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Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

Website: <http://www.seta.net>

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, January 9, 2019

**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 December 12, 2018 Meeting 1-4
- III. **Action/Discussion Items**
  - A. Strategic Plan Progress Update and Draft Review 5-9

IV. **Information Items** - None

V. **Reports to the Board**

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A. Chair

B. Executive Director

C. Program Manager

D. Members of the Board

E. Public

VI. **Adjournment**

**DISTRIBUTION DATE: THURSDAY, JANUARY 3, 2019**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE DECEMBER 12, 2018 MEETING

BACKGROUND:

Attached are the minutes of the December 12, 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, December 12, 2018  
10:00 a.m.

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

Ms. Denise Nelson called the meeting to order at 10:01 a.m.

##### Members Present:

Denise Nelson, Chair, Head Start Policy Council  
Anthony Garcia, Vice Chair, Child Action, Inc.  
Sam Starks, SMUD  
Donald Migge, California Community Credit Union  
Kenneth Tate, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Lisa Culp, Women's Empowerment  
Genevieve Levy, Sacramento Food Bank and Family Services

##### Members Absent:

Donna Mobley, United Way  
Rivkah Sass, Sacramento Public Library Authority

##### Also Present:

Paul Stanbrough, alternate, California Community Credit Union

#### II. Consent Item

- A. Approval of Minutes of the October 10, 2018 Meeting and November 14, 2018 Committee of the Whole Meeting

There were no questions or corrections.

Moved/Starks, second/Dozier, to approve the minutes.

Roll call vote:

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

Nay: 0

Abstention: 1 (Culp)

Absent: 2 (Mobley and Sass)

### 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

Ms. Davis-Jaffe reviewed the board item. Mr. Kim stated that this bylaws change would allow Ms. Dozier and Ms. Sass to be able to have a designated appointee.

CAB member appointments are made by the SETA Governing Board. The designated appointee would be chosen by the appointed organization so the person would be designated by Ms. Dozier or Ms. Sass.

Mr. Kim answered the designated appointee would not be a proxy; it would be a designated CAB member representing an organization. It does not have to be a department head; it can be a person lower than the department head.

Ms. Dozier asked for clarification as to whether the designated appointee would be for one or two meetings or can she delegate it to another executive within her organization to fulfill the term? Mr. Kim replied that the designated appointee would be a regular on going member for the organization. The monitoring finding was around the vacant low-income sector seat and not having people in the target low income sector.

A public hearing was opened; no comments.

Moved/Migge, second/Culp, to close the public hearing and approve modifications to the bylaws of the Community Action Board.

Roll call vote:

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

Nay: 0

Abstention: 1 (Culp)

Absent: 2 (Mobley and Sass)

#### B. Strategic Plan Progress Update and Draft Review

Ms. Davis-Jaffe stated that this is really more of a discussion item since a number of meetings were held to review and discuss various areas of need and focus of attention.

The Strategic Plan is currently in a draft form but it will be a 'living' document that can be modified at the board's discretion.

Mr. Bonanno suggested that the board narrow down strategies and strategic outcomes. The programs of the board empower people to become more self-sufficient. We make sure individuals get the services they need to become self-sufficient.

Mr. Bonanno stated that staff can make the changes in the next Community Action Plan to break out the groups and attempt to prioritize the need.

Ms. Nelson asked if this will come back for more discussion. Mr. Bonanno replied that he has a lot more information and will build it into the next plan to be presented next month. Most likely, the board will be talking more about strategic outcomes at the next meeting. Staff will build in how we will end up with the Community Action Plan as a priority list with target groups and any recommendations staff may have will be built into the Community Action Plan.

Mr. Starks wants to make sure the board continues to be connected to our charge. The target groups will be connected to the target outcomes. He likes the idea of a constant reminder of why we are here; it keeps us focused

**IV. Information Items - None**

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kathy Kossick wished the board Happy Holidays and reminded the Board that the Agency will be closed December 24, 2018 through January 1, 2019. Ms. Kossick thanked the board for their service on the board. Mr. Starks expressed his appreciation for Ms. Kossick's leadership over the year.
- C. Program Manager: Ms. Davis-Jaffe expressed her appreciation to the board for their service over the year. The funding recommendations were approved by the SETA Governing Board last Thursday. The Governing Board also reviewed an item to have the low income sector board members elected democratically. The Governing Board approved four agencies to move forward; Community Resource Project, Mutual Assistance Network, Mutual Housing California, and the Head Start Policy Council. Ms. Davis-Jaffe is meeting with staff to reach out to the four agencies to set up the process to elect the appropriate persons to represent the low income sector on the board. Ms. Davis-Jaffe wished the board happy holidays; there will be lots of changes happening in 2019.
- D. Members of the Board: None.
- E. Public: No comments.

