

AGENDA

Sacramento Employment and Training Agency COMMUNITY ACTION BOARD Regular Meeting

Wednesday October 9, 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, 86832688940# US (San Jose).

Meeting ID: 868 3268 8940

Passcode: 753848

[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**

- I. CONSENT ITEM:**
 - A. Approval of Minutes of the September 11, 2024 Regular Board Meeting 1-11

- II. PRESENTATIONS:**
 - A. Folsom Cordova Community Partnership
 - B. Opening Doors, Inc.

- III. ACTION/DISCUSSION ITEMS:** None

- IV. INFORMATION ITEM:**
 - A. Community Services Block Grant (CSBG) Fiscal Monitoring Reports (Julie Davis-Jaffe) 12-16
 - Folsom Cordova Community Partnership
 - Next Move Homeless Services, Inc.

- V. REPORTS TO THE BOARD:** 17-19
 - A. Chair
 - B. Executive Director
 - C. Deputy Director/Program Manager
 - D. Members of the Board
 - E. Public

- VI. ADJOURNMENT**

DISTRIBUTION DATE: Thursday, October 3, 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 September 11, 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 September 11, 2024, Board meeting.

MINUTES/SYNOPSIS

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

Wednesday September 11, 2024 10:00 a.m.

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

CALL TO ORDER

ROLL CALL

Ms. Cummings called the meeting to order at 10:01 a.m. The roll was called and a quorum was established.

Members Present:

Debra Cummings, Our Kids Community Breakfast Club
Graciela Garduno, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Leslie Taylor, Child Action, Inc.
Elizabeth Hudson, Deputy Director, LifeSTEPS
Peter Coyl, Library Director & CEO, Sacramento Public Library
Fienishia Wash, Head Start Policy Council

Members Absent:

Luis Sanchez, Community Resource Project
Dominique Espinosa, Vice Chair; Mutual Housing California
Renee John, Valley Vision

I. CONSENT ITEM:

A. Approval of Minutes of the August 14, 2024 Regular Board Meeting

The minutes were reviewed; there were no corrections.

Moved/Dozier, second/Wash, to approve the minutes of August 14, 2024, regular meeting as distributed.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 3 (Espinosa, Sanchez, John)

II. PRESENTATION:

A. Saint John's Program for Real Change

The presentation from Saint John's Program for Real Change is attached to these minutes.

The Board thanked Saint John's Program for Real Change presenter for their hard work and acknowledged their service's impact on the community.

III. ACTION/DISCUSSION ITEMS: None

IV. INFORMATION ITEMS: None

V. REPORTS TO THE BOARD:

A. Chair: No Report

B. Executive Director:

Ms. Maldonado advised that SETA continues the strategic planning process and is currently working on revising the mission and vision statements. Once finalized, they will be brought to the Board for review.

She also advised that SETA's Diversity, Equity, Inclusion, and Belonging (DEIB) Committee will receive DEIB training to set the foundation for moving forward. The cultural assessment survey was developed and sent to SETA's employees. The results will be shared with the Board at a future meeting.

Ms. Maldonado introduced the new Public Information Officer, Ms. Tarianna Perez, and provided her professional highlights.

C. Deputy Director/Program Manager:

Ms. Davis-Jaffe expressed her heartfelt appreciation for the invaluable contributions and positive impact of the recently resigned Board member, Mr. Anthony Garcia. The Board extended sincere gratitude to Mr. Garcia for his dedicated service.

D. Members of the Board:

E. Public: None

VI. ADJOURNMENT: The meeting adjourned at 10:36 a.m.

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



saint john's
PROGRAM FOR REAL CHANGE

SETA Community Action Board September 11, 2024

Quinta Davenport, Chief Program Officer





Mission

Saint John's Program for Real Change provides a safe space for women and children to heal and develop the skills necessary to transform their lives.

