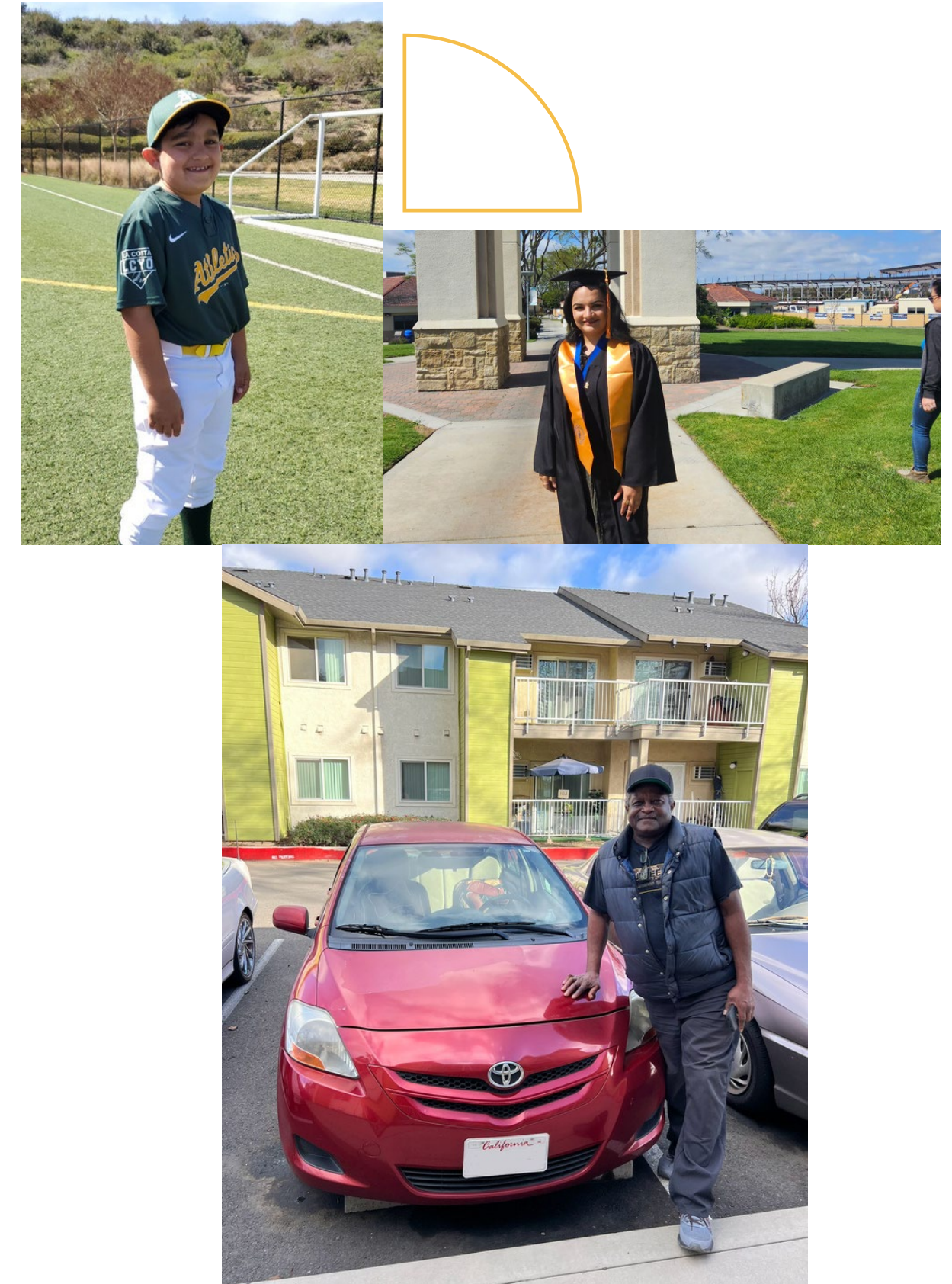
2014 ➡ 34 Residents served at 2 Properties

2024 ➡ 700+ Residents served at 31 Properties

Enhanced Support

Client Assistance Program

- Rental Assistance: \$87,707 in 2023
- Non-Rental Assistance: \$32,316 in 2023
- Immigration Assistance: \$24,008 in 2023
- Youth Sports Scholarships \$25,617 awarded
- Trade/Vocational School Scholarships \$8,926 awarded
- Academic Scholarships \$153,175 awarded



Health & Housing Case Study



Securing A Place To Call Home

- Mike* is a senior that found himself homeless after sustaining a serious injury.
- He was referred to Shasta Hotel's supportive housing in Sacramento.
- There, LifeSTEPS Intensive Case Manager, Melba, provided case management to Mike every step of the way to reach his goal of securing his own apartment.
- Melba then referred Mike to the Move-on program.
- With Melba's support, Mike found his own one bedroom apartment in a senior community!

