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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, February 14, 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 January 10, 2018 Meeting
- III. **Discussion/Action Item**
 - A. Development of the Strategic Plan

IV. Information Items

- A. Fiscal Monitoring Report
 - River City Food Bank

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 8, 2018

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 10, 2018 MEETING

BACKGROUND:

Attached are the minutes of the January 10, 2018 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, January 10, 2018
10:00 a.m.

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

Ms. Nelson called the meeting to order at 10:08 a.m. The roll was called and a quorum was established.

Members Present:

Rivkah Sass, Sacramento Public Library Authority
Lisa Culp, Women's Empowerment
Donna Mobley, United Way
Donald Migge, California Community Credit Union
Anthony Garcia, Child Action, Inc.
Kenneth Tate, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Denise Nelson, Head Start Policy Council

Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services
Sam Starks, SMUD

Ms. Donna Mobley was welcomed to the board. She was a Head Start parent and Head Start director and is now working at United Way.

II. **Consent Item**

A. Approval of Minutes of the November 8, 2017 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Migge, second/Dozier, to approve the November 8, 2017 minutes.

Roll call vote:

Aye: 6 (Dozier, Garcia, Migge, Nelson, Sass, Tate)

Nay: 0

Abstentions: 2 (Mobley & Culp)

Absent: 2 (Levy & Starks)

III. **Action Item**

A. Approval of Strategic Plan Development

Ms. Davis-Jaffe stated that the board has been working over the past year to develop a strategic plan. The Community Services Department stated that SETA's strategic plan would suffice until the Community Action Board could develop one. While there is no deadline for the plan, staff would prefer to have one done sooner rather than later. The recommended strategic plan sample was reviewed.

Ms. Sass stated that she and Mr. Starks worked on the original planning committee. It is a good idea to devote a specified amount of time at each meeting and get it done; she likes the idea of the whole board being involved. It is important to get out into the community and hear what their needs are; are stakeholder meetings going to be held? Ms. Davis-Jaffe stated that speakers will be sought during the year to bring information to the board. Yesterday, training was provided for the 2018 CSBG providers. At the beginning of the meeting, staff asked providers to bring success stories or tell the board of their struggles and the needs not being met. Staff is expecting 2018 to provide more engagement with the board.

Mr. Bonanno stated that in February, staff will be meeting with the new DHA Homeless Committee members to talk about homeless services processes already in place. We are looking at ways to augment services already in place.

Ms. Mobley likes the idea of inviting the public to come in to speak; we have to be inclusive of all public members. Ms. Mobley requested more information on the process being used to get the word out to the public.

Ms. Culp stated that it is always nice to have a point person to make sure we are moving forward and to ensure the vision is met. Ms. Davis-Jaffe replied that there is no point person chosen at this time. Ms. Mobley suggested a person outside of the board. Ms. Mobley and Ms. Sass stated that they both have facilitators that would be good to do this.

Mr. Tate asked about the African American youth target group and what this program entails. Mr. Bonanno replied that this referenced the high arrest rate of young African American youth. There was a program funded specifically to work with this population. The Health Education Council goes into the juvenile facilities and works with youth in the facility and upon their release to assist with exiting incarceration to prevent recidivism.

Ms. Dozier stated that when the board had an opportunity to review data, it informed her of what services are available and what needs to be done. Ms. Dozier requested additional Strategic Plan Committee data from previous committee meetings. Ms. Davis-Jaffe stated that data will be brought to the board in February and then see if a facilitator can do the beginning of a new plan. It would be helpful to see what work has been done and then move forward.

Moved/Mobley, second/Culp, to approve the following staff recommendations:

- Dissolve the current Strategic Plan committee.
- Engage the full Board in the Strategic Planning process at each regularly scheduled CAB meeting in 2018.
- Follow a coordinated plan to develop key strategic plan components.

Roll Call Vote:

Aye: 8 (Culp, Dozier, Garcia, Migge, Mobley, Nelson, Sass, Tate)

Nay: 0

Abstentions: 0

Absent: 2 (Levy & Starks)

IV. Information Items

- A. Fiscal Monitoring Report: Ms. Davis-Jaffe reviewed the fiscal reports, all of which showed no findings. Ms. Nelson inquired how the monitors chose which program to review. Ms. Davis-Jaffe replied that fiscal staff has a process for monitoring all funded agencies and all reports are then brought to the board. Mr. Bonanno replied that all programs are monitored fiscally and programmatically.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: None.
- C. Program Manager: Ms. Davis-Jaffe stated that staff is seeking success stories of what community agencies are doing with their CSBG funding. With the 2018 training yesterday, all but one agency had representation; there was a lot of engagement and attendees were trained on the forms. It was reiterated that if service providers have questions that they should reach out to ask staff.
- D. Members of the Board: Mr. Garcia stated that United Way has a number of available places for families to get free tax services or questions about the Earned Income Tax Credit. United Way is working with school districts and the Sacramento County Library system. There is a lot of material available online at the United Way Capitol Region, and Franchise Tax Board websites. There was a program called VITA and now it is Free Tax Preparation. They offer tax loans for paid tax services for families to pay rent; tax returns are held until February 27. However, families receive the entirety of their return; no money is held back. Ms. Davis-Jaffe stated CSD reached out to SETA with brochures on tax preparation to be distributed to all SETA career centers and also out to the community.

Ms. Dozier reported that the Section 8 waiting list will open January 16. This will allow people to enter a lottery of 7,000 names to apply for the Section 8 waiting list. Those interested can apply at: www.sacwaitlist.com.

- E. Public: None.

VI. Adjournment: The meeting was adjourned at 10:29 a.m.

ITEM IV. - A- DISCUSSION/ACTION

DEVELOPMENT OF THE STRATEGIC PLAN

BACKGROUND:

On January 10, 2018, the Community Action Board (CAB) approved the dissolution of the Strategic Plan Committee, the engagement of the full Board in the Strategic Planning process at each regularly scheduled CAB meeting in 2018, and to follow a coordinated plan to develop key strategic plan components.

CAB members recommended having a facilitator present during the strategic planning process to move the plan forward and to ensure the vision is met. Staff are in the process of identifying a facilitator.

The Community Action Plan for 2016-2017 data was previously used in the strategic planning process. Staff recommend moving forward by using the data from the Community Action Plan for 2018-2019.

The Needs Assessment from the Community Action Plan for 2018-2019 has been provided to each CAB member by email for discussion.

STAFF PRESENTER: Julie Davis-Jaffe

INFORMATION ITEM IV-A
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Eileen Thomas **DATE:** January 16, 2018
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,500	1/1/17-12/31/17	1/1/17-12/31/17

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 12/11/17

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

Program Operator: River City Food Bank

Findings and General Observations:

River City Food Bank claimed the entire amount of the grant by April 30, 2017. The total costs as reported to SETA for the CSBG program contract year of January 1, 2017 to December 31, 2017 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board