

## AGENDA

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

**Wednesday July 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](mailto: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](mailto: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, 89942662636 # US (San Jose).

Meeting ID: 899 4266 2636

Passcode: 622520

[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](http://www.seta.net/board/board-agendas).

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#### GOVERNING BOARD

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##### 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

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##### Anita Maldonado

EXECUTIVE DIRECTOR

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**CALL TO ORDER**  
**ROLL CALL**

<b>I.</b>	<b>CONSENT ITEM:</b>	
	<b>A.</b> Approval of Minutes of the April 10 and June 12, 2024 Regular Board Meetings	1-35
<b>II.</b>	<b>PRESENTATIONS:</b>	
	<b>A.</b> The Salvation Army	
	<b>B.</b> First Step Communities	
<b>III.</b>	<b>ACTION/DISCUSSION ITEMS:</b>	
	<b>A.</b> Election of Secretary/Treasurer to the Community Action Board (Julie Davis-Jaffe)	36
	<b>B.</b> Approval of the CAB Strategic Plan (Julie Davis-Jaffe)	37-41
<b>IV.</b>	<b>INFORMATION ITEMS:</b>	
	<b>A.</b> Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe)	42-48
	<ul style="list-style-type: none"><li>• My Sister's House</li><li>• Volunteers of America of Northern California and Northern Nevada, Inc.</li><li>• World Relief Corporation of the National Association of Evangelicals – Sacramento</li></ul>	
	<b>B.</b> CAB Receipt of Bylaws: Organizational Standard 5.4 (Julie Davis-Jaffe)	49
	<b>C.</b> CAB Notification of SETA Financial Audit: Organizational Standard 8.3 and 8.4 (Julie Davis-Jaffe)	50
<b>V.</b>	<b>REPORTS TO THE BOARD:</b>	51
	<b>A.</b> Chair	
	<b>B.</b> Executive Director	
	<b>C.</b> Deputy Director/Program Manager	
	<b>D.</b> Members of the Board	
	<b>E.</b> Public	
<b>VI.</b>	<b>ADJOURNMENT</b>	

**DISTRIBUTION DATE:** Wednesday, July 3, 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	A		A							
Debra Cummings (Appointed 6/30/23)	Low Income Sector	X	X	X	X		X							
LaShelle Dozier	Public Sector	X	X	X	A		A							
Dominique Espinosa (Appointed 8/1/21)	Low Income Sector	X	X	X	X		A							
Elizabeth Hudson (Appointed 4/6/23)	Private Sector	X	A	X	X		X							
<del>Anthony Garcia</del> (Resigned 5/31/24)	Private Sector	X	X	A	A		A							
Kristin Gibbons (Appointed 9/18/19)	Public Sector	X	A	A	A		A							
Renee John (Appointed 1/11/23)	Private Sector	X	X	X	X		A							
Luis Sanchez (Appointed 11/9/22)	Private Sector	X	X	A	X		A							
Fienishia Wash (Appointed 4/19/21) Alt.: Aterious Cuffee	Low Income Sector	X	X	X	X		X							
Graciela Garduno (Appointed 2/23/24) Alt.:	Low Income Sector			X	X		X							

\*Special meeting

**CONSENT ITEM I-A**

**Approval of Minutes of the April 10 and June 12, 2024 Regular Board Meetings**

Presenter: Julie Davis-Jaffe

**RECOMMENDATION:**

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

**BACKGROUND:**

Attached are the minutes of the April 10 and June 12, 2024, Board meetings.

## 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.



Community Action Board

**RIVER CITY  
FOOD BANK**

**SETA Community Action Board**

**April 10, 2024**

Page 5

Wednesday, July 10, 2024





***Food Insecurity***



***About River City Food Bank***



***Community Impact***



***Programs & Services***



***Get Involved***



***SETA Impact***



# About River City Food Bank

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# Food Insecurity

**Food insecurity** is the condition of not having access to sufficient food, or food of an adequate quality, to meet one's basic needs.

- Nearly **15% of** Sacramento County residents experience food insecurity
- Those most affected are already struggling
- Amplified by COVID-19 pandemic, inflation, housing and refugee resettlement



# River City Food Bank



## MISSION:

To alleviate hunger in Sacramento County by providing consistent access to healthy, meaningful food for all.