Affordable Housing Impact



A Burden Lifted

- John* is a resident at Woodhaven Senior Residence.
- Forced to retire early due to Colon cancer diagnosis.
- He had to rely on family to take him to chemotherapy since his transmission went out on his car.
- LifeSTEPS DSS helped John apply for LIHEAP (utilities), ACP (internet) and find part-time work.
- Through LifeSTEPS Emergency Assistance Fund, John was able to have his car repaired, relieving the burden of asking for family members to give him rides to doctor appointments.
- John is in remission. He gratefully shares, "I don't know what I would have done without LifeSTEPS and the dedication you have."

ACTION/DISCUSSION ITEM III-A
Election of Secretary/Treasurer to the Community Action Board

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Conduct an election to select a CAB Secretary/Treasurer, consistent with the CAB Bylaws.

BACKGROUND:

In accordance with the Community Action Board (CAB) Bylaws, “. . . officers shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer. . . A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board.” (p. 15, CAB Bylaws).

With the retirement of Sam Starks, a vacancy has been created in the office of Secretary/Treasurer to the Community Action Board.

A description of this position is included here:

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program. (p. 16, CAB Bylaws)

ACTION/DISCUSSION ITEM III-B
Discussion on the CAB Strategic Plan

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Discuss the draft Strategic Plan, with special consideration of the Mission and Vision statements, and take appropriate action.

BACKGROUND:

The Strategic Planning Committee held a third meeting on May 2, 2024. Staff will present a brief overview of the discussion and progress on this matter. A draft of the updated Strategic Plan has been attached.

Sacramento Employment and Training Agency (SETA)

Community Action Board (CAB)

STRATEGIC PLAN

Approved by the SETA CAB on: _____
(Date) 7-1-2024
(Chairperson Initial) JMD

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. 2

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~~

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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 ~~SP~~strategic 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.

Commented [JMD9]: New

Commented [JMD10]: New

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CAB Strategies to Address the Root Causes Eliminate the Cycle 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 resource 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)

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

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CAB VISION

A united community working to eliminate the poverty cycle. OR

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

CAB MISSION

Coordinated community resources to eliminate the cycle of poverty in Sacramento County.

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.

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 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.
- 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.

CAB Strategies to Eliminate the Cycle 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 systemic 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.

CAB Implementation Plan

- Through a Request-For-Proposals 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.
- SETA staff provide access to services, by connecting CSBG-eligible households to SETA Delegate Agencies or other community organizations, for resources and/or services to meet individualized needs.

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

INFORMATION ITEM IV-A
Community Action Month Resource Fair Review

Presenter: Arys Scott

BACKGROUND:

Staff will provide a summary of the Community Action Month Resource Fair, which was held on May 9, 2024 at SETA's Del Paso office building.

INFORMATION ITEM IV-B
Community Services Block Grant (CSBG) First Quarter Report

Presenter: Julie Davis-Jaffe

BACKGROUND:

The First Quarter Program Report is included under separate cover for review by the CAB. Staff will be available to answer questions.

INFORMATION ITEM IV-C
Community Services Block Grant (CSBG) Monitoring Reports

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information is the latest CSBG fiscal monitoring reports. Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Gina Wandell

DATE: April 19, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of January 30, 2024

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	Adult	\$ 350,595	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Dislocated Worker	\$ 87,648	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Out of School Youth	\$ 329,729	7/1/23-6/30/24	7/1/23-12/31/23
WIOA	Prison to Employment	\$ 47,250	4/1/23-11/30/25	4/1/23-12/31/23
CSBG	Family Self Sufficiency	\$ 63,874	1/1/23-12/31/23	1/1/23-12/31/23
CSBG	Safety Net	\$ 54,489	1/1/23-12/31/23	1/1/23-12/31/23

Monitoring Purpose: ☒ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: January 30, 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	Yes	No
8	OJT – Contracts/ Files/ Payment	N/A	N/A
9	Indirect Cost Allocation	Yes	No
10	Adherence to Budget	Yes	No
11	In-Kind Contribution	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Elk Grove Unified School District Adult & Community Education

Findings and General Observations:

We have reviewed the Workforce Innovation and Opportunity Act, Out-of-School Youth and Prison to Employment programs from July 1, 2023 to December 31, 2023. In addition, we reviewed the Community Service Based Grants programs, Family Self-Sufficiency and Safety Net 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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Jessie Tientcheu

DATE: May 13, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Onsite Fiscal Monitoring of Opening Doors, Inc.

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 21, 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	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Opening Doors, Inc.

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: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Lisa Culp

DATE: April 23, 2024

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Women's Empowerment

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$ 48,500	1/1/23 – 12/31/23	1/1/23 – 12/31/23

Monitoring Purpose: ☐ Initial ☐ Follow-up ☐ Special ☒ Final

Date of Review: 2/9/24

	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	Yes	No
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	N/A	N/A
12	Equipment Records	N/A	N/A

Program Operator: Women's Empowerment

Findings and General Observations:

The total costs as reported to SETA CSBG program have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

CC: Anita Maldonado
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. 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. 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.