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**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, April 11, 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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- I. **Call to Order/Roll Call**
- II. **Consent Item**
  - A. Approval of Minutes of the March 14, 2018 Meeting 1-4
- III. **Discussion/Action Item**
  - A. Approval of Recommendations to Reallocate Funds for Program Year 2018 Community Services Block Grant (CSBG) 5-7
  - B. Development of Vision Statement 8-10

**IV. Information Items**

- |    |   |       |
|----|---|-------|
| A. | Community Services Block Grant Fiscal Report  | 11    |
| B. | Community Services Block Grant Program Report | 12-14 |

**V. Reports to the Board**

15

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

**VI. Adjournment**

**DISTRIBUTION DATE: FRIDAY, APRIL 6, 2018**

ITEM II CONSENT

APPROVAL OF MINUTES OF THE MARCH 14, 2018 MEETING

BACKGROUND:

Attached are the minutes of the March 14, 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, March 14, 2018  
10:00 a.m.

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

Ms. Nelson called the meeting to order at 10:06 a.m. The roll was called but a quorum was not established.

##### Members Present:

Denise Nelson, Head Start Policy Council  
Genevieve Levy, Sacramento Food Bank and Family Services  
Kenneth Tate, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Donald Migge, California Community Credit Union  
Sam Starks, SMUD (arrived at 10:24 a.m.)

##### Members Absent:

Anthony Garcia, Child Action, Inc.  
Rivkah Sass, Sacramento Public Library Authority  
Lisa Culp, Women's Empowerment  
Donna Mobley, United Way

#### III. **Discussion/Action Item**

##### A. Development of Vision Statement

Ms. Davis-Jaffe stated that the board has been in the process of developing a strategic planning document and still needs a vision statement. She researched how to develop a vision statement projecting 5-10 years in the future. The vision statement could be a brief statement or longer. Ms. Davis-Jaffe asked the CAB members for vision statements. If there is a quorum today, the board could come up with and approve a vision today or the item can be continued to the April 11, 2018 CAB agenda for approval.

Ms. Levy said that it is not clear if the agency is doing it or the program is doing it. Ms. Davis-Jaffe replied that SETA is empowering agencies that know what is best or have solutions.

Mr. Bonanno stated that we want the vision statement so when someone reads it, it creates an image of the type of community we want as a legacy. It is the

community we are preparing to meet the needs of people of poverty and to deal with the root causes of poverty.

Mr. Tate stated that breaking the cycle of poverty is a long standing tradition.

Ms. Levy suggested empowering and guiding community agencies to respond to the root causes of poverty by actively provide community agencies with resources and funding.

Staff will do a little word texting to come up with options. Mr. Bonanno asked what would the board want to point to and be able to say 'this is my legacy.'

Ms. Dozier: it should be aspirational. It resonates with her that we are empowering other agencies to create a safety net to assist people challenged with poverty.

Ms. Levy asked to have the options available ahead of time. Mr. Bonanno replied that the information will definitely be in the board packet.

Mr. Starks arrived at 10:24 a.m.; a quorum was achieved.

#### **IV. Information Items**

- A. Program Operator Reports – 4<sup>th</sup> Quarter: Ms. Davis-Jaffe reviewed the program operator reports and answered questions.

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

- B. Approval of Minutes of the January 10, 2018 Meeting and February 14, 2018 Committee of the whole meeting.

Minutes were reviewed; no questions.

Moved/Migge, second/Levy, to approve the January 10, 2018 minutes

Roll call vote:

Aye: 6 (Dozier, Levy, Migge, Nelson, Starks, Tate)

Nay: 0

Abstentions: 0

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

Moved/Starks, second/Tate, to approve the February 14, 2018 minutes.

Roll call vote:

Aye: 6 (Dozier, Levy, Migge, Nelson, Starks, Tate)

Nay: 0

Abstentions: 0

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

- C. Community Services Block Grant Fiscal Monitoring Reports: Both reports show no corrective action through our fiscal monitoring department.