Vision

End the generational cycle of trauma and homelessness

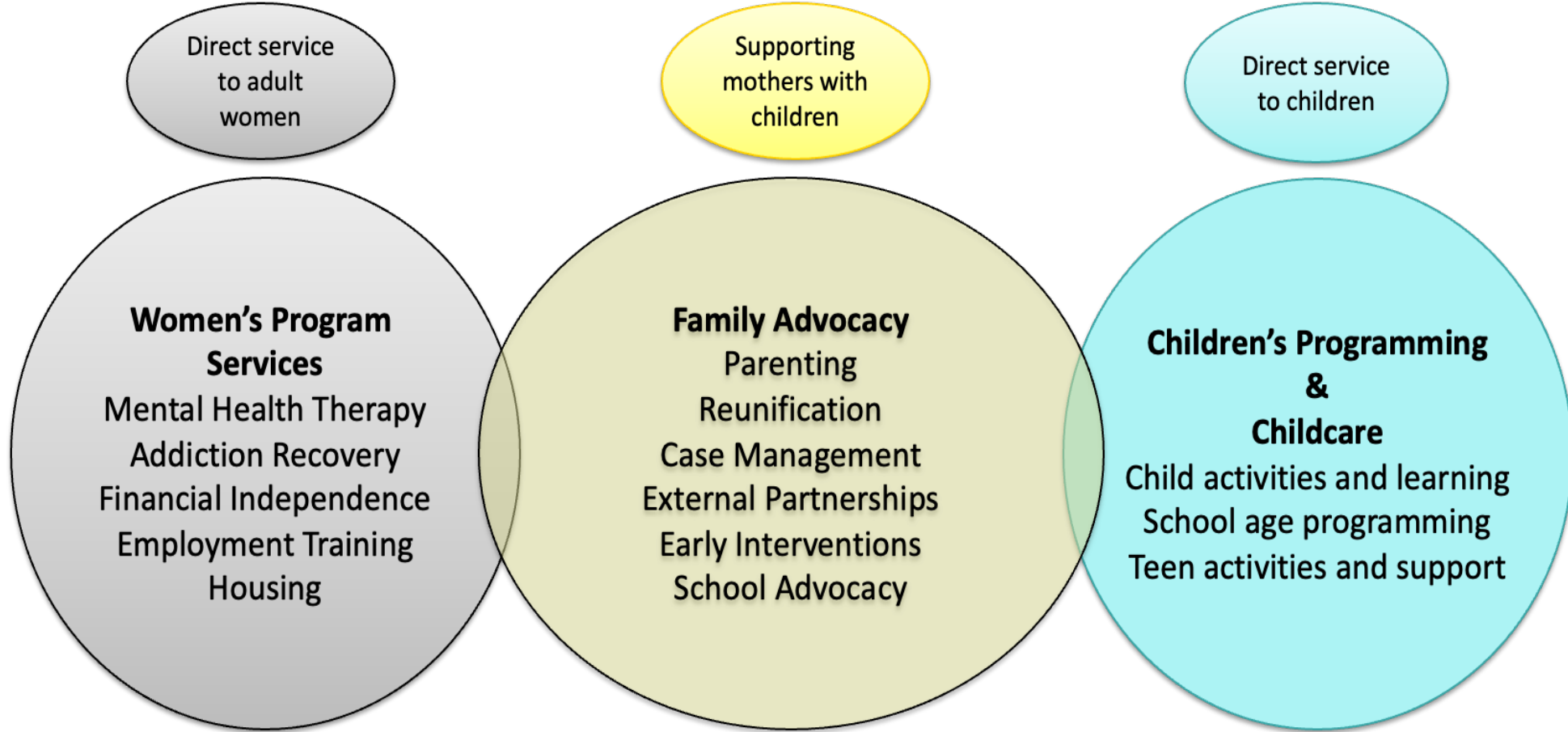
Challenges for Unhoused Families



- Co-occurring challenges for both adults and families
- Availability of no-cost childcare
- Impact of childhood trauma
- Unhoused children faced greater educational losses during the pandemic period of distance learning.
- Exacerbated by pandemic impact:
 - Learning loss for children
 - Earnings loss for caregiver

Integrated Health Services

Family Services Programming



Family Self-Sufficiency Program CSBG Grant

Grant funded services include:

- Shelter & Meals
- Quality childcare
- Behavioral health services
 - Substance use treatment
 - Individual, group, and family mental health services
 - Parenting Classes
 - Reunification support

FSS Special Project CSBG Grant

Addition of Case Management
services for children



FSS CSBG grant provides crucial support for Saint John's core services for women and children experiencing homelessness.

2024 Program Accomplishments:

- All staff training: trauma responsive & culturally competent services
- Meeting needs of neurodiverse children
- Implementation of Family Centered Treatment EBP model
- YMCA summer program & after school enrichment and tutoring
- Housing Assistance Program launch



Special Project Grant Accomplishments

Introduction of Children's Case Management:

- Individual case monitoring for each child
- 30-day checklist of identified goals and tasks (personal, educational, wellness)
- Standardized assessments to identify needs
- Service referrals

Teen-Specific Programming and Activities:

- Career exploration
- College tours
- Life skills
- Community engagement





Thank you!

