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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, October 10, 2018

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.

AGENDA

- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the September 12, 2018 Meeting
- III. **Discussion/Action Item**
 - A. Strategic Plan Discussion – Target Populations

“Preparing People for Success: in School, in Work, in Life”

IV. **Information Items**: None.

V. **Reports to the Board**

- A. Chair
- B. Deputy Director
- C. Program Manager
- D. Members of the Board
- E. Public

VI. **Adjournment**

DISTRIBUTION DATE: THURSDAY, OCTOBER 4, 2018

ITEM II - CONSENT

APPROVAL OF MINUTES OF THE SEPTEMBER 12, 2018 MEETING

BACKGROUND:

Attached are the minutes of the September 12, 2018 board meeting.

RECOMMENDATION:

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

PRESENTER: Julie Davis-Jaffe

COMMUNITY ACTION BOARD

Minutes/Synopsis

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

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

Wednesday, September 12, 2018
10:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 10:00 a.m. The roll was called and a quorum was not established.

Members Present:

Denise Nelson, Chair, Head Start Policy Council
Donna Mobley, United Way
Lisa Culp, Women's Empowerment
Kenneth Tate, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Sam Starks, SMUD (arrived at 10:12 a.m.)
Rivkah Sass, Sacramento Public Library Authority (arrived at 10:12 a.m.)

Members Absent:

Anthony Garcia, Vice Chair, Child Action, Inc.
Donald Migge, California Community Credit Union
Genevieve Levy, Sacramento Food Bank and Family Services

III. **Discussion/Action Item**

A. Strategic Plan Discussion – Target Areas

Ms. Davis-Jaffe reviewed the reasons for designating target areas. There are three recommendations to provide direction to staff for the Community Action Plan.

Mr. Bonanno stated that at this point, staff is not asking for approval of the strategic plan; this will be a working copy for a number of months. By March, most of the research for the community needs assessment will have been completed. Staff will come back in March to make recommendations what our target areas will be. Right now there are 10 target areas; 10 may be too many but it is up to the board.

Ms. Sass and Mr. Starks arrived at 10:12 a.m. and a quorum was achieved.

Ms. Sass stated that there is a direct correlation between poor nutrition and low reading scores.

Mr. Bonanno stated that a considerable amount of research has been done on free or reduced lunches. A presentation will be given on this topic at a future meeting date.

Ms. Dozier asked what data will the CAB receive; will it be similar or different from data previously reviewed by the board? Mr. Bonanno replied that it will be very similar and will include planning maps. The board will make all of the determinations for target areas.

There was a consensus that the Community Action Plan will be reevaluated every two years. Mr. Bonanno stated that we can change direction in terms of strategic plan after reviewing. What would not change is the designation of what the target areas were. Ms. Davis-Jaffe stated that the Community Action Plan is used to come up with direction and then the RFP is released for programs to operate under for two years.

Mr. Starks wants to make connection between target areas and where the funds are going. If we miss a target area, we miss dealing with a particular area. We have to choose the best providers to address the target area needs.

II. Consent Item

A. Approval of Minutes of the August 8, 2018 Meeting

The minutes were reviewed. Ms. Culp requested a modification on page 4 of the minutes; the modification was noted by the clerk.

Moved/Starks, second/Culp, to approve the August 8, 2018 as modified.

Roll call vote:

Aye: 7 (Culp, Dozier, Mobley, Nelson, Sass, Starks, Tate)

Nay: 0

Abstentions: 0

Absent: 3 (Garcia, Levy, Migge)

IV. Information Items

- A. Program Operator Report – 2nd Quarter: Ms. Davis-Jaffe reported that this report shows operator expenditures. There are some that have zero expenditures and staff is now having providers contact us to move their resources. It could potentially mean lowering a goal. Ms. Mobley asked that if an operator can provide services in an area, can the funds be reallocated elsewhere? Mr. Bonanno replied that we are in the middle of the monitoring process so will be seeing reports delving into the issue. Ms. Davis-Jaffe replied that providers would still be using the funds in the area because the funds were allocated to that area. The changes can be made only with agencies that have gone through the RFP process. Another option is if they

demonstrated they spent less in one year, the second year extension can be modified downward. The goals are determined during the contracting period.

