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**KATHY KOSSICK**  
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Website: <http://www.seta.net>

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, December 12, 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 October 10, 2018 Meeting and November 14, 2018 Committee of the Whole Meeting 1-7
- III. **Action/Discussion Items**
  - A. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Modifications to the Bylaws of the Community Action Board 8-27

B. Strategic Plan Progress Update and Draft Review 28-32

IV. **Information Items** - None

V. **Reports to the Board** 33

A. Chair

B. Executive Director

C. Program Manager

D. Members of the Board

E. Public

VI. **Adjournment**

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

ITEM II- A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 10, 2018 MEETING AND  
NOVEMBER 14, 2018 COMMITTEE OF THE WHOLE

BACKGROUND:

Attached are the minutes of the October 10, 2018 board meeting and November 14, 2018 Committee of the Whole.

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

Wednesday, October 10, 2018  
10:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 10:04 a.m. The roll was called and a quorum was not established; the quorum was achieved at 10:11 a.m.

##### Members Present:

Denise Nelson, Chair, Head Start Policy Council  
Donald Migge, California Community Credit Union  
Genevieve Levy, Sacramento Food Bank and Family Services  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Paul Stansbrough, Alternate, California Community Credit Union  
Rivkah Sass, Sacramento Public Library Authority (arrived at 10:05 a.m.)  
Sam Starks, SMUD (arrived at 10:11 a.m.)

##### Members Absent:

Anthony Garcia, Vice Chair, Child Action, Inc.  
Lisa Culp, Women's Empowerment  
Kenneth Tate, Head Start Policy Council  
Donna Mobley, United Way

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

##### A. Strategic Plan Discussion – Target Populations

Ms. Davis-Jaffe reviewed this item. Mr. Victor Bonanno provided a power point presentation on the target populations.

Mr. Starks arrived at 10:11 a.m. and a quorum was established.

Mr. Bonanno reviewed the target groups and 'other target group' candidates to consider for the upcoming Community Action Plan.

Ms. Sass inquired how we are working with other agencies to serve the target groups. How are we scanning the environment to determine how to leverage our funds better and have more of an impact? Mr. Bonanno replied that there is a lot of common sense to get kids off to a good start and have good aspirations for their life. Some of the groups can be focused in short term planning, and others long-term planning.

Mr. Bonanno stated that staff is looking at various focus groups and which should have more priority over others.

Mr. Bonanno stated that the target groups can be changed at any time.  
Current CSBG target groups:

**Household status:**

Homeless  
Unemployed  
Extreme Poverty Level  
CalWORKS

**Household/Family Type:**

Single Parent  
In-crisis & Foster Youth  
Homebound Senior

Mr. Starks inquired if there was an overriding mission of this body? Is it homeless, jobs, housing, sustainability, short term or long term? It may help to focus. Mr. Bonanno replied that our overriding priority is helping people to be self-sufficient. We cannot do it for everyone so it is important to focus our funds to deal with a small but specific group. Mr. Starks suggested perhaps having a conversation of where we have been and whether it has been impactful.

Mr. Bonanno stated that the quarterly reports should be available next month to determine how successful some service providers have been. Ms. Davis-Jaffe stated that in November, staff will be bringing in the funding recommendations so members will be able to see how the special project is performing.

Ms. Dozier thinks we should focus on homeless youth and foster youth. There is a special set aside of \$5.5 million that has been targeted to serve homeless people. We have to do something that is impactful, align with other systems, and leverage our funds. Ms. Dozier suggested focusing on homeless youth; it is a broad category but to see if the outcome is associated with the funds provided, this is a good area to see the progress.

Ms. Davis-Jaffe asked what kind of information board members are interested in receiving. Ms. Dozier needs more information before we give direction to staff. Ms. Sass feels very strongly about children ages 0-5. Ms. Dozier would like more information regarding the homeless, specifically homeless youth. Mr. Bonanno stated that research on all of these target groups has already been done in a 38-page community needs assessment. This document is available on the website and a copy was provided to all board members. Information can be pulled out of this document and presented at the next meeting.