Quinta Davenport
Chief Program Officer
Saint John's Program for Real Change
916-453-1482
grants@saintjohnsprogram.org



saint john's
PROGRAM FOR REAL CHANGE

INFORMATION ITEM IV-A
Community Services Block Grant (CSBG) Fiscal Monitoring Reports

Presenter: Julie Davis-Jaffe

BACKGROUND:

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

MEMORANDUM

TO: Mr. Robert Sanger

DATE: September 27, 2024

FROM: David B. Clark, SETA Fiscal Monitor

RE: Onsite Monitoring of Folsom Cordova Community Partnership

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
WIOA	OSY	112,839	7/1/23 – 6/30/24	7/1/23 – 2/29/24
WIOA	AD	256,000	7/1/23 – 6/30/24	7/1/23 – 2/29/24
WIOA	DW	64,000	7/1/23 – 6/30/24	7/1/23 – 2/29/24
CSBG	SN	76,896	1/1/23 – 12/31/23	7/1/23 – 12/31/23
RSS	ADD'L SUP	45,540	10/1/22 – 9/30/23	7/1/23 – 9/30/23
RSS	ES	162,540	10/1/22 – 9/30/23	7/1/23 - 9/30/23
RSS	VESL/OJT	318,080	10/1/22 – 9/30/23	7/1/23 - 9/30/23
WIOA	ETPF	130,000	5/1/23 – 3/31/25	5/1/23 – 2/29/24
RSS	ADD'L SUP	35,610	10/1/23 – 9/30/24	10/1/23 – 2/29/24
RSS	ES	270,000	10/1/23 – 9/30/24	10/1/23 – 2/29/24
RSS	HAU	181,660	8/3/23 – 9/30/24	8/3/23 – 2/29/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: March 13, 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	Yes	No
6	Fringe Benefits	Yes	No
7	Participant Payroll	Yes	No
8	OJT – Contracts/ Files/ Payment	Yes	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: Sacramento City Unified School District

Findings and General Observations:

The total costs as reported to SETA for the Community Services Block Grant, Workforce Innovation and Opportunity Act, and Refugee Support Services programs have been traced to the delegate agency records. The records were verified and appear to be in order with the exception noted below:

1) In 2022, FCCP reported revenues of grant funding exceeded the federal single audit \$750,000 threshold, which could mean a single audit submission is required as stated by CFR, Title 2, Subtitle A, Part 200, Subpart F(a). SETA has not received a federal single audit for fiscal year 2023 which was due by March 31, 2024.

Recommendations for Corrective Action:

1) Please provide a completed single audit report for the 2023 fiscal year or if not completed, please provide a signed letter from FCCP's auditor detailing the timeline that brings FCCP back into compliance.

CC: Anita Maldonado
Governing Board

MEMORANDUM

TO: Ms. Debbie Hughes

DATE: August 29, 2024

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Next Move Homeless Services, Inc.

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
CSBG	Safety Net	\$ 36,146	7/1/23-6/30/24	1/1/24-6/30/24

Monitoring Purpose: Initial Follow-up Special Final

Date of Review: August 2024

	AREAS EXAMINED	SATISFACTORY	COMMENTS/ RECOMMENDATIONS
1	Accounting Systems/ Records	Yes	No
2	Internal Control	Yes	No
3	Bank Reconciliations	Yes	No
4	Disbursement Control	Yes	No
5	Staff Payroll/ Files	N/A	N/A
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: Next Move Homeless Services, Inc.

Findings and General Observations:

We have reviewed the Community Services Block Grant (CSBG) of Safety Net program from January 1, 2024 to June 30, 2024. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

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.

Summary of SETA's DEI Audit

The following is the summary of the staff perceptions of the various aspects of Diversity, Equity, and Inclusion at Sacramento Employment and Training Agency. On the invitation of the Executive Director, a survey was developed, sent to about 600 employees, soliciting voluntary participation in completing the survey. Employees had a window of about 8 days to complete the survey.

Profile

1. Participation rate: Of the 600 employees, 225 (37%) participated
2. Length of Service: 72 (33%) less than 5 years and 80 (35%) over 15 years of service.
3. Gender Distribution: 196 (89%) identified as female

Observations:
Heavily female employees

7. Do SETA's HR hiring and retention practices promote DEI? 132 (60%) Agreed; 89 (40%) unsure or disagreed/SD

Observations:
Large # of neutral responses indicating lack of knowledge

8. Is diversity a top agenda of SETA? 110 (49%) Agreed/SA; 113 (51%) unsure or disagreed/SD

Perceptions of SETA's DEI

1. Does SETA's ethnic diversity reflect the community it serves? 189 (84%) Agreed/strongly agreed.
2. Does SETA's gender diversity reflect its community? 143 (65%) Agreed/strongly agreed.

Observations:
Respondents seem fine with employees diversity.

