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**KATHY KOSSICK**  
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**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, September 12, 2018

**TIME:** 10:00 a.m.

**PLACE:** SETA Shasta 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**
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**IV. Information Items**

- A. Program Operator Report – 2<sup>nd</sup> Quarter 7-11
- B. Community Services Block Grant Fiscal Monitoring Report 12-14
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- A. Chair
- B. Executive Director
- C. Program Manager
- D. Members of the Board
- E. Public

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 5, 2018**

ITEM II- A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 8, 2018 MEETING

BACKGROUND:

Attached are the minutes of the August 8, 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 Sequoia Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

Wednesday, August 8, 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 established.

##### Members Present:

Denise Nelson, Chair, Head Start Policy Council  
Donald Migge, California Community Credit Union  
Donna Mobley, United Way  
Anthony Garcia, Vice Chair, Child Action, Inc.  
Lisa Culp, Women's Empowerment  
Genevieve Levy, Sacramento Food Bank and Family Services  
Paul Stanbrough, Alternate, California Community Credit Union  
Sam Starks, SMUD (arrived at 10:07 a.m.)  
Kenneth Tate, Head Start Policy Council (arrived at 10:08 a.m.)

##### Members Absent:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Rivkah Sass, Sacramento Public Library Authority

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

##### A. Approval of Minutes of the July 11, 2018 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Garcia, second/Culp, to approve the July 11 minutes.

Aye: 5 (Culp, Garcia, Levy, Migge, Nelson)

Nay: 0

Abstentions: 1 (Mobley)

Absent: 4 (Dozier, Sass, Starks, Tate)

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

##### A. Approval of Staff Funding Augmentation Recommendations for Two Categories of Newly Released CSBG Funding

At the last meeting, staff announced that additional funding from the state would be forthcoming. SETA received \$44,485 for year round services to be expended by 12/31/18. In addition, \$35,000 in discretionary funding was received to identify community needs or increase capacity. These funds must be expended by May 31, 2019.

Staff reviewed previous funding recommendations to see where funds would be best expended. Ms. Davis-Jaffe reviewed the staff funding recommendations.

Mr. Starks arrived at 10:07 a.m.

Mr. Bonanno reviewed the difference between the two types of money. One funding source, \$35,000, is discretionary and one-time use only. The \$44,485 is formula funding and may be continued in future program years. SETA's annual CSBG award is predicated on a formula that compares Sacramento County's poverty rate with that of the state. These funds are recommended to augment the 2018 Lao Community Family Development budget and to fund an unfunded proposal from Children's Receiving Home.

Mr. Tate arrived at 10:08 a.m.

Ms. Levy said that River City demonstrated a need for diapers; is there a document on that? Mr. Bonanno replied that this issue came to our attention through a newsletter. There was a story on the number of diapers donated and the increased demand. Mr. Bonanno inquired if there was a continued need and the director said yes. Ms. Levy stated that the Sacramento Food Bank is also a diaper bank; organizations can get more market value if they go through the Sacramento Food Bank to purchase bulk diapers.

Ms. Mobley stated that she just attended a meeting at the emergency shelter board; she thinks the CAB and that board should talk about various ways to provide emergency services. She sees agencies on our list that do not apply for funds at the emergency shelter board. Ms. Mobley would like to call for a meeting of these two boards.

Mr. Garcia asked if staff had contact with the agencies to let them know that there was a possible augmentation? Mr. Bonanno contacted River City Food Bank and the Sacramento Children's Receiving Home and they assured him that they will definitely spend the money. Lao Family has not yet been contacted.

Mr. Garcia: this is an opportunity with some augmented funds to see if there is a chance for an agency working with young African American youth; the Children's Receiving Home and foster youth also fall into that category. Mr. Bonanno replied that with the special project, we ran into one issue that when they request funds; they have to demonstrate the ability to use the funds. We are looking for services that were not being provided and services where there was an identified

need, they must demonstrate that they have the ability to utilize the funds appropriately.

Mr. Bonanno stated that the SETA Governing Board has the final authority on funding decisions. Some of the funds are used at the career centers to assist people in their job search.