Mr. Starks wants to keep with the guidance of the bylaws and the two areas of focus.

Mr. Bonanno stated that CSBG funding is intended to fill the gaps between larger coordinated systems. They are intended to be leveraged with other funds.

Mr. Bonanno stated that in-crisis households do not have just one issue; there are many issues. This is a catchment strategy to assist many homes.

## **II. Consent Item**

### **A. Approval of Minutes of the September 12, 2018 Meeting**

There were no questions or corrections.

Moved/Starks, second/Dozier, to approve the September 12, 2018 minutes.

Aye: 5 (Dozier, Migge, Nelson, Sass, Starks)

Nay: 0

Abstentions: 1 (Levy)

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

## **IV. Information Items: None.**

Mr. Bob Erlenbusch, Executive Director, Sacramento Regional Coalition to End Homelessness, provided an overview of a guide produced with funding from Kaiser, United Way, and a number of other organizations. One-third of the guide is a directory, where to find food, housing, etc. and the remainder of the guide is a self-advocacy guide. This year, 38,000 copies were distributed. This guide is on their website. Contact Mr. Erlenbusch at: [bob@srceh.org](mailto:bob@srceh.org)

The new guide is coming out by the end of the year.

## **V. Reports to the Board**

A. Chair: Ms. Kossick reminded the board of SETA's 40<sup>th</sup> anniversary celebration.

B. Deputy Director: No report.

C. Program Manager: Ms. Davis-Jaffe stated that the monitoring reports will be presented to the board next month.

D. Members of the Board: No comments.

E. Public: None.

## **VI. Adjournment: The meeting was adjourned at 11:16 a.m.**

## 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, November 14, 2018  
10:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 10:09 a.m.

While awaiting a quorum, the board reviewed items as follows:

#### III. Action/Discussion Items

##### B. Approval of Community Services Block Grant Delegate Agency Extensions and a New Funding Recommendation for Program Year 2019

Ms. Davis-Jaffe stated that the funding extensions are submitted for review; staff is looking to extend the agreements for an additional year. In addition, St. John's Program for Real Change is being recommended to receive new funding for program year 2019.

Mr. Garcia asked why the Health Education Council was not recommended for extension? Mr. Bonanno spoke of the third quarter monitoring reports. The Health Education Council was invited to present at today's meeting; they are not present. They are currently under corrective action. Their charge is to help young African American men avoid being arrested a second time. They submitted a proposal that allowed them to go into the juvenile facility and provide guidance on how to deal with law enforcement. Unfortunately, there were changes in staffing and their access was greatly diminished. Due to that, they have only worked with seven youth and their contract is for \$40,000 ; it does not seem to staff that this is a good usage of funds. They have not responded quickly enough to their situation.

Mr. Garcia stated that he understands this is a new program and urges that this type of program be continued in the future. He would hate to vacate the notion altogether and it is important to look at where there can be changes. Without conversations with the organization and with this board, it is difficult to consider additional funding. Mr. Bonanno added that the board is also working on the strategic plan and we will not forget about adding young African American men to the target group.

Mr. Tate asked if most of the programs are operating okay and Mr. Bonanno replied that many are doing okay but there are some programs that have a lower

success rate. Staff is able to speak on why some of the programs are being recommended for extensions but not the Health Education Council. Mr. Bonanno stated that this program was unable to access the incarcerated young people in order to provide the contracted services.

Ms. Dozier asked whether they had an alternative when they could not access the young men. Mr. Bonanno replied that they are attempting to reestablish the access; during meetings with HEC staff, they expressed a lot of misconceptions about how CSBG programs operate. At this time, staff believes that the corrective actions HEC is taking will not be adequate to fix the problems they are experiencing.

Roll call was done at 10:31 a.m.; no quorum was established.

