

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday August 14, 2024 10:00 a.m.

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Community Action Board is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

In the event of disruption that prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

In-Person Public Comment

Members of the public are encouraged to participate in the meeting by completing a speaker card or submitting written comments by email to SETA's Clerk of the Boards, Anzhelika.Simonenkova@seta.net. Any member of the public who wishes to speak directly to the Board regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or Anzhelika.Simonenkova@seta.net. Please include in your request the item(s) on which you would like to participate.

Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile 16699006833, 84568056343# US (San Jose).

Meeting ID: 845 6805 6343

Passcode: 110034

[Find your local number](#)

During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available.

This meeting is digitally recorded and available to members of the public upon request.

This document and other Board meeting information may be accessed through the Internet by visiting the SETA webpage: www.seta.net/board/board-agendas.

GOVERNING BOARD

Rich Desmond
BOARD OF SUPERVISORS
County of Sacramento

Eric Guerra
COUNCILMEMBER
City of Sacramento

Patrick Kennedy
BOARD OF SUPERVISORS
County of Sacramento

Sophia Scherman
PUBLIC REPRESENTATIVE

Mai Vang
COUNCILMEMBER
City of Sacramento

Anita Maldonado
EXECUTIVE DIRECTOR

CALL TO ORDER
ROLL CALL

PRESENTATION: SETA Strategic Plan Update (Dalberg)

- I. **CONSENT ITEM:**
 - A. Approval of Minutes of the July 10, 2024 Regular Board Meeting 1-30

- II. **PRESENTATION:**
 - A. Elk Grove Adult and Community Education
 - B. La Familia Counseling Center

- III. **ACTION/DISCUSSION ITEMS:** None

- IV. **INFORMATION ITEM:**
 - A. Community Services Block Grant (CSBG) Second Quarter Report (Julie Davis-Jaffe) 31
 - B. Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe) 32-34
 - Wraparound Enterprises

- V. **REPORTS TO THE BOARD:** 35
 - A. Chair
 - B. Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public

- VI. **ADJOURNMENT**

DISTRIBUTION DATE: Tuesday, August 6, 2024

Community Action Board meeting hosted by:
Luis Sanchez (Chair), Dominique Espinosa (Vice Chair),
Debra Cummings (Secretary/Treasurer)

CONSENT ITEM I-A
Approval of Minutes of the July 10, 2024 Regular Board Meeting

Presenter: Julie Davis-Jaffe

RECOMMENDATION:

Review, make any necessary corrections, and approve the minutes.

BACKGROUND:

Attached are the minutes of the July 10, 2024, Board meeting.

MINUTES/SYNOPSIS

**Sacramento Employment and Training Agency
COMMUNITY ACTION BOARD
Regular Meeting**

Wednesday July 10, 2024 10:00 a.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

**CALL TO ORDER
ROLL CALL**

Mr. Sanchez called the meeting to order at 10:00 a.m. The roll was called and a quorum was established.

Members Present:

Debra Cummings, Our Kids Community Breakfast Club
Fienishia Wash, Head Start Policy Council
Graciela Garduno, Head Start Policy Council
Elizabeth Hudson, Deputy Director, LifeSTEPS
Luis Sanchez, Community Resource Project
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Peter Coyl, Library Director & CEO, Sacramento Public Library
Kristin Gibbons, Human Services Division Manager, County Department of Human Assistance
Renee John, Valley Vision

Members Absent:

Dominique Espinosa, Vice Chair; Mutual Housing California

I. CONSENT ITEM:

- A.** Approval of Minutes of the April 10 and June 12, 2024 Regular Board Meetings

The minutes were reviewed; there were no corrections.

Moved/Dozier, second/Wash, to approve the minutes of April 10 and June 12, 2024, regular meetings as distributed.

Roll call vote:

Aye: 7 (Hudson, Sanchez, Dozier, Coyl, Wash, Cummings, Garduno)

Nay: 0

Abstention: 0

Absent: 3 (Espinosa, Gibbons, John)

II. PRESENTATIONS:

- A.** The Salvation Army
B. First Step Communities

The presentations are attached to these minutes.

The Board thanked the presenters for their hard work and acknowledged their service's impact on the community.

Ms. John arrived and was seated at 10:02 a.m.