## CORE VALUES:

- Inclusivity
- Dignity, Compassion and Respect
- Adaptability
- Health





# Community Impact



Community Action Board



## 2023 COMMUNITY IMPACT

**OUR MISSION** is to alleviate hunger in Sacramento County by providing consistent access to healthy, meaningful food for all.



**3,088,804** POUNDS DISTRIBUTED

20% INCREASE FROM 2022



**MORE THAN 2.5 MILLION MEALS SERVED**

**308,005 PEOPLE SERVED**



EMERGENCY FOOD DISTRIBUTION	244,429
BACKSNACKS	42,548
CALFRESH OUTREACH	15,673
SCHOOL FOOD PANTRY	4,438
SENIOR PROGRAMS	917

**29,806** VOLUNTEER HOURS DONATED

**3,298 VOLUNTEERS**

**\$947,860 VALUE OF DONATED TIME**



## OUR CORE VALUES

**INCLUSIVITY**



**HEALTH**



**DIGNITY, COMPASSION & RESPECT**



**ADAPTABILITY**



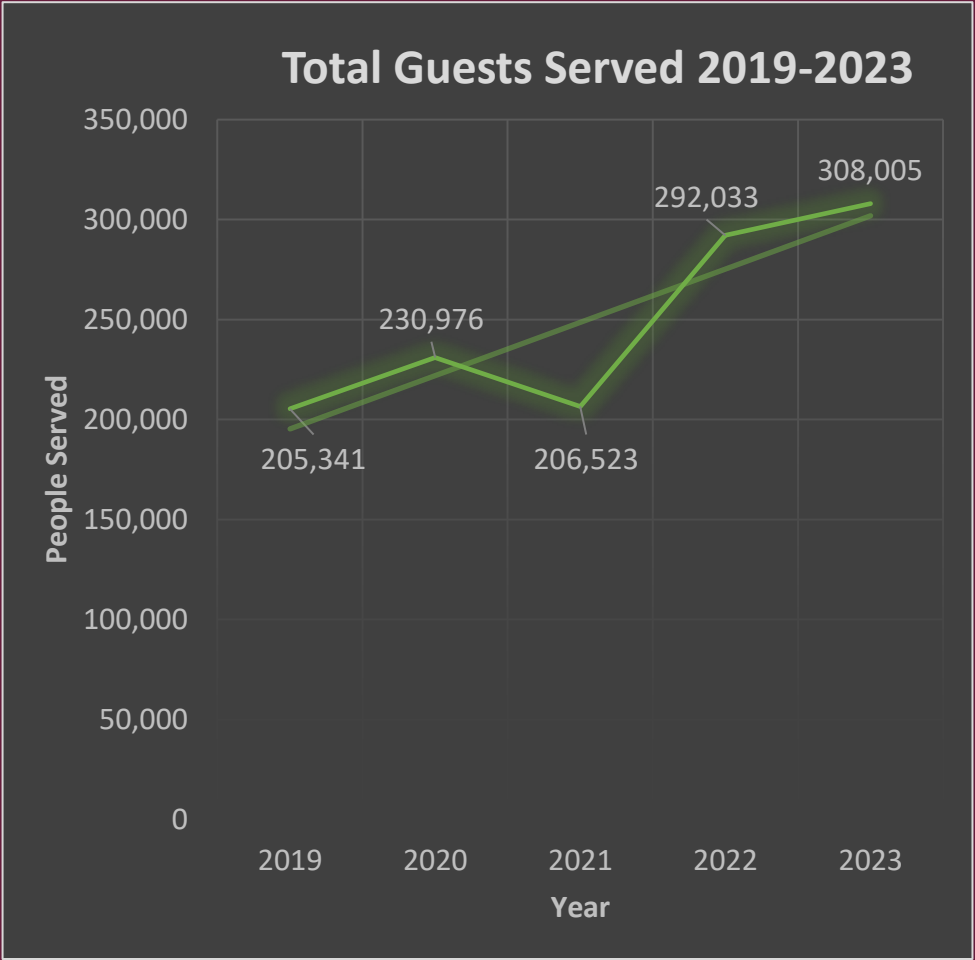
# STATE OF RIVER CITY FOOD BANK

## 2021-2022

- 41%** increase in service
- 113%** increase in CalFresh assistance

## 2023

- 72%** of guests served through Emergency Food Distribution
- 757** new households served each month
- 24%** of guests visit one time per month
- 21%** of guests visit one time per week