Members Present:

Denise Nelson, Chair, Head Start Policy Council  
Anthony Garcia, Vice Chair, Child Action, Inc.  
Donald Migge, California Community Credit Union  
Kenneth Tate, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Paul Stansbrough, Alternate, California Community Credit Union

Members Absent:

Lisa Culp, Women's Empowerment  
Sam Starks, SMUD  
Donna Mobley, United Way  
Genevieve Levy, Sacramento Food Bank and Family Services  
Rivkah Sass, Sacramento Public Library Authority

**Speakers before the board:**

Lisa Welze and Hannah Messick - International Rescue Committee:

Ms. Welze stated that they are grateful for the funding received. She explained that they are one of the organizations on a corrective action plan. This is their first year funded through CSBG and they are on track to meet enrollment numbers. There will be a delay in the job placements but it will be a quarter or two delay.

Hannah spoke of a success story with an Iranian family of seven. Of their enrolled clients, 76% are living below the poverty level.

Ms. Davis-Jaffe asked the board what their thoughts are on the extensions.

Mr. Garcia thinks it's reasonable to continue with the staff recommendations and move them forward to the Governing Board. Ms. Dozier agrees that it is

reasonable based on the staff report. Ms. Dozier urged staff to continue seeking an organization that can provide services to young African American men; this must be a priority.

Mr. Tate agrees that it is crucial to find a program that will serve this population. Mr. Bonanno reported that staff has been contacted by a couple of organizations that have indicated interest in submitting a proposal at a later date.

## **II. Consent Item**

- A. Approval of Minutes of the October 10, 2018 Meeting: No action taken.

## **III. Action/Discussion Items (continued)**

- A. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval of Modifications to the Bylaws of the Community Action Board: No action taken.
- C. Strategic Plan Progress Update and Draft Review

Mr. Bonanno stated that staff has taken what information has been received so far for the strategic plan; this is a check in for the strategic plan to give the board a sense of where we are going and what the final document may be. The strategic plan will be reviewed in December when hopefully more members will be present for the discussion.

## **IV. Information Items**

- A. Fiscal Monitoring Report: No questions.
- B. Program Operators Reports – 3<sup>rd</sup> Quarter: Ms. Davis-Jaffe reviewed the reports. Staff has been contacted by other programs requesting to move money around to make sure they expend the money on current needs in the community.

## **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: No report.
- C. Program Manager: No report.
- D. Members of the Board: Ms. Davis-Jaffe thanked board members for their time and input on issues. Mr. Tate thanked the speakers from IRC for the additional information they provided to the board.
- E. Public: Mr. Roy Kim thanked members for attending today and wished all CAB members a Happy Thanksgiving.

- VI. Adjournment**: The meeting was adjourned at 10:57 a.m.

## ITEM III-A – ACTION

### TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE COMMUNITY ACTION BOARD

#### BACKGROUND:

The Community Action Board bylaws contain provisions regarding the procedures to be followed in appointing representatives in the public, private and low-income sectors. In a recent monitoring visit, the California Department of Community Services and Development noted that SETA was not compliant with its bylaws, in part because of vacancies in the public sector.

Based on review of the bylaws and applicable provisions of the CSBG Act and regulations, staff and legal counsel have determined that more flexibility in the selection of public sector representatives could expand the field of potential candidates and assist SETA in maintaining compliance with the bylaws. Under the current bylaws, both elected and appointed officials may serve, but only elected officials can designate representatives to serve in their place or absence. Under recent clarifications in the regulations, it is now permissible to allow appointive public officials to also designate representatives to serve.

Attached for your review is a copy of proposed revisions to the bylaws. The modifications appear in Section 2.1 on page 5 of the attached bylaws. Additions are indicated by **red** and deletions are indicated by ~~strikethrough~~. The modifications serve to make it clear that appointive officials, as well as elected officials, may designate qualified representatives to serve in their place or absence.

Legal Counsel has reviewed these modifications.

#### RECOMMENDATION:

Open a public hearing, hear any additional testimony, and take action to close the public hearing approve the amendments to the Community Action Board Bylaws as attached.