Moved/Starks, second/Culp, to award Lao Family Community Development \$15,985, and River City Food Bank, \$3,000 in discretionary funds. In addition, the remaining funding will be allocated to SETA safety net services to increase access to job center services for CSBG-eligible households in Sacramento County that require transportation, food, and other emergency assistance in order to access and enroll in longer-term job center services.

Roll call vote:

Aye: 8 (Culp, Garcia, Levy, Migge, Mobley, Nelson, Starks, Tate)

Nay: 0

Abstentions: 0

Absent: 2 (Dozier, Sass)

#### C. CSBG Participant Satisfaction Survey

The surveys were sent out and responses are coming back. The surveys are required by the State of California. The second quarter survey will be done in August. Ms. Davis-Jaffe reviewed the results so far. Ms. Levy asked that the surveys be sent out other than e-mail. It has to be some sort of phone call or hard copy way for people to do their survey. Amy Rudell read a report that if people are given a text with a link to submit a survey, there is a much higher response.

#### B. Strategic Plan Discussion – Target Areas

Mr. Victor Bonanno stated that as things change, the strategic plan can also change. Mr. Bonanno asked if there were any suggested changes.

Mr. Tate stated that he does not see information on why the target areas are poverty areas, and how long they've been a poverty area.

Mr. Bonanno stated that the CAB will be developing the newest Community Action Plan in February so there is a need to collect data beginning in September. Ms. Nelson stated that she has contacts in Oak Park, Meadowview, etc.

Ms. Culp suggested reaching out to schools to find out how many children they fed and how many of those children are homeless.

Mr. Starks wants to look at a variety of areas. Poverty is generational and when

looking at root causes, you also need to look at systemic causes of poverty. Think broader since there are some issues not necessarily caused by poverty.

Mr. Bonanno urged the CAB to look at the data provided and see if there is additional data needed. The areas will remain as they are with the understanding that it may change next month.

Mr. Starks stated he consistently sees where African American kids are falling into crime. There is a crossover with other problems such as food deserts and other issues. The police may have that information.

Ms. Culp left at 11:27 a.m.

### **III. Information Items**

- A. Theory of Change – CAB Training: Continued to the next meeting.
- B. Community Services Block Grant Fiscal Monitoring Reports: No questions.
- C. CSBG Organizational Standards 7.7 & 8.3:

Mr. Bonanno distributed copies of the Whistleblower Policy which meets Organizational Standard 7.7.

Mr. Bonanno distributed copies of the Joint Powers Agreement and asked members to include it in their board binder. Staff will provide a recommendation to the Governing Board to begin the process of electing low income sector members to serve on the CAB. Mr. Bonanno stated future meetings will be 1 ½ hours in order to catch up on the training and to ensure all questions are answered.

Board members were told where to find the most recent audit on the SETA website. All audits are posted on SETA's webpage.

### **IV. Reports to the Board**

- A. Chair: No report.
- B. Deputy Director: No report.
- C. Program Manager: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

- V. **Adjournment**: The meeting was adjourned at 11:29 a.m.

## ITEM III-A – DISCUSSION

### STRATEGIC PLAN DISCUSSION – TARGET AREAS

#### BACKGROUND:

During the August 8, 2018 Community Action Board Meeting (CAB), staff provided a Strategic Planning presentation regarding the current policy for determining target areas for CSBG anti-poverty services in Sacramento County. After a discussion seeking concurrence or new directives for determining the criteria by which a target area is designated, the CAB expressed that it was not ready to make a determination, and requested additional time for discussion.

#### REASONS FOR DESIGNATING TARGET AREAS:

- Program Efficiency - Providing Services in High-Density Pockets of Poverty
- Planning – Designating Target Areas a First Step to Identifying Local-Area Partners
- Procurement – Identifying Geographic Priority Areas for Proposers
- CAB Membership – Identifies Target Areas Eligible for CAB Representation
- Service Sites - Siting Services for Access by Target-Area Households

Criteria under consideration for inclusion into the CAB strategic plan, are as follows:

#### CURRENT TARGET AREA CRITERIA

1. Average Poverty Rate  $\geq$  20% Pop.
2. Community Population 10,000+
3. Census Designated Areas
4. Extreme Poverty Priority ( $\leq$  50%)
5. Single Parent Household Priority

#### SUGGESTED TARGET AREA CRITERIA

1. Number of High-Poverty Areas?
2. Population Limits?
3. ZIP Code Tabulation Areas?
4. Extreme Poverty Factor?
5. Household Type Factor?
6. Free and Reduced Priced Meals?