**V. Adjournment: The meeting was adjourned at 10:49 a.m.**

## ITEM III-A – ACTION/DISCUSSION

### STRATEGIC PLAN PROGRESS UPDATE AND DRAFT REVIEW

#### BACKGROUND:

During the strategic planning discussion of the December 12, 2018 Community Action Board (CAB) meeting, staff was charged with adding more content to the draft Strategic Plan. This draft includes strategic plan components recommended by the CAB for review and further discussion.

#### RECOMMENDATIONS:

Staff recommends that the CAB approve the draft CAB Strategic Plan for content and format, and make change recommendations.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency (SETA)

Community Action Board (CAB)

**STRATEGIC PLAN DRAFT**

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 by the CAB 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 area-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**

A CSBG target group is any group of low-income households or household types that have been identified and prioritized for investments and services in the design and operation of anti-poverty programs. Target groups may be defined by poverty level, race, head-of-household gender, geography, age, poverty circumstances, or root causes of their poverty. During the development of the biennial SETA Community Action Plan, target groups are evaluated and prioritized according to their vulnerability to the symptoms and effects of poverty in Sacramento County. A target groups vulnerability will be determined by a factor that includes the group’s average poverty index, group’s size as a percentage of the Sacramento County population of persons living below poverty guidelines, potential to reach self-sufficiency, and the level of non-CSBG, Community Action Area target group investment, to identify target group service gaps.

### **Past/Current Target Groups (not conclusive)**

- Children 0-5 in impoverished households
- Single Parent Households
- Homeless Adult/Youth Households
- African American Youth 10-17 vulnerable to arrest
- Immigrants
- Seniors
- Extreme Poverty Households (<50% of Poverty Guidelines)

**NOTE:** The above list is not a prioritized list.

### **Strategic Outcomes**

Definition: Lasting changes in the socio-economic and behavior status of CSBG enrolled households that occur as a result of their participation in the CAB strategies espoused within this SP.

- High Priority Households Are Stabilized to Seek Self-Sufficiency Through Employment
- Stabilized Households Secure and Maintain New Employment for 6 Months, with SETA Delegate Agency Guidance and Supports
- Vulnerable Households Avoid Hunger, Eviction, Utilities, Shut-offs, Unsheltered or Unsafe Conditions, Inadequate Clothing/Hygiene, and Transportation Barriers to Vital Services, Resources, and Places of Employment
- Vulnerable Youth and Foster Youth Learn Life Skills and Avoid Recidivating Events for at Least 180 Days
- Vulnerable, Homebound Seniors Maintain Residence in their Housing of Choice

## **CAB Strategies to Address the Root Causes of Poverty in Sacramento County**

- Partner with Existing Community Entities with Expertise or a Successful History of Implementing Similar Anti-Poverty Strategies, to Coordinate a Response to Poverty in the SETA Community Action Area, Sacramento County
- Provide for the availability of emergency food, transportation, and other emergency resources, when community-sourced resources are not available

## **CAB Implementation Plan**

- Through a Request-For-Proposal Process, Identify Delegate Agencies Currently Supporting, or with the Capacity to Support, the Achievement of CAB Strategic Outcomes
- Leverage Competitively-Sourced Delegate Agencies with CSBG Funding to Expand their Implementation of CAB Strategies
- Provide for SETA Staff to Direct CSBG-Eligible Households to SETA Delegate or Other Community Agencies for Resources or Services, and to Administer Emergency Food, Transportation, and Other Vital Resources, When Timely Community Resources Are Not Available

## **CAB Program Benchmarks**

### **Key Family Self-Sufficiency (FSS) Agency Benchmarks**

- FSS – 85% of Employment Projections Reached
- FSS – 75% of “180-Days Employed” Projections Reached

### **Key Youth and Senior Support (YSS) Benchmarks**

- YSS – 90% of Youth Engage in Behavioral Development Services for at Least 60 Days
- YSS – 75% of Youth Have No Recidivating Events for 180 Days
- YSS – 95% of Seniors Maintain Residence in the Housing of Their Choice

### **Key Safety-Net Agency (SN)**

- SN – 98% of “Direct Participant Costs” Noted in the Agency’s Budget is Expended

## 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.