PRESENTER: Julie Davis-Jaffe

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)  
COMMUNITY ACTION BOARD  
BYLAWS

Preamble

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency comprised of the City of Sacramento and the County of Sacramento. It has been formed to administer a variety of human services programs.

SETA is governed by a Joint Powers Authority that is comprised of two Sacramento City Council members, two members of the Sacramento County Board of Supervisors and one individual mutually appointed by both the City and County. The Joint Powers Authority, or “SETA Governing Board,” is the policy-making body of the Agency and all items affecting the Agency must be presented to the SETA Governing Board for deliberation and final action.

In accordance with the Joint Powers Agreement, the SETA Governing Board may create under it a Community Action Board composed of public officials, representatives of private organizations and low income individuals.

The SETA Community Action Board is established as an advisory body to the Governing Board. Generally, the Community Action Program has the goals of enabling low income families, and low income individuals of all ages, to attain the skills, knowledge, and motivations and to secure the opportunities needed for them to become fully self-sufficient.

The Community Action Board’s greatest single resource (along with funding and programs) is people. This statement is especially true of the Community Action Board’s own composition. Each member of the Community Action Board has vital talents, experience, contacts and resources to offer.

Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interest of the general public, yet can also serve as ambassadors of goodwill to the client groups.

Low income individuals and their representatives are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the Community Action Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs—and the positive effects those programs can have on the community.

Representatives of the private sector provide good decision-making capabilities. They normally have business management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the Community Action Board by representing the remainder of the community.

The Community Action Board is entrusted with a mission, to make the entire community respond to the needs and interests of low income individuals and families. This is to be accomplished by mobilization of resources and getting greater institutional sensitivity, or understanding with the community.

## Article I Community Action Board

### 1.1 General Composition

The Community Action Board shall be composed of twelve (12) members, with four (4) members representing each of three (3) constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low

Income Sector, or -low-income individuals residing within the Community Action Program jurisdiction.

## 1.2 Target Areas

SETA has identified six (6) low income target areas in Sacramento County based upon geographic locations and population data. The target areas are identified as follows:

### 1) North Central

Includes communities of: Alkali Flat, Rio Linda/Elverta, Robla, East Del Paso, Del Paso, Strawberry Manor and Northgate/Gardenland.

### 2) South Central

Includes communities of: Central City, City Farms, Oak Park, Freeport Manor, Woodbine, Glen Elder and Meadowview.

### 3) Citrus Heights

### 4) North Highlands

### 5) South Sacramento

Includes all unincorporated low income communities geographically located in the southern portion of the county.

### 6) Rancho Cordova

Representatives of the low income sector must reside within one of the designated target areas. In appointing organizations to represent the private sector and the low-income sector the Community Action Board, the SETA Governing Board shall attempt to appoint organizations housed within the six (6) designated target areas.

### 1.3 Public Officials

The four (4) public officials shall be elected public officials currently holding office or their representatives, except that if the SETA Governing Board determines that there are not enough elected officials reasonably available and willing to serve, appointive public officials may be selected to represent public officials.

### 1.4 Private Sector Representatives

The four (4) Private Sector members shall be officials or members of business, industry, labor, religious groups, welfare, education, and other groups or interests in the community as determined by the Governing Board. Lists of organizations representative of the private sector shall be compiled by the SETA Governing Board and updated as necessary for future selection purposes.

### 1.5 Low Income Sector Representatives

The four (4) low income sector members of the Community Action Board 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.

## Article II Board Selection Procedures

### 2.1 Designation of Public Officials

The SETA Governing Board shall select elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the Community Action Board, the SETA Governing Board may select appointive~~ed~~ public officials to serve on the Community Action Board. Whether elected or appointive~~ed~~, these officials must currently hold office. They must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.

~~If an elected~~ **Each elected or appointive** public official ~~is~~ selected to serve on the Community Action Board, ~~that official~~ may choose one permanent representative to serve in his/her place or whenever he/she will be unable to attend a meeting. These representatives need not be public officials themselves, but they must have full authority to act for the public officials at Community Action Board meetings.