#### RECOMMENDATION:

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

1. Approve current Target Area Selection Criteria for inclusion into the Strategic Plan.
2. Modify current Target Area Selection Criteria for inclusion into the Strategic Plan.
3. Include in the Strategic Plan a process to select (6) Target Areas biennially at the March CAB meeting based on poverty/demographic data presented by staff.

PRESENTER: Julie Davis-Jaffe



ITEM IV- A - INFORMATION

PROGRAM OPERATOR REPORT – 2nd QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 2nd Quarter of the 2018 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant  
Delegate Agency Report Through June 30, 2018  
Second Quarter**

SAFETY-NET	Total Households Served YTD	Food				Eviction Assistance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	302	333	333	216	65%												
Folsom Cordova Community Partnership	275	250	125	208	100+%	2	1	0	0%	6	3	6	100+%	5	2	0	0%
Lao Family Community Development	15					6	2	5	100+%	50	26	5	19%	15	8	4	50%
My Sister's House	16					30	15	12	80%	30	14	8	57%				
Next Move Sacramento	51	25	25	0	0%	1	1	0	0%	2	2	0	0%	34	34	56	100+%
River City Food Bank	1,207	2912	1525	1207	79%												
South County Services	38	321	1	1	100%	22	10	10	100%	58	24	24	100%				
The Salvation Army	149					150	70	74	100+%	134	60	70	100+%	28	20	11	55%
Volunteers of America	43	40	20	5	25%	18	8	12	100+%	9	4	9	100+%	40	20	19	95%
WIND Youth Services																	

**Community Services Block Grant  
Delegate Agency Report Through June 30, 2018  
Second Quarter**

SAFETY-NET	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank																
Folsom Cordova Comm. Partnership	4	2	1	50%	160	80	165	100+%	120	60	124	100+%	26	13	13	100%
Lao Family Comm. Development	94	48	3	6%					40	20	2	10%				
My Sister's House																
Next Move Sacramento					40	40	44	100+%	1	1	0	0%				
River City Food Bank																
South County Services					36	6	6	100%								
The Salvation Army																
Volunteers of America					80	40	33	83%								
WIND Youth Services																

**Community Action Board**  
**Delegate Agency Expenditures Report Through June 30, 2018**  
**Second Quarter**

<b>DELEGATE AGENCIES</b>
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Department of Health and Human Services - YSS (Seniors)
Elk Grove Food Bank - SN
Folsom Cordova Community Partnership - FSS
Folsom Cordova Community Partnership - SN
Health Education Council - YSS (Youth)
International Rescue Committee - FSS
La Familia Counseling Center - YSS (Youth)
Lao Family Community Development - SN
My Sister's House - SN
Next Move Sacramento - FSS
Next Move Sacramento/Francis House - SN

<b>EXPENDITURES</b>		
<b>2018 BUDGET</b>	<b>Expended Through 2st Qtr.</b>	<b>Percent Expended</b>
\$16,500	\$6,191	38%
\$20,000	\$9,618	48%
\$55,000	\$24,573	45%
\$25,000	\$15,848	63%
\$40,000	\$17,508	44%
\$64,998	\$4,012	6%
\$55,000	\$19,971	36%
\$25,000	\$7,118	28%
\$34,100	\$10,102	30%
\$59,582	\$15,186	25%
\$48,632	\$19,881	41%

<b>DELEGATE AGENCIES</b>
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
River City Food Bank - SN
Saint John's Program for Real Change - FSS
South County Services - SN
The Salvation Army - SN
Volunteers of America - SN
Waking the Village - FSS
Waking the Village - YSS (Youth)
WIND Youth Services - FSS
WIND Youth Services - YSS (Youth)
WIND Youth Services - SN