V. **Reports to the Board**

- a. Chair: Ms. Nelson extended thanks to Ms. Davis-Jaffe, Ms. Kossick, Mr. Bonanno, and Ms. Hogan for the work they do for the board.

- D. Executive Director: No report.

- C. Program Manager: Ms. Davis-Jaffe stated that the state monitor will be at SETA from March 22-23 to monitor SETA's CSBG program.

Staff have received notice from Voluntary Legal Services indicating they were not able to meet the insurance due to the high cost; they will be returning the funds. Staff will come back to the board in April with recommendations on how to reallocate the funds.

- D. Members of the Board: Ms. Dozier has been intrigued by adverse childhood experiences and how they influence people in adulthood. She inquired what are the different agencies we work with and are they trained in trauma child care. It does address some of the things we are talking about in the root causes of poverty. To what extent has that been a conversation? Mr. Bonanno replied that two of the agencies we now partner with, Folsom Cordova and La Familia, are also Birth and Beyond sites which is affiliated with the Child Abuse Prevention Council. Adverse Childhood Experience Study (ACES) had just been released during the negotiation of the site lease and the location of the Birth and Beyond sites. ACES has provided a prominent role in at least two of our sites. Ms. Dozier stated that it would be helpful for the board to get information about this especially when funding comes around. Ms. Levy stated that she is organizing a café training in October on this subject. Ms. Levy will take the lead on organizing a speaker.

Ms. Levy stated that she recently put together a training on resettlement and the resources available to those coming to the area. This is mostly for refugees. Ms. Levy is happy to come and provide a presentation on the resources available.

- E. Public: No comments.

- V. **Adjournment:** The meeting was adjourned at 10:36 a.m.

ITEM III - A- ACTION

APPROVAL OF RECOMMENDATIONS TO REALLOCATE FUNDS FOR PROGRAM  
YEAR 2018 COMMUNITY SERVICES BLOCK GRANT (CSBG)

BACKGROUND:

On December 7, 2017, the SETA Governing Board approved the CSBG funding recommendations for program year 2018. Legal Services of Northern California was approved for \$20,000 and Voluntary Legal Services of Northern California was approved for \$34,000 to provide Safety-Net services in Sacramento County. In early March, SETA received a copy of letters sent to the SETA Governing Board with notification that both agencies were not able to accept the funding due to changes in insurance requirements by SETA. The total amount being declined is \$54,000. Attached is the 2018 Safety-Net funding approved by the SETA Governing Board. The initial funding recommendations were intended to spread services as widely as possible, while limiting year-to-year volatility in funding levels.

Staff is providing the following options to reallocate the \$54,000 to other Safety-Net programs serving Sacramento County.

**Option A**

| Agency/Rank                | Target Group        | Target Area       | Funding Request | Cost per/#served | 2018 Funding | Staff Recomm. | Total 2018 Funding |
|----------------------------|---------------------|-------------------|-----------------|------------------|--------------|---------------|--------------------|
| Next Move<br><b>Rank 2</b> | Homeless Households | Sacramento County | \$89,605        | \$358/250        | \$14,632     | \$54,000      | \$68,632           |

**Option B**

| Agency/Rank                | Target Group                                 | Target Area       | Funding Request | Cost per/#served | 2018 Funding | Staff Recomm. | Total 2018 Funding |
|----------------------------|--|-------------------|-----------------|------------------|--------------|---------------|--------------------|
| Next Move<br><b>Rank 2</b> | Homeless Households                          | Sacramento County | \$89,605        | \$358/250        | \$14,632     | \$34,000      | \$48,632           |
| Wind Youth<br><b>Rank3</b> | Imminently Homeless/<br>Homeless Youth 12-24 | Sacramento County | \$20,000        | \$100/200        | \$0.00       | \$20,000      | \$20,000           |

PRESENTER: Julie Davis-Jaffe

**Option C**

| Agency/Rank   | Target Group                       | Target Area                        | Funding Request | Cost per/#served | 2018 Funding | Staff Recomm. | Total 2018 Funding |
|---|------------------------------------|------------------------------------|-----------------|------------------|--------------|---------------|--------------------|
| Lao Family Community Development<br><b>Rank 1</b>     | Homeless and Low-Income Households | Sacramento County                  | \$70,000        | \$318/220        | \$25,000     | \$30,000      | \$55,000           |
| Folsom Cordova Community Partnership<br><b>Rank 1</b> | Low-Income Households              | Rancho Cordova and Parts of Folsom | \$56,419        | \$56.59/997      | \$25,000     | \$24,000      | \$49,000           |

The SETA Governing Board will consider CAB funding recommendations at its April 26, 2018 meeting.