If the public officials, both elected and appointive~~ed~~, do not comprise one third of the Community Action Board, then seats allotted to them shall remain vacant.

### 2.2 Representation of the Private Sector

The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of private organizations identified on the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations that are well suited toward providing support and guidance to the Community Action Board in its effort to actualize Community Action Program goals. Private organizations shall be

selected so as to ensure that the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate up to four (4) organizations each of which shall select a member or members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of designation, each designated private sector organization shall select a member or members to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.

### 2.3 Private Sector Selection Criteria

Criteria for selection of private sector organizations includes the following:

- A. The organization must be from any of the following six (6) categories:
  - Business/Industry
  - Labor
  - Religious groups
  - Private welfare/social services agencies
  - Private educational institutions
  - Other major groups or interests in the community as determined by the SETA Governing Board
  
- B. The organization may be located anywhere in the Sacramento County. However, any member selected to represent a particular geographical area must reside in that area.
  
- C. When the number of qualified private sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the private sector (which is four), the SETA Governing Board may choose to reappoint private sector organizations, with an emphasis on replacing

private organizations that have been represented on the Community Action Board for three (3) years or more so that the opportunity to participate will be shared equitably among all interested, qualified private organizations.

#### 2.4 Representation of the Low Income Sector

To qualify for election, an individual must be low income as defined in the federal poverty guidelines and must reside in one of the low income target areas identified in Section 1.2 of these bylaws. Only qualified, low income individuals elected by an organization identified in Section 1.5 of these bylaws shall be eligible for election.

The SETA Governing Board, in February of every third year commencing in 2006, shall consider the names of low income organizations identified on the list mentioned in Section 1.5 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process of the low income residents, each of the low income target areas identified in Section 1.2 are adequately represented.

When low income population data is made available by the Bureau of the Census, low income target areas shall be redrawn by the SETA Governing Board if necessary to achieve proportionate representation.

At a public meeting and via the democratic process, the SETA Governing Board will appoint up to four (4) low income organizations to select a member or members to serve on the Community Action Board. No low income organization shall be designate to select more than two (2) members to serve on the Community Action Board. Upon designation, each low income organization shall democratically elect an individual or individuals, who is/are a resident of the appropriate low income target area, to serve on the Community Action Board as a representative of low income persons who reside in the same target area. Each organization shall elect an alternate representative for each member elected at the same time. The elected representatives and alternates must be low

income individuals themselves, must reside in a target area, but need not necessarily reside in the same target area.

## 2.5 Low Income Sector Organization Selection Criteria

Criteria for the selection of the representatives of the poor will include the following:

- 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 Board for three (3) years or more so that the opportunity to participate will be shared equally among all interested, qualified organizations.

## 2.6 Selection of Organizations and Members

The SETA Governing Board shall select organizations at its February meeting every three (3) years commencing in 2006. Within thirty (30) days of selection by the SETA Governing Board, each organization shall select a representative to serve as a member of the Community Action Board. At the same time, each organization shall select a representative to serve as an alternate to the member.

## 2.7 Seating of Members

New members filling a vacancy shall be seated at the first regular meeting of the Community Action Board immediately subsequent to selection by the applicable organization.

## 2.8 Term

Each Community Action Board membership shall be for a term of three (3) years, except for Public Officials who shall serve at the pleasure of the SETA Governing Board and only during that time when the individual is in office. Nothing in this section shall preclude the SETA Governing Board from appointing a private organization to an additional term or terms, and nothing shall preclude the organization from appointing an individual to serve as a member or alternate for an additional term or terms.

## Article III Membership Petition Procedure

### 3.1 Membership Petition Procedure

Any group representing a target area served by the Community Action Program which considers itself to be inadequately represented on the Community Action Board may file a request with SETA for adequate representation. The SETA Governing Board shall make a determination with respect to the request.

Should this request be granted, the requesting organization may be added to the Community Action Board membership at a regular meeting of the SETA Governing Board when designation of organizations are being considered or when a vacancy otherwise occurs as a substitution for the organization previously seated in that position. Any substitution must ensure the existence of a balanced, tripartite structure.