# Programs and Services

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# Programs

- ☐ Emergency Food Distribution
  - Midtown Sacramento (Tuesday/Thursday)
  - Arden Arcade (Wednesday/Friday)
- ☐ Diaper Distribution
  - Arden Arcade (First Friday of the month)
- ☐ CalFresh Outreach





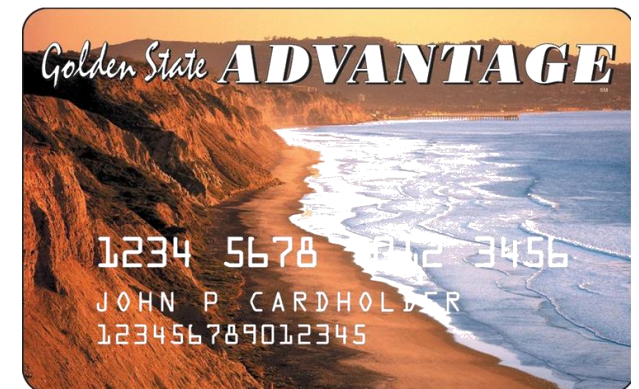
# All Are Welcome

## Emergency Food Distribution

- Choice food distribution model
- No Barriers
- Culturally meaningful options (e.g., halal meat)
- 50% fresh produce offered
- CalFresh assistance available
- Open four days per week
- Commitment to core values
- Others can pick up for households

# What is CalFresh?

- CalFresh is the CA name for SNAP- formally known as Food Stamps provides monthly designated money for groceries for those households who are eligible.
- Eligibility is based on citizenship status and income.
- SNAP is an entitlement program, not welfare, for those who qualify.
- Monthly benefits are placed on a card, called an EBT card.
- This card acts like a debit card at the grocery store.





## PRESCREEN

- Prescreen for Possible Eligibility

## SUBMIT

- Submit CalFresh Application through MyBCW

## BE

- Be an Authorized Representative with Limited Authority

## CALL

- Call Service Center and address concerns

## ASSIST

- Assist with Filling out SAR7, CF37, Medical Deductions, Self Employment, Affidavits, etc.

## UPLOAD

- Upload Forms and Verifications through MyBCW

## HELP

- Help with ordering EBT Cards or Creating Pins

## CALL

- Call EBT service Center

## ADDRESS

- Address issues of Skimming



# Get Involved

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# Volunteer

Volunteers are the heart and soul of River City Food Bank and the driving force behind our impact!

2023

- More than 3,200 individuals
- Nearly 30,000 hours





# Donate Food


- Order needed items from [Amazon Wishlist](#)
- Host a food drive or collect the following needed items:
  - ✓ Canned and shelf-stable food
  - ✓ Hygiene items
  - ✓ Diapers and wipes
  - ✓ Fresh produce



**YOU MAKE A DIFFERENCE.**

**EVERY \$2 DONATED =  
1 MEAL TO A FAMILY IN NEED**



 Our goal is to keep our community safe and healthy during the COVID-19 pandemic, which includes temporarily suspending food donations. Thanks to our generous grocery partners, River City Food Bank is able to stretch donated dollars further to purchase the healthy foods we distribute each day. Your donation will ensure that individuals and families experiencing hunger will have access to nutritious staples to help them thrive.

## GIVING LEVELS:



**\$25**

12-15 Cases of Fresh,  
Seasonal Fruits and Veggies



**\$50**

1,296 Cans  
of Tuna



**\$100**

100 Gallons  
of 2% Milk



**\$250**

4,608 Boxes  
of Macaroni & Cheese



**\$500**

500 Jars  
of Peanut Butter



**\$1,000**

Diapers and Wipes  
for 1,500 Infants

**CLICK TO DONATE TODAY**

# Make A Gift

EVERY **\$2** DONATED =  
**1 MEAL** TO A FAMILY IN NEED



- Make an [online donation](#)
- Host a third-party fundraiser
- Attend [Empty Bowls](#) event - Sept 19
- Give a gift on [Big Day of Giving](#) - May 2



# Follow RCFB

Twitter: @RCFoodbank

Facebook: RiverCityFoodBank

Instagram: rivercityfoodbank

YouTube: RiverCityFoodBank





# SETA Impact

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# SETA Impact

SETA has generously supported River City Food Bank:

- ✓ 14 years of support
- ✓ Awarded more than **\$420,000** in CSBG funding
- ✓ Funds applied to salaries and food expenses to sustain RCFB's Emergency Food Distribution



Thank you!