**RECOMMENDATION:**

Staff recommends approval of Option A, which is most consistent with the original staff funding recommendations.

Approve staff funding recommendations for the Program Year 2018 Community Services Block Grant.

**PRESENTER:** Julie Davis-Jaffe



**2018 COMMUNITY SERVICES BLOCK GRANT  
STAFF FUNDING RECOMMENDATIONS**

**Safety-Net Services**

| Prop #                               | Rank | Score | Agency                                    | Target Group  | Target Area  | Current Funding | Funding Request | Cost per/<br># Served | Staff Recomm.    | Page # |
|--------------------------------------|------|-------|---|---|--|-----------------|-----------------|-----------------------|------------------|--------|
| 23                                   | 1    | 93.6  | River City Food Bank                      | Low-Income Households   | Sacramento County  | \$20,000        | \$40,000        | \$1.25/<br>32,000     | \$37,000         | 14     |
| 19                                   | 1    | 93.1  | Voluntary Legal Services of Northern CA   | Persons w/<br>Criminal Convictions or Suspended Driver's Licenses | Sacramento County  | \$28,000        | \$34,000        | \$88.54/<br>384       | \$34,000         | 12     |
| 32                                   | 1    | 93.0  | My Sister's House                         | Domestic Violence Survivors                                       | Central and South Sacramento, Elk Grove  | \$34,100        | \$34,100        | \$568/<br>60          | \$34,100         | 17     |
| 10                                   | 1    | 92.3  | Lao Family Community Development          | Homeless and Low-Income Households                                | N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway                    | \$20,000        | \$70,000        | \$318/<br>220         | \$25,000         | 9      |
| 5                                    | 1    | 91.4  | Legal Services of Northern CA             | Seniors   | Sacramento County  | \$20,000        | \$20,000        | \$33.33/<br>600       | \$20,000         | 7      |
| 12                                   | 1    | 91.1  | Folsom Cordova Community Partnership      | Low-Income Households   | Rancho Cordova and Parts of Folsom   | \$24,000        | \$56,419        | \$56.59/<br>997       | \$25,000         | 10     |
| 4                                    | 1    | 90.9  | The Salvation Army                        | Low-Income Households   | Sacramento County  | \$60,500        | \$75,000        | \$203/<br>369         | \$60,500         | 6      |
| 6                                    | 1    | 90.7  | Volunteers of America                     | Homeless and Low-Income Veterans                                  | Sacramento County  | \$7,600         | \$26,850        | \$107/<br>252         | \$22,000         | 7      |
| 31                                   | 2    | 84.9  | Elk Grove Food Bank Services              | Low-Income Households   | Elk Grove and Zip Codes 95624, 95757, 95758, 95828, 95829, 95288, 95823, 95759, 95683, 95693 | \$20,000        | \$40,000        | \$57.14/<br>700       | \$20,000         | 16     |
| 15                                   | 2    | 82.4  | Next Move                                 | Homeless Households   | Sacramento County  | \$85,600        | \$89,605        | \$358/<br>250         | \$14,632         | 11     |
| 17                                   | 3    | 78.9  | WIND Youth Services                       | Imminently Homeless or Homeless Youth 12-24                       | Sacramento County  | \$20,381        | \$20,000        | \$100/<br>200         | \$0              | 11     |
| 29                                   | 4    | 68.4  | Travelers Aid Emergency Assistance Agency | Low-Income Households   | Sacramento County  | \$0             | \$70,000        | \$175/<br>400         | \$0              | 16     |
| 3                                    | 4    | 68.3  | South County Services                     | Low-Income Households   | South Sacramento County and River Delta Areas  | \$27,700        | \$49,055        | \$98.11/<br>500       | \$27,768         | 6      |
| <b>TOTAL SAFETY-NET RECOMMENDED:</b> |      |       |   |   |  |                 |                 |                       | <b>\$320,000</b> |        |