<b>EXPENDITURES</b>		
<b>2018 BUDGET</b>	<b>Expended Through 2st Qtr.</b>	<b>Percent Expended</b>
\$37,000	\$0	0%
\$25,420	\$14,786	58%
\$27,768	\$5,871	21%
\$60,500	\$34,465	57%
\$22,000	\$6,446	29%
\$60,000	\$19,989	33%
\$45,000	\$12,029	27%
\$55,000	\$31,789	58%
\$33,500	\$8,811	26%
\$20,000	\$0	0%

**Community Action Board**  
**Delegate Agency Expenditures Report Through June 30, 2018**  
**Second Quarter**

<b>Family Self-Sufficiency</b>	<b>Enrollments</b>				<b>Employed</b>				<b>Comments</b>
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	
Folsom Cordova Comm. Partnership	30	22	25	100+%	15	7	7	100%	
International Rescue Committee	75	40	12	30%	45	20	5	25%	
Next Move Sacramento	150	80	82	100+%	135	68	15	22%	
Saint John's Program for Real Change	21	11	37	100+%	5	3	4	100+%	
Waking the Village	24	15	37	100+%	24	12	7	58%	
WIND Youth Services	35	15	36	100+%	26	11	12	100+%	

<b>Youth and Senior Supports</b>	<b>Enrollments</b>				<b>Service Goals</b>				<b>Comments</b>
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	
Department of Health and Human Services - <b>(Seniors)</b>	14	10	14	100+%	14	10	14	100+%	
Health Education Council - <b>(Youth)</b>	50	27	8	30%	30	15	3	20%	
La Familia Counseling Center - <b>(Youth)</b>	40	25	24	96%	34	22	14	64%	
Waking the Village - <b>(Youth)</b>	30	15	8	53%	30	15	8	53%	
WIND Youth Services - <b>(Youth)</b>	50	22	38	100+%	30	12	29	100+%	

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO:** Ms. Victoria Jacobs **DATE:** August 2, 2018  
**FROM:** Tammi Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 28,000	1.1.17-12.31.17	1.1.17-12.31.17

**Monitoring Purpose:** Initial      Follow-up      Special      Final      X  
**Date of review:** July 24, 2018

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation's	X			
4 Disbursement Control		N/A		
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
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:** Voluntary Legal Services of Northern California

**Findings and General Observations:**

- 1) The total costs as reported to SETA for the Safety Net program from January 1, 2017 to December 31, 2017 have been traced to the subgrantee agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



ITEM IV-C – INFORMATION  
THEORY OF CHANGE – CAB TRAINING

BACKGROUND:

Staff will provide information regarding the Theory of Change evaluation tool.

PRESENTER: Julie Davis-Jaffe

## ITEM IV- D – INFORMATION

### SETA COMMUNITY ACTION BOARD (CAB) TRIPARTITE BOARD – LOW-INCOME MEMBER RECRUITMENT

#### BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members with four members representing each of the following three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low-Income Sector

#### *CAB Bylaws:*

##### *Low-Income Member:*

The four (4) low income sector members of the CAB shall be low income individuals residing in one of the target areas and shall be democratically elected by groups which represent the interests of low income persons with final designation determined by the SETA Governing Board. Lists of organizations representative of low income persons shall be compiled and maintained by the SETA Governing Board and updated as necessary for future selection purposes.

#### Low Income Sector Organization Selection Criteria:

- A. The organization must represent a specific target area;
- B. In addition to representing a specific target area, the organization may represent the interests of low income people in the entire area served by Community Action Programs.
- C. The organization must have a membership or constituency which is comprised of at least 51% low income persons.
- D. When the number of qualified low income sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the low income sector (which is four), the SETA Governing Board may choose not to reappoint organizations which have been represented on the Community Action Boards for three (3) years or more so that the opportunity to participate will be shared equally among all interested, qualified organizations.

SETA staff is in the process of compiling a list of low-income sector organizations that will be presented to the SETA Governing Board for approval.

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.