## Article IV Removal/Attendance

### 4.1 Removal

If a private sector or low-income sector member or alternate ceases to be a resident of a target area, and/or a representative of the organization by whom that person was elected, such individual shall be deemed to have resigned as a member of the Community Action Board. A member may be removed by the SETA Governing Board for any of the following reasons:

- A. Excessive absences as defined in the Community Action Board Bylaws;
- B. Undertaking illegal activities while in the performance of functions as a SETA Community Action Board member;
- C. Conflict of Interest as defined by applicable Federal and State laws and administrative regulations and SETA policies;
- D. Public officials may be removed from the Community Action Board at any time at the discretion of the SETA Governing Board.

#### 4.2 Attendance

If a Community Action Board member is absent from three (3) regular Community Action Board meetings or meetings (whether regular, special or emergency) where funding recommendations are scheduled to be made, the member shall be deemed to have resigned as a member of the Community Action Board. Attendance by an alternate, except as to public officials as identified in Article II, Section 2.1, shall not be deemed to be attended by the member.

#### 4.3 Vacancies

Any vacancy occurring on the Community Action Board shall be filled by an alternate, upon consent of the alternate, or otherwise at the earliest possible date by the applicable organization utilizing the selection criteria as outlined in these Bylaws. If an alternate fills such a vacancy, the organization which appointed the alternate shall appoint an individual to fill the vacancy created by the alternate becoming a member. If an organization selected by the SETA Governing Board to represent either the private sector or the low-income sector fails to select an individual to serve as a member and an individual to serve as an alternate of the Community Action Board for a period of thirty

(30) days from selection by the SETA Governing Board, or after a vacancy otherwise exists because of removal or resignation, that organization shall be deemed to have resigned as an organization to be represented on the Community Action Board. In that event, a new organization shall be selected by the SETA Governing Board to fill the unexpired term pursuant to the selection provisions of these Bylaws.

#### 4.4 Alternates

Each stated private sector and low-income sector organization represented on the Community Action Board shall select an alternate, which person shall meet the same membership eligibility requirements as its representative.

An Alternate may attend any regular, special, emergency, or committee meeting in the place of the member, and shall have full authority to act in the member's place, with the exception that said alternate shall not be entitled to act as an officer of the Community Action Board.

#### 4.5 Familiarity With SETA Documents

Each member and each alternate of the Community Action Board shall be provided with the following documents and be familiar with them: the SETA Joint Powers Agreement; the SETA Mission Statement; the SETA Community Action Plan; and any other policies, regulations, or laws which affect the SETA Community Action Program.

#### 4.6 Code of Conduct

Each member and each alternate of the Community Action Board:

- A. Shall not pursue private or personal interests while carrying out public responsibilities of the Community Action Board;
- B. Shall not in any way carry on individual activities or duties of the Community Action Board which have not been especially authorized by the Community Action Board, by the Board Chair, or by the Board Committee Chair;
- C. Shall not interfere with the directives of the SETA Governing Board and/or with staff members in the performance of such directives.

## Article V Meetings and Rules

### 5.1 Regular Meetings

Except as hereinafter provided, the regular meetings of the Community Action Board shall be held on the second Wednesday of each month at 10:00 a.m. The place of the meeting shall be provided in the notice of the meeting.

### 5.2 Special Meetings

Special meetings of the Community Action Board may be called (a) by the Chair of the Community Action Board, or (b) the Secretary-Treasurer of the Community Action Board upon the written request of the majority of the Board members or (c) by the directive of the SETA Governing Board.

### 5.3 Meeting Notice

Written notice of the regular meetings of the Community Action Board shall be given to each Board member at least five (5) days before the date of the meeting.