# Questions?

Amanda McCarthy

Executive Director

[amccarthy@rivercityfoodbank.org](mailto:amccarthy@rivercityfoodbank.org)

Jena Edoho

Operations Director

[jedoho@rivercityfoodbank.org](mailto:jedoho@rivercityfoodbank.org)



# Thank you!

Visit us to learn more



[Rivercityfoodbank.org](https://rivercityfoodbank.org)



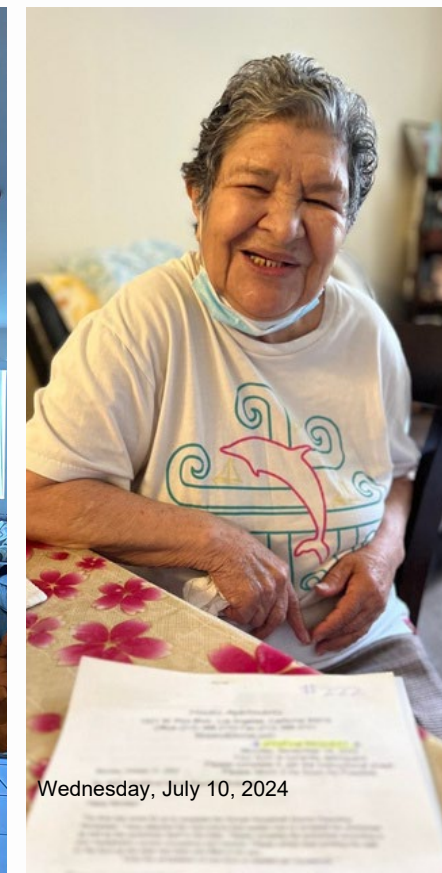
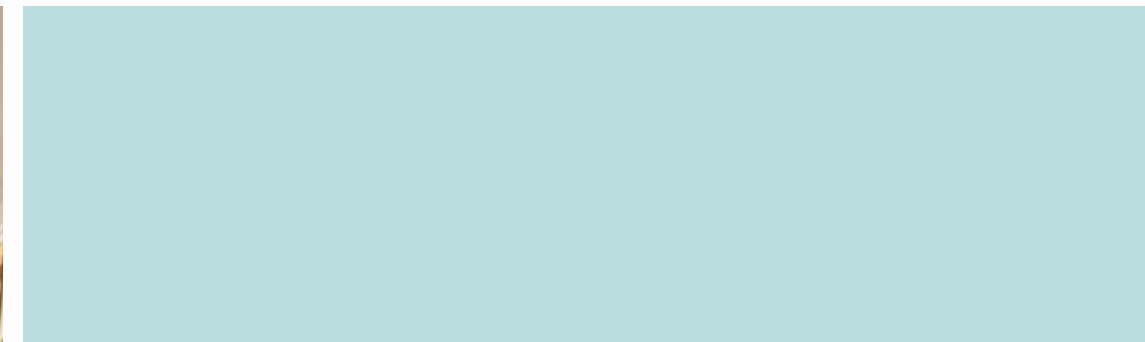
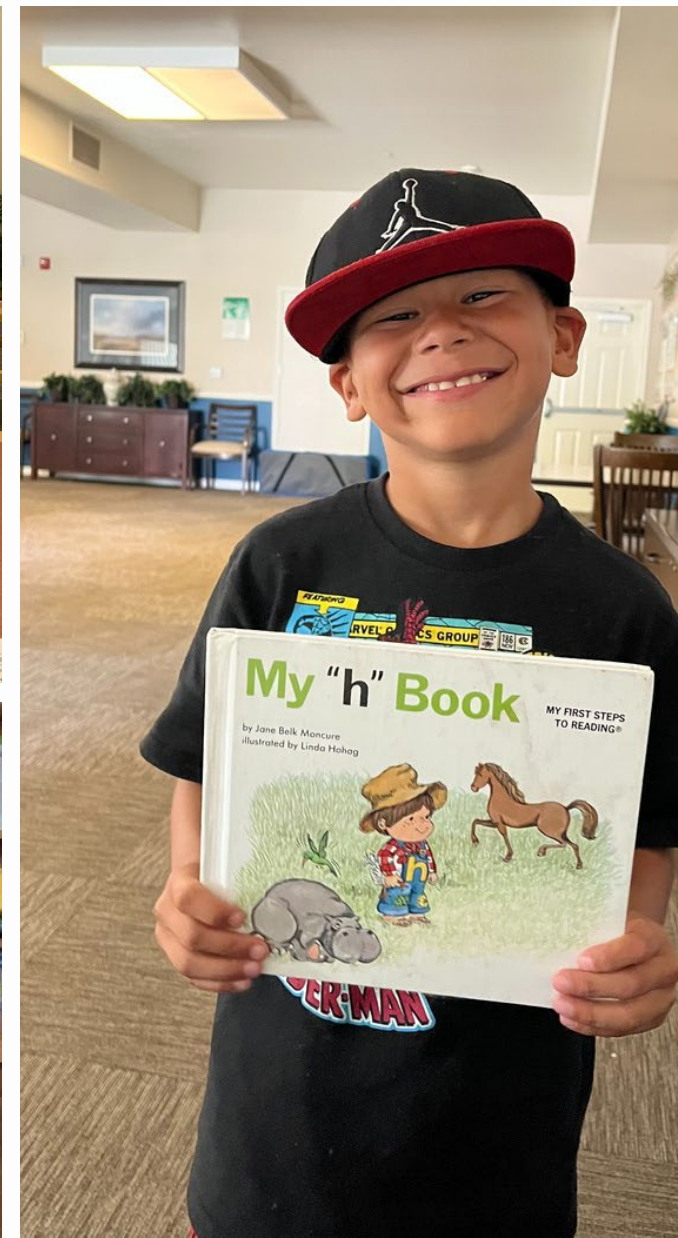
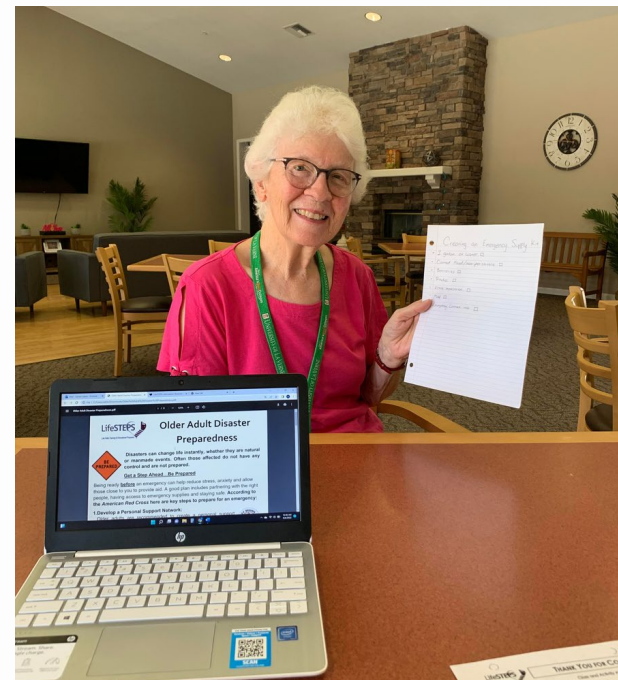
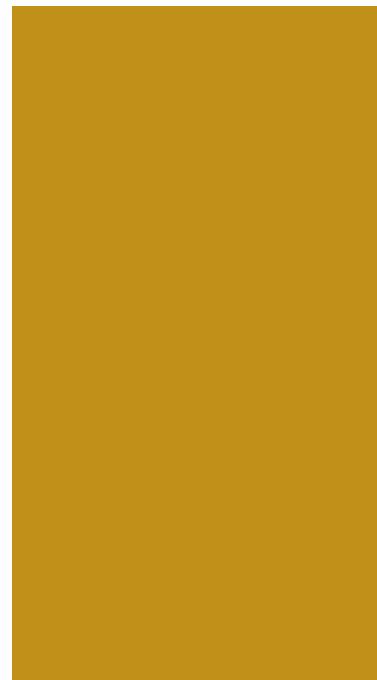
Community Action Board