Ms. Gibbons arrived and was seated at 10:07 a.m.

III. ACTION/DISCUSSION ITEMS:

A. Election of Secretary/Treasurer to the Community Action Board

Ms. Davis-Jaffe reviewed the item and CAB Secretary/Treasurer responsibilities.

Ms. Dozier nominated Ms. Cummings. Ms. Cummings accepted the nomination.

There were no other nominations at this time.

A vote was taken to appoint Ms. Cummings as CAB Secretary/Treasurer; it was unanimously in favor.

Moved/Dozier, second/Wash, to approve Ms. Cummings as Secretary/Treasurer to the Community Action Board.

Roll call vote:

Aye: 9 (Hudson, Sanchez, Dozier, Gibbons, Coyl, Wash, John, Cummings, Garduno)

Nay: 0

Abstention: 0

Absent: 1 (Espinosa)

B. Approval of the CAB Strategic Plan

Ms. Davis-Jaffe reviewed the proposed changes to the CAB Strategic Plan and thanked the CAB Strategic Planning Committee for their work and commitment to updating the Plan.

There were no suggestions for revising the final draft presented to the Board.

Moved/Coyle, second/Gibbons, to adopt the updated Strategic Plan.

Roll call vote:

Aye: 9 (Hudson, Sanchez, Dozier, Gibbons, Coyl, Wash, John, Cummings, Garduno)

Nay: 0

Abstention: 0

Absent: 1 (Espinosa)

IV. INFORMATION ITEMS:

A. Community Services Block Grant (CSBG) Fiscal Monitoring Reports: No questions

B. CAB Receipt of Bylaws: Organizational Standard 5.4

C. CAB Notification of SETA Financial Audit: Organizational Standard 8.3 and 8.4

The members of the Board confirmed that CAB Bylaws and SETA Financial Audit were received.

V. REPORTS TO THE BOARD:

A. Chair: No Report

B. Executive Director:

Ms. Maldonado introduced herself and advised that SETA has been engaging in strategic planning with Dalberg Consulting, who have interviewed team members and stakeholders and surveyed SETA staff. The consulting company will provide further updates at the Board's August meeting.

Ms. Maldonado also reported that SETA is planning the mandatory All Staff Meeting on August 9, 2024. The Agency will be closed on that day.

Additionally, on July 6, the SETA Governing Board approved the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan (RAP), which determines allocation for different services and activities that comprise the job center system for Program Year 2024-2025. Due to allocation increases and some identified cost savings, SETA was able to allocate almost an additional \$1M more than the previous year.

Ms. Maldonado advised that CalCAPA is celebrating 60 years by holding the conference "Sailing into Sixty" from November 19 to November 21 in Monterey, California. Board members interested in attending were advised to contact Ms. Davis-Jaffe or Ms. Moore.

C. Deputy Director/Program Manager:

Ms. Davis-Jaffe thanked Board members for their engagement and the presenting agencies for their work, efforts, and impact on the community.

D. Members of the Board:

Ms. John thanked the presenting agencies for their hard work and services provided to the community.

E. Public: None

VI. ADJOURNMENT: The meeting adjourned at 10:53 a.m.

Note: The minutes reflect the actual progression of the meeting.

The Salvation Army Family Services



3213 Orange Grove Ave. North Highlands Ca. 95660

CSBG funding at Family Services covers:

- Motel Vouchers
- Eviction Avoidance/Rental Assistance
 - Utility Assistance (SMUD)

The Salvation Army Family Services



Other Service provided at this location include :

- Anti-Displacement funding for those in Oak Park
 - SMUD Energy Assistance Program
 - PG&E – Dollar Energy Fund Grant
 - Client Choice Food Pantry
 - CSFP – Food for Seniors
 - Diaper Program



The Salvation Army Center of Hope Emergency Shelter

We are a 140-bed emergency shelter. Access to the shelter is through direct referrals from 211 and Veteran's Administration. Clients stay up to 90 days, with possible extensions up to 1 year.

Services Provided include:

- Weekly Case Management
- Meals
- Laundry services
- Housing resources and application assistance
- Employment resources and application/resume assistance, if needed
- Mental Health and Addiction treatment referrals, if needed





The Salvation Army Next Step Transitional Housing Program

We are a 52 bed men's Transitional housing program which provides a clean and sober environment to assist clients in becoming self sufficient. May be self-referred or directly referred.