#### 5.4 Quorum

A Quorum of the Community Action Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate in the absence of a member shall be counted in determining a quorum. Any action of the Community Action Board must have a vote of a majority of the members present at any meeting at which there is a quorum, except as may be otherwise provided by law, by the Joint Powers Agreement establishing SETA, or by these Bylaws. If a quorum is not present at any meeting of the Community Action Board, the Board may sit as a committee but no official Board action may be taken.

#### 5.5 Conduct of Meetings

The Community Action Board shall abide by the Rules of Procedure adopted by the SETA Governing Board for the conduct of its meetings.

#### 5.6 Public Meetings

All meetings of the Community Action Board and its committees shall be open to the public pursuant to the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

#### 5.7 Proxy Votes

Proxy votes shall not be permitted in any vote in any meeting of the Community Action Board or committee thereof.

#### 5.8 Conflict of Interest

Every Community Action Board member shall avoid personal financial conflict of interest and the appearance of conflict of interest. A Community Action Board member who is the representative of an organization that has a proposal before the Community

Action Board shall abstain from any participation, including voting, regarding his/her organization's proposal. No person may sit on the Community Action Board who is an officer, director or employee of any organization contracting to perform a component of SETA/Community Action Board work program, except that this requirement shall not apply to Public Officials should SETA contract with his/her jurisdiction. This shall also apply if a member of his/her family is employed by, or has a substantial interest in, the organization requesting funds. No employee of SETA may serve on the Community Action Board, and no Federal or State employee may serve on the Board in a capacity that will require him/her to act as an agent of or as an attorney for SETA in its dealings with any Federal or State Agency. All Community Action Board members are subject to the SETA Conflict of Interest Code.

#### 5.9 Minutes

Minutes of all regular, special and emergency Community Action Board meetings shall be recorded and transcribed by SETA staff. Included in the minutes will be a record of votes on all motions. Minutes of each meeting will be transmitted to the Community Action Board five (5) days in advance of each subsequent regular meeting; or, in the case of special meetings, twenty four (24) hours in advance of such meetings. The minutes of all Community Action Board meetings shall be available for public inspection.

#### 5.10 Compensation and Reimbursement

Compensation for service on the Community Action Board and reimbursement for transportation, meals, and child care shall be determined by the SETA Governing Board.

## Article VI Officers

### 6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

### 6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

### 6.3 Vice Chair

The Vice Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair. The Vice Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair.

### 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.

## Article VII Committees

### 7.1 Standing Committees

The standing committee of the Community Action Board shall be the Executive Committee. With the exception of the emergency matters, the actions of the Executive Committee are subject to the approval of the Community Action Board, unless waived by the Board.

## 7.2 Executive Committee

The Executive Committee shall consist of the officers of the Community Action Board. The Executive Committee shall act on behalf of the Community Action Board only in the case of emergency matters arising during the intervals between Board meetings. The first item of business to be taken up at such a meeting will be the question: “Is the matter an emergency requiring action by the Executive Committee?” The Executive Committee shall not act on behalf of the Community Action Board in emergency matters if a special meeting of the Board may be convened. The affirmative vote of not less than a majority of a quorum of the Executive Committee shall be necessary for the adoption of the resolution or the taking of any other action by the Committee.

## 7.3 Special Committees

There shall be such special committees, called ad hoc committees, as the Community Action Board or Board Chair may establish from time to time.

## 7.4 Composition

All special committees shall be constituted as follows: One-third (1/3) of the committee members shall be Public Official representatives; one-third (1/3) of the committee members shall be Private Sector representatives; and at least one-third (1/3) of the committee members shall be Low-Income Sector representatives. In the absence of a member, an alternate may serve on a committee with full privileges and voting rights.

## 7.5 Committee Quorum

A quorum for any committee, shall consist of a majority of its members.

## Article VIII Amendments

### 8.1 Procedure

To amend these Bylaws the following procedure shall be followed:

- A. Proposed amendment(s) shall be mailed to members of the Community Action Board at least five (5) days prior to their reading at a Community Action Board meeting. A two-thirds (2/3) vote of the members present and voting shall pass the amendment(s).
  
- B. Any amendment(s) to the proposed amend(s) shall follow the same procedure as the original amendment(s).