Page 25



Wednesday, July 10, 2024







# 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



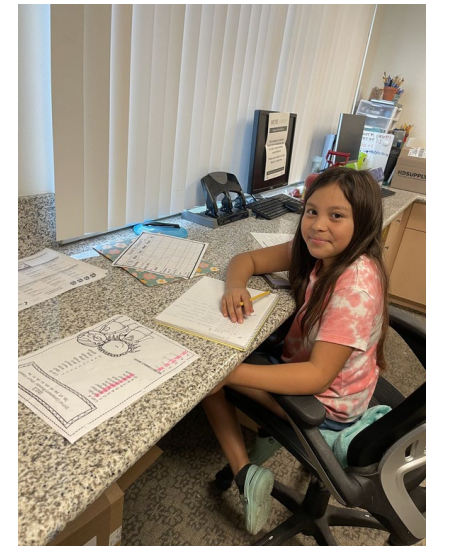
LifeSTEPS mission is to provide effective educational and supportive services to maximize the strengths of individuals and build resilient communities.



# 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

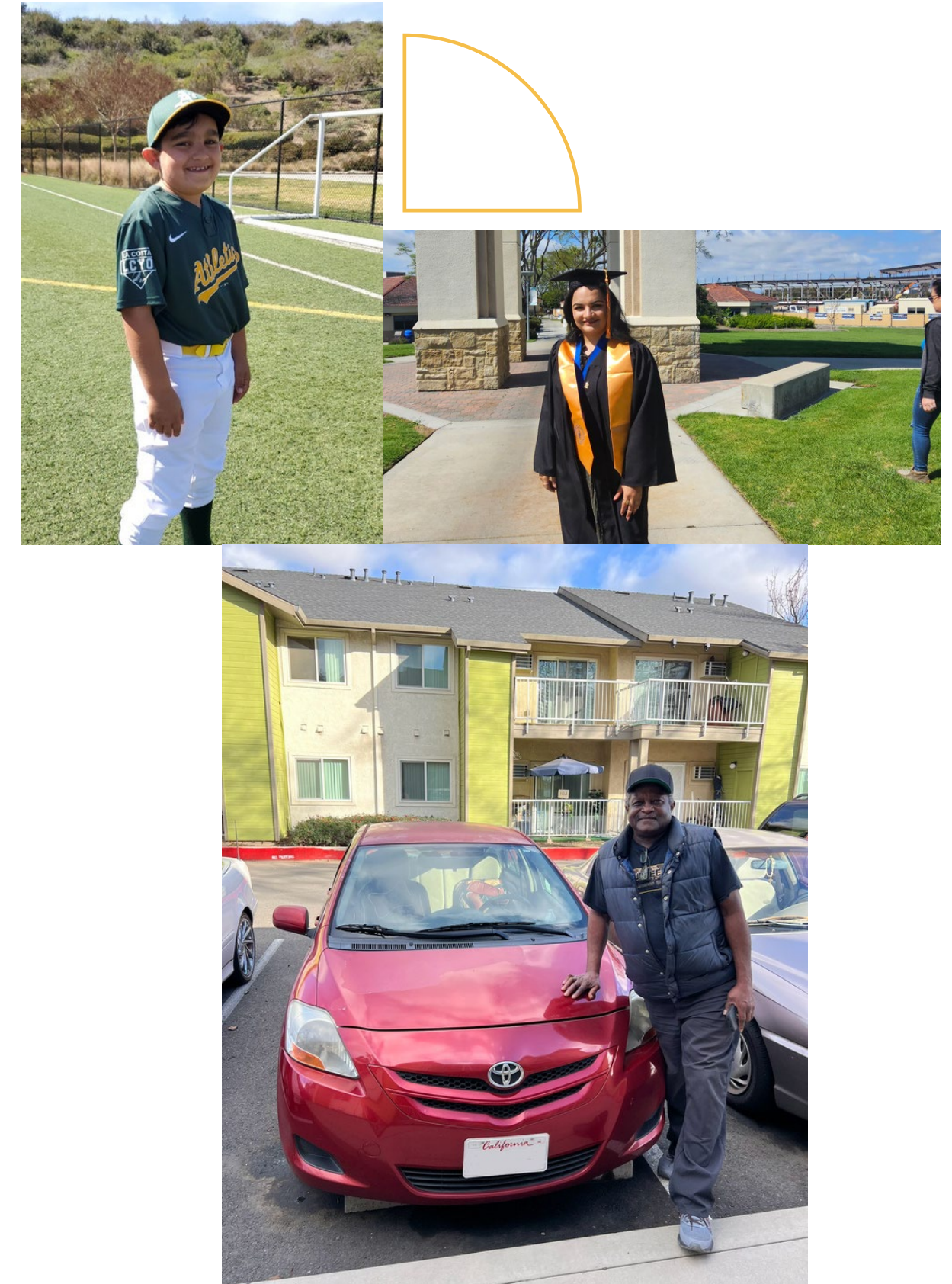
2024 ➡ 700+ Residents served at 31 Properties