Clients are expected to gain and maintain employment within the first 30 days of their stay. After 30 days client will begin to pay Service Fees of \$500 per month. Clients may stay up to 2 years.

Services Provided include:

- Case Management
- Employment resources
- In-house AA/NA and Celebrate Recovery meetings
- Meals
- Access to free laundry services
- Drug/Alcohol testing





The Salvation Army E. Claire Raley Transitional Housing

We are a 32-unit apartment complex for families. This program is a clean and sober transition housing program that focuses on families becoming self sufficient. Access to this program is through direct referrals from community partners. Clients pay a monthly service fee during their stay and may stay 1 year with possible extension not to exceed 2 years.

Services Provided include:

- Referral to community partners to assist with job placement.
- Case Management
- Drug/Alcohol testing
- Assistance with building a saving account
- Money management skills
- Much more





The Salvation Army Work Force Development Programs

We offer 2 separate trainings:

- Construction Training Program (CTP) which is 4 weeks in length. Client receive OSHA certification and will be ready to enter the work force in the construction trade.
- Culinary Arts Training Program (CATP) which is 16 weeks in length. Client will be Serve Safe Certified and receive their Food Handlers Card after successfully completing the program. Clients will gain all the skill necessary to enter the work force in the culinary field.





First Step Communities

a bridge out of homelessness



Our Mission

First Step Communities will create interim housing and emergency shelter for people experiencing homelessness. Here they will live in safety and dignity, receive the services they require, and take a first-step away from homelessness toward self-sufficiency and permanent housing.

Our History

- Founded in 2015, Started by offering overnight shelter in churches (Pilgrimage)
- 2016- First Government contract
- 2019-First full time shelter operator
- 2020- EBH-The Grove
- 2021-SafeGround (W/X, Miller Park and now Roseville Rd)
- 2022 EBH-The Grove expansion
- 2023 Placer County Mobile Temp Shelter
- 100 Employees

Our Approach

- Low barrier model
- If not us then, who?
- We believe everyone deserves unconditional support
- Trauma-informed approach
- Client Centered





North A Street Campus

- 80-bed adult shelter in the River District
- Operates in collaboration with Sacramento County Department of Homeless Services and Housing
- Referrals through 2-1-1
- On-site therapy
- The Willow Clinic (free medical clinic) every Saturday
- Community Healthworks Cal-aim
- Elica
- Sac. Co. Behavioral Health
- Sac Co Probation



The Grove

- 50 sleeping cabin community for transitional age youth (18-24 yr olds)
- Operated in partnership with SHRA
- Referrals through 2-1-1
- 2020 - 24 cabins, 2022- 50 cabins
- On-site therapy
- Weekly groups & Ready to Rent
- Rapid Rehousing Program
- Sac Co Behavioral Health, Turning Point
- Golden 1 Credit Union
- Supporting Comm. Connection (Suicide Prevention)
- Young People in Recovery



Roseville Road Campus

- Pallet home and travel trailer shelter
- Operated in partnership with The City of Sacramento and DCR (Not 211)
- High Acuity (camp management)
- On-site therapy
- UC Davis, Wellness without Walls and Sac Street Medicine
- Sac Co Behavioral Health



New County Safe Stay Program

- Tiny cabin shelter-Capacity 175
- Partnership with City, County, State and Wellspace
- On-site medical services
- Scheduled to open Fall 2024

Year to Date

North A Street/RRC - 497 served
22.3% permanently housed
7% temp. situations
30% leave indoors

The Grove - 159 served
59% permanently housed
15% temp. situations
74% leave indoors



Our Onsite Partners

- VOA-meals at all sites
- Sac Co Behavioral Health
- Elica and Vet. services
- Sac Co Probation
- Sacramento Public Library
- Love Laundry
- Monstars Laundry
- Kaiser
- Anthem Blue Cross
- Paratransit
- SHRA
- Golden One
- Assistance League
- HomeAid
- NCCT
- Life Practice Counseling Group
- Willow Clinic
- UC Davis
- Wellness without Walls
- Community Health Works
- BAART
- Women's Wisdom Art
- The Living Room (AA suicide prevention)