3. Does your unit reflect ethnic diversity of SETA's community? 175 (80%) Agreed/strongly agreed.

4. Does your unit reflect gender diversity of the community? 143 (65%) Agreed/strongly agreed.
5. Does leadership reflect ethnic diversity of the community? 134 (60%) Agreed/strongly agreed.
6. Does leadership gender diversity reflect the community? 129 (58%) Agreed/strongly agreed.

9. Is SETA a welcoming place to everyone? 151 (68%) Agreed/SA; (32%) unsure or disagreed/SD

10. Are SETA's HR policies FAIR to everyone? 139 (63%) Agreed/SA; 86 (38%) unsure or disagreed/SD

11. Is compensation/salary scheme FAIR? 125 (56%) Agreed/SA; 100 (44%) unsure or Disagreed/SD

12. Are SETA's promotion practices FAIR? 98 (44%) Agreed/SA; 125 (56%) unsure or disagreed/SD

13. Does SETA have a working DEI Plan? 38 (44%) Agreed/SA; 127(56%) unsure or disagreed/SD

14. Are SETA's DEI practices effective? 88 (40%) Agreed/SA; 136 (60%) unsure or disagreed/SD

15. Does SETA provide DEI professional development? 96 (43%) Agreed/SA; 128 (57%) unsure or disagreed/SD

16. Does SETA have a DEI Scorecard/Annual Report that is made public? 55 (25%); 167 (76%) unsure or disagreed/SD

17. Does SETA hold leaders accountable for DEI performance? 67 (30%); 156 (70%) unsure or disagreed/SD

18. How would you rate the need for DEI program? 115 (51%) High/VH; 110 (49%) unsure or Low/VL

19. How would you rate the need for DEI training? 125 (57%) High/VH; 96 (43%) unsure or Low/VL

20. Do staff (irrespective of background) feel a sense of belonging at SETA? 117 (52%) Agreed/SD; 108 (48%) unsure, disagreed/SD

21. Does lack of DEI agenda limits SETA's ability to serve its constituents and fulfill its mission effectively? 97 (44%) Agreed/SA; 123 (56%) unsure or disagreed/SD

22. Ranked Topmost DEI related challenges, 1st to 5th:

1. Equitable Pay
2. Staff Retention
3. Equitable Promotion
4. Equitable Recognition
5. Diversity Hiring

23. Do external stakeholders think SETA's DEI outstanding? 83 (38%) Agreed/SA; 138 (62%) unsure, disagreed/SD.

24. How comfortable in discussing cultural background with colleagues at SETA? 159 (72%) Comfortable/VC; 63 (28%) unsure or Somewhat/Very Uncomfortable.

25. How satisfied with DEI efforts at SETA? 115 (53%) Satisfied/VS; 102 (47%) unsure or Dissatisfied/VD.

Observations:
DEI training recommended

Observations:
Equitable Pay a concern

26. Ranked DEI related strategies SETA should adopt, 1st being topmost:

1. Training & Professional Development
2. Staff Retention Strategies
3. Leadership DEI Professional Development
4. Strategies to enhance Workplace Culture
5. Hiring Strategies that promote DEI
6. HR/Policies and Practices
7. Diversity Scorecard/Accountability
8. Diversity Plan
9. Accommodation for people with disabilities

27. How would you recommend DEI training for SETA employees? 135 (61%) High/VH; 87 (39%) unsure or high/VH.

28. How would you recommend DEI training for SETA leaders? 149 (67%) High/VH; 73 (33%) unsure or high/VH.

Observations

1. Majority considers ethnic and gender diversity of employees okay despite very small male number.
2. Bimodal distribution of length of service with 33-35% less than 5 years and over 15 years.
3. A large number of respondents indicated neutral on the following items, suggesting they were unsure: how HR hiring and retention promote DEI (27%), if diversity is a top agenda (33%), if compensation/salary is fair (25%), if promotion practices are fair (28%), if SETA has a DEI Plan (44%), if SETA's DEI practices are effective (48%), if SETA provides DEI training (39%), if SETA has DEI Scorecard/annual report that is made public (54%), if leaders are held accountable (48%), the need for DEI program (40%), the need for DEI training (38%), employees' sense of belonging (29%), if DEI agenda limits mission fulfillment (40%), if external stakeholders think SETA's DEI is outstanding (56%), Satisfaction with SETA's promotion of DEI (39%), recommendation of DEI training for employees (35%), recommendation of DEI training for leaders (29%). The large number of unsure responses suggests a need for training, communication, and adoption of effective DEI agenda.
4. Equitable pay, staff retention, equitable promotion, equitable recognition, and diversity hiring were ranked as top challenges in that order.
5. DEI training, staff retention, and leadership DEI professional development ranked top 3 strategies for SETA to adopt.
6. Overall, it appears many have never had DEI training but desire such professional development.