ITEM III-B – DISCUSSION/ACTION  
DEVELOPMENT OF VISION STATEMENT

BACKGROUND:

On March 14, 2018, the Community Action Board (CAB) members discussed many ideas for the vision statement and decided to come back at the April 11, 2018 meeting to decide on the vision statement to move forward for approval.

Attached are many variations of vision statements put together by staff based on the discussion at the previous CAB meeting. These are only examples to assist the CAB members with the development of a vision statement.

Staff recommend the CAB members discuss the design of the vision statement that is aspirational and that represents the services being provided by the Community Services Block Grant (CSBG) program and approve a final vision statement.

RECOMMENDATION:

Discuss and approve a Vision Statement for the services provided by the Community Service Block Grant.

PRESENTER: Julie Davis-Jaffe

***Q. What do we want to leave behind as a result of the CAB's efforts to develop strategies that remove the root causes of poverty in Sacramento County households?***

A Community United in the Fight to Raise Every Household Above Poverty

A Community United in a Targeted and Coordinated Approach to Raise All Households Above Poverty

A Community United in a Targeted and Coordinated Campaign to End Poverty

A Community Actively Mitigating the Root Causes of Poverty and Supporting All Individuals and Families to Thrive

A Community United in Eliminating Barriers so Individuals and Families Can Thrive

A Community of Partners United In the Ideal that No Child or Adult Should Experience the deprivation of Poverty

A Government and Community Partnership Actively Engaged in a Targeted and Coordinated Strategy to Raise All Households Above Poverty

A Community of Partners Committed to a Targeted and Coordinated Strategy that Raises All Households Above Poverty

A Targeted and Coordinated Community Strategy That Raises All Sacramento County Households Above Poverty

A Coordinated Community Partnership Engaging and Supporting In-Crisis Families On Their Path to Self-Sufficiency

A Community Committed to Engaging and Supporting Households on Their Journey Out of Poverty

A Community That Says “No” to Poverty

A Community Without Limits in Its Support of Households Rising Above Poverty

A Community United in a Targeted and Coordinated Approach to End Poverty

A Community United in Finding Ways to End Poverty, One Individual and Family at a Time

A Community of Partners United in Helping People Out of Poverty

Community Partners Engaging Families and Individuals On Their Paths Out of Poverty

A Community of Partners Who Engage and Support Families On Their Journey Out of Poverty

Community Partners United in The Battle Against Poverty

A Community Partnership Supporting Families On Their Journey Out of Poverty

Community Partners United with Families to End Poverty

ITEM IV-A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL REPORT

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) received a Notice of Grant award on March 29, 2018 from Community Services and Development Department (CSD), authorizing the second quarter allocation and total spending authorization for Sacramento. The total amount of funds currently available is \$860,643 out of the total award of \$1,743,146 for 2018.

As of March 31, 2018, \$257,608.51 has been expended.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM B INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM REPORT

BACKGROUND:

Staff will provide an update on program services.

PRESENTER: Julie Davis-Jaffe

Please collect client characteristics for all household family members, whether or not they are present at the time of intake.