# 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."

## **MINUTES/SYNOPSIS**

### **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

#### **CALL TO ORDER ROLL CALL**

Ms. Wash called the meeting to order at 10:02 a.m. The roll was called and a quorum was not established. No actions were taken.

#### **Members Present:**

Debra Cummings, Our Kids Community Breakfast Club  
Fienishia Wash, Head Start Policy Council  
Graciela Garduno, Head Start Policy Council  
Elizabeth Hudson, Deputy Director, LifeSTEPS

#### **Members Absent:**

Luis Sanchez, Community Resource Project  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Anthony Garcia, Child Action, Inc.  
Peter Coyl, Library Director & CEO, Sacramento Public Library  
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance  
Renee John, Valley Vision  
Dominique Espinosa, Vice Chair; Mutual Housing California

#### **I. CONSENT ITEM:**

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

#### **II. PRESENTATIONS:**

**A.** World Relief  
This presentation has been postponed to a future meeting.

#### **III. ACTION/DISCUSSION ITEMS:**

**A.** Election of Secretary/Treasurer to the Community Action Board

**B.** Discussion on the CAB Strategic Plan

Ms. Davis-Jaffe reviewed proposed changes to the CAB Strategic Plan and asked for the Board's input on the mission and vision statements.

Ms. Garduno stated that she prefers the second version of the vision statement.

Ms. Hudson suggested replacing the word "eliminate" with "reduce".

Ms. Wash reiterated her support for both versions of the vision statement, providing a

sense of reassurance about the potential of both options.

It was recommended that the CAB Strategic Planning Subcommittee finalize the draft and present it to the Board in July.

#### **IV. INFORMATION ITEMS:**

##### **A. Community Action Month Resource Fair Review**

Ms. Scott provided an overview of the Community Action Month Resource Fair on May 9, 2024. She noted that the layout or venue can be improved for future Resource Fairs, and additional marketing is needed to increase community attendance.

Ms. Scott reported on the results of the listening session. The following questions and most common answers are listed below:

- What would bring the community together? Answers included working on employment, housing, and integrating more health and behavioral health resources.
- What changes would you like to see in the community? Answers included increased father/male involvement, reduced language barriers, and more integration for transgender services and sexual abuse support services.
- What do you see as the most significant issue that Sacramento County residents are facing? Answers included housing, lack of access to resources, employment barriers, and increasing cost of food and childcare.
- The third priority out of nine SETA Identified Priorities in the Community Action Plan was deemed the top priority. It states, "Low-income people need financial assistance with rent, utilities, food, shelter/housing, transportation, and obtaining a driver's license, clothing, and employment."
- The community's concerns included a lack of financial stability, soft skills training, transportation, food, and various other resources.
- Housing, food, employment, training, and transportation assistance were the most needed services and programs.
- Barriers to accessing these resources included a lack of awareness and transportation issues.
- There were three job center customers and one refugee services customer, but not many Head Start or CSBG customers.

Ms. Davis-Jaffe mentioned that vendors who participated in the Resource Fair were also learning about other vendors' services.

Ms. Wash thanked the SETA team for their hard work in organizing this event.

##### **B. Community Services Block Grant (CSBG) First Quarter Report**

Ms. Davis-Jaffe reviewed the CSBG First Quarter Reports provided under separate cover. She advised that some of the numbers on the report are higher due to carryover, while others are lower due to contracts that started late and require catch-up in the upcoming months. Otherwise, everything looks on target.

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



**V. REPORTS TO THE BOARD:**

**B.** Chair: No Report

**F.** Executive Director:

Ms. Maldonado reported that SETA underwent a monitoring review visit, and the monitors provided very positive feedback on the work of SETA staff and how SETA structures the reports and subgrantee information. In fact, they expressed a desire to use SETA's system as a model for others across the State.