International Rescue Committee has had a rough start but they have been working diligently with staff to be successful. Mr. Tate is concerned with WIND. Mr. Bonanno replied that WIND just received funds but by the time the contracting was complete, they had not provided services by the monitoring visit.

Ms. Sass asked if the agencies ever interact with each other and Ms. Davis-Jaffe replied that there are some overlaps between agencies; staff can coordinate that when there are issues.

- B. Community Services Block Grant Fiscal Monitoring Report: Ms. Davis-Jaffe reviewed the monitoring report.

Ms. Sass left at 10:55 a.m.

- C. Theory of Change – CAB Training

Mr. Bonanno reviewed the Theory of Change which is a process of what we do, what works, and what does not work. Evaluation tool for CSBG program strategy is a result of the ROMA, and it comes down to Propose-Implement-Analyze-Adjust-Repeat. There is a constant cycle, year after year. The SETA community action programs are anti-poverty programs that attempt to lower a household's barriers to accessing vital services and resources, change an individual's behavior, and increase an individual's self-sufficiency skills.

In the past, SETA has asked agencies to provide logic models but it didn't work because it did not provide the information we needed. Mr. Bonanno stated that all programs have been screened through the Theory of Change model.

- D. SETA Community Action Board (CAB) Tripartite Board Low Income Member Recruitment

Ms. Davis-Jaffe reviewed the makeup of the CAB. There are 12 seats on the board in three sectors: four private, four public, and four low-income. The bylaws require the Governing Board be provided a list of low income organizations. Staff will be taking the list to the Governing Board at the October meeting to identify low income members. Ms. Davis-Jaffe reviewed the bylaws that has an explanation of what CAB members do.

Mr. Bonanno stated that the Governing Board chooses a list of target areas and programs from which organizations who will then be asked to choose a person to sit on the board.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded board members that SETA's 40th anniversary is scheduled for Wednesday, October 10 in the SETA parking lot. The event will be 4:30 p.m. – 6:30 p.m.

C. Program Manager: Ms. Davis-Jaffe thanked the board for their engagement and assistance with the process. The funding recommendations that were approved last month will be before the Governing Board meeting on September 21.

D. Members of the Board: Ms. Sass reported on a number of events coming up at the Sacramento Public Library.

Mr. Starks announced that the March of the Dream will be held Monday, January 21, 2019. It is important to build allies, work with people, and then work with young people to engage them in community services.

E. Public: None.

VI. Adjournment: The meeting was adjourned at 11:31 a.m.

ITEM III-A – DISCUSSION/ACTION

STRATEGIC PLAN DISCUSSION – TARGET GROUPS

BACKGROUND:

Strategic Plan development for the SETA Community Action Board (CAB) is currently underway. As part of the CAB's strategy for mitigating the root causes of poverty in Sacramento County, a balance must be struck between the amount of available resources and the program's ability to meet the agency goal of self-sufficiency for served households. An expanded array of target groups will likely not receive the same depth of services and supports as a more focused approach to serve fewer target groups.

Staff will begin this item with a brief PowerPoint presentation.

REASONS FOR DESIGNATING TARGET GROUPS:

- Program Efficiency - Providing Services in High-Density Pockets of Target Group Poverty
- Planning – Designating Target Groups is a First Step to Identifying Local-Area Partners
- Procurement – Recommending Agencies with History and Expertise with a Designated Target Group
- Service Sites - Siting Services for Access by Target-Group Households

RECOMMENDATIONS:

Staff recommends that the CAB approve one of the following options:

1. Approve current Target Groups for inclusion into the Strategic Plan.
2. Modify the current Target Groups list for inclusion into the Strategic Plan.

PRESENTER: Julie Davis-Jaffe

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.