|            |  |             |        |     |
|------------|--|-------------|--------|-----|
| Last Name: |  | First Name: |        | MI: |
| Address:   |  |             | E-mail |     |
| City:      |  | ZIP:        | Phone: |     |

| 1. Gender | Number of Persons |
|-----------|-------------------|
| a. Male   |                   |
| b. Female |                   |
| c. Other  |                   |

| 6a. Ethnicity             | Number of Persons |
|---------------------------|-------------------|
| a. Hispanic or Latino     |                   |
| b. Not Hispanic or Latino |                   |
| c. Unknown/Not Reported   |                   |

| 2. Age                  | Number of Persons |
|-------------------------|-------------------|
| a. 0-5                  |                   |
| b. 6-13                 |                   |
| c. 14-17                |                   |
| d. 18-24                |                   |
| e. 25-44                |                   |
| f. 45-54                |                   |
| g. 55-59                |                   |
| h. 60-64                |                   |
| i. 65-74                |                   |
| j. 75+                  |                   |
| k. Unknown/Not Reported |                   |

| 6b. Race                            | Number of Persons |
|-------------------------------------|-------------------|
| a. American Indian/Alaska Native    |                   |
| b. Asian                            |                   |
| c. Black/African American           |                   |
| d. Native Hawaiian/Pacific Islander |                   |
| e. White                            |                   |
| f. Other                            |                   |
| g. Multi-Race (any two+ races)      |                   |
| h. Unknown/Not Reported             |                   |

| 3. Education Levels           | Number of Persons |            |
|-------------------------------|-------------------|------------|
|                               | [Ages 14-24]      | [Ages 25+] |
| a. 0-8                        |                   |            |
| b. 9-12/non-graduate          |                   |            |
| c. High sch. Grad./GED        |                   |            |
| d. 12+ some post secondary    |                   |            |
| e. 2 or 4 yr. College Grads   |                   |            |
| f. Advanced/Additional Degree |                   |            |
| g. Unknown/Not Reported       |                   |            |

| 7. Military Status      | Number of Persons |
|-------------------------|-------------------|
| a. Veteran              |                   |
| b. Active Military      |                   |
| c. Unknown/Not Reported |                   |

| 4. Disconnected Youth 14-24             | Number of Youth |
|---|-----------------|
| a. Youth 14-24 not working or in school |                 |

| 8. Work Status                     | Number of Persons |
|------------------------------------|-------------------|
| a. Employed Full-Time              |                   |
| b. Employed Part-Time              |                   |
| c. Migrant Seasonal Farm Worker    |                   |
| d. Unemployed 6 Months or Less     |                   |
| e. Unemployed 6 Months or More     |                   |
| f. Unemployed (Not in Labor Force) |                   |
| g. Retired                         |                   |
| h. Unknown/Not Reported            |                   |

| 5. Health              | Number of Persons |     |    |
|------------------------|-------------------|-----|----|
|                        | Unknown           | Yes | No |
| a. Disabling Condition |                   |     |    |
| b. Health Insurance    |                   |     |    |

| Health Insurance Sources                       | Number of Persons |
|--|-------------------|
| i. Medicaid                                    |                   |
| ii. Medicare                                   |                   |
| iii. State Children's Health Insurance Program |                   |
| iv. State Health Insurance for Adults          |                   |
| v. Military Health Care                        |                   |
| vi. Direct Purchase Health Care                |                   |
| vii. Employment-Based Health Insurance         |                   |
| viii. Unknown/Not Reported                     |                   |

| 9. Household Type                                | Check (✓) the Box |
|--|-------------------|
| a. Single Person                                 |                   |
| b. Two Adults - NO Children                      |                   |
| c. Single Parent Female (with child in her home) |                   |
| d. Single Parent Male (with child in his home)   |                   |
| e. Two Parent Household (with child in home)     |                   |
| f. Non-related Adults with Children in the Home  |                   |
| g. Multigenerational Household                   |                   |
| h. Other   |                   |

**NOTES:**

| 10. Household Size | Check (✓) the Box        |
|--------------------|--------------------------|
| a. Single Person   | <input type="checkbox"/> |
| b. Two             | <input type="checkbox"/> |
| c. Three           | <input type="checkbox"/> |
| d. Four            | <input type="checkbox"/> |
| e. Five            | <input type="checkbox"/> |
| f. Six or more     | <input type="checkbox"/> |

| 11. Housing Type           | Check (✓) the Box        |
|----------------------------|--------------------------|
| a. Own                     | <input type="checkbox"/> |
| b. Rent                    | <input type="checkbox"/> |
| c. Other Permanent Housing | <input type="checkbox"/> |
| d. Homeless                | <input type="checkbox"/> |
| e. Other                   | <input type="checkbox"/> |