**G.** Deputy Director/Program Manager:

Ms. Davis-Jaffe also expressed her gratitude to the site staff and the services they provide to the community. Even though she could not join the monitors during their site visit, she received great feedback from the attending staff.

In addition, Ms. Davis-Jaffe informed that the "2024 Homeless Point-in-Time Count" has been released on the Sacramento Steps Forward website, showing a 29% decrease in county-wide homelessness. Although homelessness continues to be a problem, the data shows it is moving in the right direction.

Mr. Kim informed the Board that at the last SETA Governing Board meeting, the Board extended all the subcontracted job centers for the next program year, and the funding recommendations were roughly \$1 million greater this year than last year.

Ms. Monica Jackson invited the Board Members to the SETA Juneteenth Celebration on Friday, June 14, from 11 a.m. to 1 p.m.

**H.** Members of the Board: No report

**I.** Public: None

**VI. ADJOURNMENT:** The meeting adjourned at 10:27 a.m.

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

**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**  
**Approval of the CAB Strategic Plan**

Presenter: Julie Davis-Jaffe

**RECOMMENDATION:**

Vote on the adoption of the updated Strategic Plan.

**BACKGROUND:**

The Strategic Planning Subcommittee met for a fourth time on June 6, 2024. Staff will present a brief overview of the discussion and progress on this matter, with special consideration of the most recent updates to the mission and vision statements.



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**

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.

**CAB VISION**

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

## **CAB MISSION**

Coordinating community resources to reduce 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 Services Block Grant (CSBG) Fiscal 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. Shing Long

**DATE:** June 10, 2024

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

**RE:** Onsite Fiscal Monitoring of My Sister's House

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 43,959	1/1/2023-12/31/2023	9/1/2023-12/31/2023

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

**Date of Review:** June 5, 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:** My Sister's House

**Findings and General Observations:**

We have reviewed the Community Service Block Grant (CSBG) Safety Net program from September 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:** Mr. Leo McFarland

**DATE:** July 2, 2024

**FROM:** David Benjamin Clark, SETA Fiscal Monitor

**RE:** Fiscal Desk Monitoring of Volunteers of America NCNN

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	SN	\$ 27,870	1/1/23 – 12/31/23	1/1/23 – 12/31/23

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

**Date of Review:** 4/16/24

	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:** Volunteers of America NCNN

**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



## MEMORANDUM

**TO:** Mr. Mark Dandeneau

**DATE:** July 2, 2024

**FROM:** David Benjamin Clark, SETA Fiscal Monitor

**RE:** Fiscal Desk Monitoring of World Relief Corporation - Sacramento

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	FSS	\$ 84,000	1/1/23 – 12/31/23	1/1/23 – 12/31/23

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

**Date of Review:** 4/30/24

	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	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:** World Relief Corporation - Sacramento

**Findings and General Observations:**

The total costs as reported to SETA for the Community Services Block Grant have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None.

CC: Anita Maldonado  
Governing Board

**INFORMATION ITEM IV-B**  
**CAB Receipt of Bylaws: Organizational Standard 5.4**

Presenter: Julie Davis-Jaffe

**BACKGROUND:**

To ensure that Community Action Agencies (CAAs) have the capacity to serve communities and maintain consistent standards across the country, the national oversight body which provides support and guidance for CSBG programs requires that all CAAs provide regular information to their Community Action Boards. One standard is addressed in this Information Item.

SETA will present the following information:

- The CAB received a copy of the most current bylaws in satisfaction of Organizational Standard 5.4.

## **INFORMATION ITEM IV-C**

### **CAB Notification of SETA Financial Audit: Organizational Standard 8.3 and 8.4**

Presenter: Julie Davis-Jaffe

#### **BACKGROUND:**

To ensure that Community Action Agencies (CAAs) have the capacity to serve communities and maintain consistent standards across the country, the national oversight body which provides support and guidance for CSBG programs requires that all CAAs provide regular information to their Community Action Boards. Two standards are addressed in this Information Item, since they both address the SETA fiscal audit.

SETA will present the following information:

- The CAB is notified of the presence of the SETA audit and any potential findings when it becomes available (Org. Standards 8.2 and 8.3).



## **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.