### 8.2 Approval by SETA Governing Board

Amendments to these Bylaws shall only take effect upon approval of the SETA Governing Board. Once approved, an amendment shall be immediately effective.

## ITEM III-B - ACTION

### STRATEGIC PLAN PROGRESS UPDATE AND DRAFT REVIEW

#### BACKGROUND

During the strategic planning segment of the October 10, 2018, Community Action Board (CAB) meeting, staff was charged with providing available data on the current funding of homeless services in Sacramento County for the purpose of determining gaps in local services for this target group. While this data is being compiled, and with the intent of moving the development of a strategic plan forward at monthly CAB meetings, a draft of the CAB Strategic Plan has been prepared. This draft includes strategic plan components recommended by the CAB and other strategic plan components awaiting CAB recommendations.

#### RECOMMENDATION

1. Review the most updated draft CAB Strategic Plan for content and format, and make change recommendations.
2. Begin the discussion on Strategic Outcomes sought by the CAB.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency (SETA)  
Community Action Board (CAB)

**STRATEGIC PLAN**

Approved by the SETA CAB on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date) (CAB Chairperson Initial)

Approved by the SETA Governing Board on: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Date) (Gov. Bd. 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 and Governing Board. 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, except that all CSBG funded activities shall support the standards, theories of change, and values espoused 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 Fight Against Poverty”

## CAB MISSION

“To Coordinate a Community Response to Address the Root Causes of Poverty in Sacramento County”

## TARGET AREAS

On a biennial basis, beginning at the March 2019 CAB meeting, CAB members will identify and designate Sacramento County’s highest-poverty communities as Target Areas for the implementation of anti-poverty strategies in Sacramento County. SETA staff will assist the CAB by providing a comprehensive community assessment of the most currently available poverty and target group-related data and literature, and a slate of staff recommendations for its consideration.

Target area designation criteria informed by staff data and recommendations will include poverty levels, population, pockets of extreme poverty, target group density, geographic designation options (zip codes, communities, cities, school districts, etc.), rates of Free and Reduced Priced Meals, rate of high-poverty household types in designated areas, and poverty trends over time.

## TARGET GROUPS

Groups of persons identified as being prioritized in the design and operation of anti-poverty programs

### **Target Groups**

- Children 0-5 in impoverished households?
- Single Parent Households?
- Homeless Adults/Youth?
- African American Youth 10-17 vulnerable to arrest?
- Immigrants?
- Seniors?

- Extreme Poverty Households (<50% of Poverty Guidelines)

## STRATEGIC OUTCOMES

Lasting changes in the socio-economic status of CSBG enrolled households that occur as a result of their involvement in the program strategies espoused within this SP.

### **Strategic Outcomes**

- Sacramento County Poverty is Reduced
- Revitalization of Low-Income Communities
- People are Empowered to Become More Self-Sufficient

### **Strategies**

- Core Activities That Address the Root Causes of Poverty
- Coordinate with Community Action Partners on the Strategic Investment of Resources
- Identify and Fill Gaps in Sacramento County's Current Safety-Net System
- Leverage Existing Program Operators to Implement CAB Strategies

### **Implementation Plan**

- Action Plans
- Implementation Timeline

### **Delegate Agency Funding Plan**

- Funding Process Recommendations for CSBG Resources
- Prioritize Awards for Proposers with Partner Staff Diversity that Reflects the Communities in Which They Serve

### **Implementation Reporting Plan (Monthly)**

- Quarterly Expenditures Reports
- Quarterly Plan vs. Actual Reports
- Quarterly Customer Satisfaction Reports

- Annual Programmatic Monitoring Reports
- Annual Fiscal Monitoring Reports
- Delegate Agency Observations, Challenges, and Corrective Actions

### **Annual Evaluation Plan**

- Key Benchmark Reports
- Every November CAB Meeting
- Review of Current SP Strategies for Relevance

### **Data-Based Planning for the 2020-2021 SETA Community Action Plan**

## 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.