| Monthly Household Income On Which Eligibility is Determined | Dollar Amount           |
|---|-------------------------|
|   | \$ <input type="text"/> |

| 12. Level of Household Income | Check (✓) the Box        |
|-------------------------------|--------------------------|
| a. Up to 50% of FPIG          | <input type="checkbox"/> |
| b. 51% to 75%                 | <input type="checkbox"/> |
| c. 76% to 100%                | <input type="checkbox"/> |
| d. 101% to 125% (CalWORKs)    | <input type="checkbox"/> |

| 13. Household Type by Income/Benefits                     | Check (✓) the Box        |
|---|--------------------------|
| a. Income from Employment, ONLY!                          | <input type="checkbox"/> |
| b. Income from Employment and Other Income, ONLY!         | <input type="checkbox"/> |
| c. Employment and Other Income, and Non-Cash Benefits     | <input type="checkbox"/> |
| d. Income from Employment, and Non-Cash Benefits          | <input type="checkbox"/> |
| e. Income from Other Income Source, ONLY!                 | <input type="checkbox"/> |
| f. Income from Other Income Source, and Non-Cash Benefits | <input type="checkbox"/> |
| g. No Household Income or Non-Cash Benefits               | <input type="checkbox"/> |
| h. Non-Cash Benefits, ONLY!                               | <input type="checkbox"/> |

| 14. Sources of Other Income                    | Check (✓) All That Apply |
|--|--------------------------|
| a. TANF (CalWORKs)                             | <input type="checkbox"/> |
| b. Supplemental Security Income (SSI)          | <input type="checkbox"/> |
| c. Social Security Disability Income (SSDI)    | <input type="checkbox"/> |
| d. Service Connected Disability Income         | <input type="checkbox"/> |
| e. VA Non-Service Connected Disability Pension | <input type="checkbox"/> |
| f. Private Disability Insurance                | <input type="checkbox"/> |
| g. Worker's Compensation                       | <input type="checkbox"/> |
| h. Social Security Retirement Income           | <input type="checkbox"/> |
| i. Pension                                     | <input type="checkbox"/> |
| j. Child Support                               | <input type="checkbox"/> |
| k. Alimony or other Spousal Support            | <input type="checkbox"/> |
| l. Unemployment Insurance                      | <input type="checkbox"/> |
| m. Earned Income Tax Credit (EITC)             | <input type="checkbox"/> |
| n. Other                                       | <input type="checkbox"/> |

| 15. Non-Cash Benefits                   | Check (✓) All That Apply |
|---|--------------------------|
| a. SNAP (CalFresh Program)              | <input type="checkbox"/> |
| b. WIC (Women Infants and Children)     | <input type="checkbox"/> |
| c. LIHEAP (Community Resource Project)  | <input type="checkbox"/> |
| d. Housing Choice Voucher (Section 8)   | <input type="checkbox"/> |
| e. Lives in Public Housing              | <input type="checkbox"/> |
| f. Permanent Supportive Housing         | <input type="checkbox"/> |
| g. HUD Vet's Affairs Supportive Housing | <input type="checkbox"/> |
| h. Childcare Voucher                    | <input type="checkbox"/> |
| i. Affordable Care Act Subsidy          | <input type="checkbox"/> |
| j. Other                                | <input type="checkbox"/> |

| Annual Eligibility Recertification |                                    |
|------------------------------------|------------------------------------|
| <b>2019</b>                        | <input type="text"/><br>Staff Name |
| <b>2020</b>                        | <input type="text"/><br>Staff Name |
| <b>2021</b>                        | <input type="text"/><br>Staff Name |
| <b>2022</b>                        | <input type="text"/><br>Staff Name |

**NOTES:**

Client Signature \_\_\_\_\_ Date \_\_\_\_\_

Staff Signature \_\_\_\_\_ Date \_\_\_\_\_



## 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.