Our Focus

- Stabilization while simultaneously working towards housing
- Removing barriers to healthcare; increases permanent housing rates
- Bringing medical support and therapy on-site
- Each client we serve is different and unique requiring different and unique approaches

Community Action Board

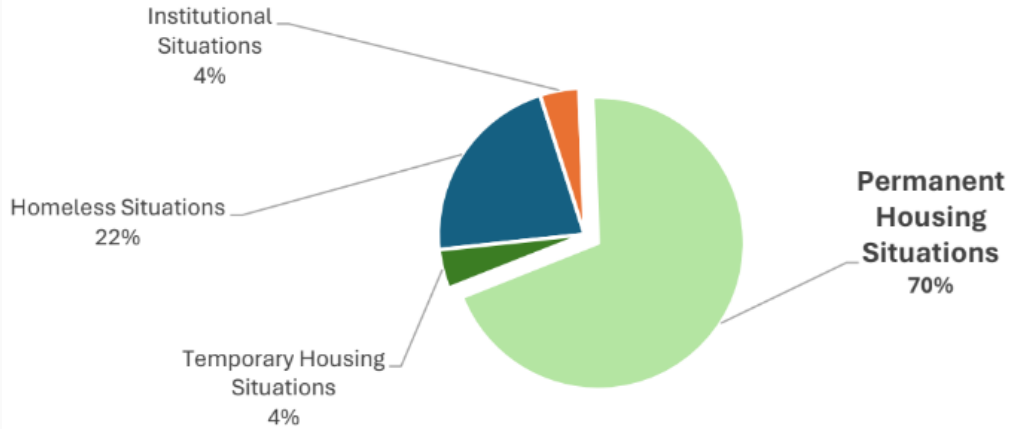
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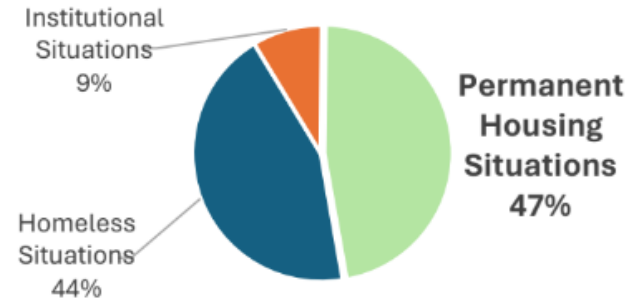
Wednesday, August 14, 2024

Our Focus

Clients who receive therapy are more likely to move into permanent housing - Grove (n=24)



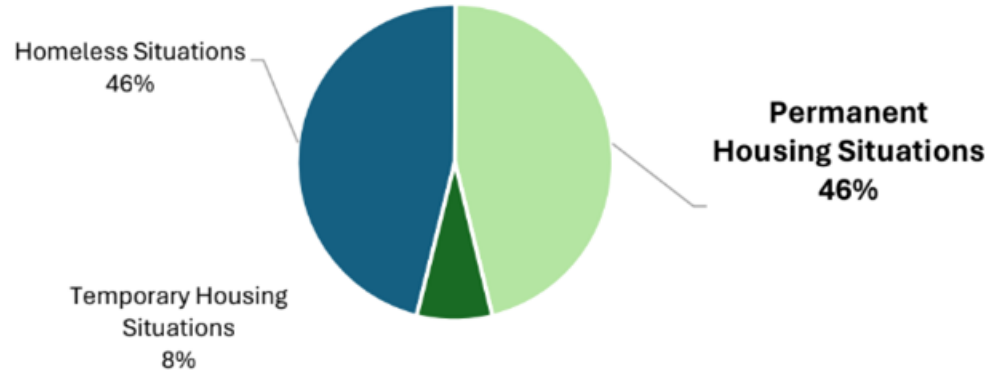
Clients who receive on site Primary Care are more likely to be housed NOA (n=19)



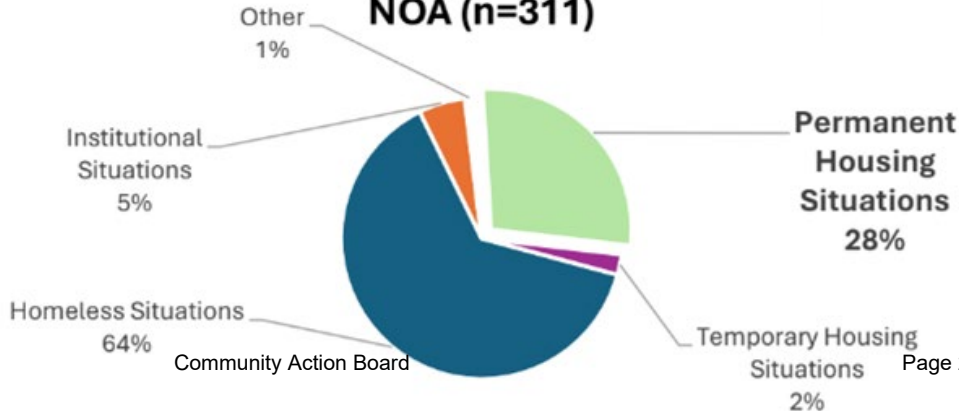
Our Focus

Clients who participate in group counseling are more likely to exit into permanent housing

NOA (n=13)



Exits into permanent housing
NOA (n=311)



SETA/CSBG Funds

- 14 households have benefited
- All literally homeless
- 79% on fixed income
- 57% had a disability
- All 14 clients were incredibly grateful for this additional funding source.



Thank you!

Thank you for helping us make a difference!

Website: firststepcommunities.org

Follow us on Instagram, Facebook, and TikTok: [@firststepcommunities](https://www.instagram.com/firststepcommunities)



INFORMATION ITEM IV-A
Community Services Block Grant (CSBG) Second Quarter Report

Presenter: Julie Davis-Jaffe

BACKGROUND:

The Second Quarter Program Report is included under separate cover for review by the CAB. Staff will be available to answer questions.

INFORMATION ITEM IV-B
Community Services Block Grant (CSBG) Fiscal Monitoring Report

Presenter: Julie Davis-Jaffe

BACKGROUND:

Attached for your information is the latest CSBG fiscal monitoring report. Staff will be available to answer questions.

MEMORANDUM

TO: Dr. Lenore Tate

DATE: July 2, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Onsite Monitoring of Wraparound Enterprises

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	YSS	\$ 50,000	8/1/23 – 12/31/23	11/1/23 – 12/31/23

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: March 13, 2024

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

Program Operator: Wraparound Enterprises, Inc.

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grant Act have been traced to the delegate agency records. The records were verified and appear to be in order with the exceptions noted below:

1) During this review, Wraparound was unable to produce supporting documentation for expenses claimed on their December invoice. The total amount of unallowable costs that will be deducted from Wraparound's reimbursement for this finding is \$4,475. This amount includes \$975 for a camera and online subscription that could not be tied to benefiting the program. Additionally, \$3,500 was charged to the direct participant line item but it was found that there was not adequate documentation to support the cost, therefore it is unallowable.

2) Documentation that was provided for support services claimed on the November invoice are insufficient to confirm participants received any direct employment supports. A number of irregularities were found with participant lists from both Wraparound and the agency that Wraparound contracted to provide training. In addition, per the subgrant agreement between SETA and Wraparound, "No performance of any of DELEGATE's obligations under the DELEGATE AGREEMENT may be transferred by subcontract, assignment, delegation, or novation without the prior express written consent of SETA." The total amount of unallowable costs is \$4,025.

3) Finally, a review of timesheets provided to Wraparound by their contractors showed a deficiency of hours net of in-kind hours to cover claimed personnel expenses. These hours translate to \$1,630 of personnel costs that cannot be reimbursed as they are explicitly stated as in-kind on the invoices provided.

Recommendations for Corrective Action:

1) Wraparound's November and December invoices were held for payment while a final monitoring review was conducted. The total of the disallowed costs in Findings 1 & 2 above will be deducted from the unpaid invoices.

2) SETA will deduct a total of \$1,630 from Wraparound's final reimbursement due to the deficiencies noted in Finding 3, or Wraparound can provide SETA with proper documentation to support claimed costs. Final payment will be dispersed after the 45-day time frame or if Wraparound sends SETA a narrative agreeing to the findings.

CC: Anita Maldonado
Governing Board

REPORTS TO THE BOARD ITEM V

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. **Deputy Director/Program Manager Report**

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, and Mr. Roy Kim, the Deputy Director, 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.