



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd.
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, May 11, 2005

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd.
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.

AGENDA

- I. **Call to Order/Roll Call**
- II. **Consent Item**
 - A. Approval of Minutes of the April 13, 2005 Meeting
- III. **Information Items**
 - A. Fiscal Monitoring Report
 - Galt Community Concilio
 - B. **DISCUSSION ITEM:** Community Action Board Retreat

“Preparing People for Success: in School, in Work, in Life”

IV. Reports to the Board

- A. Chair
- B. Executive Director
- C. Members of the Board
- D. Public

V. Public Hearing for the 2006-2007 Community Action Plan

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 5, 2005

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 13, 2005 MEETING

BACKGROUND:

Attached are the minutes of the April 13, 2005 meeting for your review.

RECOMMENDATION:

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

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

April 13, 2005
10:00 a.m.

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

Ms. Mitchell called the meeting to order at 10:07 a.m.

➔ Introduction of New Member: Ms. Antonette Dinges, Head Start Policy Council, was introduced.

Ms. Mitchell also announced the resignation of Mr. Clifford Bales from the board. Mr. Bales has been on the CAB for a number of years and will be greatly missed.

Members Present:

Antonette Dinges, Head Start Policy Council
Barbara Lehman, Human Rights/Fair Housing Commission
Nina Nelson, Sacramento City/County Hunger Commission
Starine Reese, United Way
Elizabeth Mitchell, Rio Linda School District
John Healey, California Emergency Foodlink

Members Absent:

Mary Benson-Simmons, Child Action, Inc.
Rex Albright, Rancho Cordova Chamber of Commerce
Barbara Clare, Galt Chamber of Commerce
Bert Bettis, County Department of Health and Human Services
Reginald Williams, County Commission on Aging

II. **Consent Item**

A. Approval of Minutes of the November 10, 2004 Meeting

Minutes were reviewed. There were no questions or corrections.

Moved/Lehman, second/Nelson, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

III. Information Items

- A. Fiscal Monitoring Report: No questions.
- B. Community Services Block Grant 2004 Semi Annual Report: Ms. Sherwood-Green reviewed this report. Overall, over 9,000 individuals were served over the year.
- C. Community Services Block Grant November-December 2004 Fiscal Report: No questions.

IV. Reports to the Board

- A. Chair

Ms. Mitchell stated that Mercy Health Services is setting up a health clinic in North Highlands. This clinic will assist in providing health services to the working poor. The clinic is expected to be up and running by November, 2005. North Highlands is a very needy community.

- B. Executive Director

Ms. Sherwood Green reported that she, Victor Bonanno and Chi Cheng recently attended a conference. There has been some controversy as to whether there will continue to be a CSBG program. She anticipates a 5-10% cut in funding.

- C. Members of the Board: No comments.
- D. Public: No comments.

V. Public Hearing for the 2006-2007 Community Action Plan

Ms. Mitchell the purpose is for the agencies in the community to go over the needs that are in the community. The plan will be utilized to write the Request for Proposals which will be released later in the year.

There was no one from the public to speak. The next meeting will be May 11 and this input will be utilized to prepare the RFP. Mr. Bonanno stated that a number of inquiries have been received from people that wish to speak at the May 11 meeting.

- VI. **Adjournment:** Meeting adjourned at 10:17 a.m.

ITEM III-A - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your review is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** April 29, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Galt Community Concilio

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/04-12/31/04	01/1/04-12/31/04

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X

Date of review: 3/30/05

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

Program Operator: Galt Community Concilio

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) One of the Corrective Action Plans submitted by Galt Concilio in response to the Audit Report dated March 24, 2004 was for the Board Treasurer to review and approve the bank reconciliation statements. During our fiscal monitoring, we noted that some of the bank reconciliation statements were initialed by the Treasurer while some were not.

Recommendations for Corrective Action

- 1) Ensure that all bank reconciliation statements are reviewed and approved by the Board Treasurer.

cc: Kathy Kossick
Governing Board

ITEM III-B INFORMATION

DISCUSSION ITEM: COMMUNITY ACTION BOARD RETREAT

BACKGROUND:

The SETA Community Action Board is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant. It is responsible for recommending services for funding that would have the greatest impact on the ability of low income families becoming self-sufficient.

In the past few years, the composition of the CAB has changed and there are many new members. It has been at least ten years since the CAB has received training on the roles and responsibilities of CAB members or has participated in a facilitated strategic planning retreat. A retreat would be an effective way for the CAB members to:

- Better understand the CSBG program
- Identify and plan a strategic direction for the CSBG program.
- Define the role of the CAB.
- Have the opportunity to work as a team.

It is recommended that the CAB engage in a discussion to determine:

- ✓ If there is interest or a need for a retreat or training.
- ✓ If yes, the topics, issues and themes to be covered.
- ✓ The date and time the retreat should take place.

Once decided, SETA will secure a facilitator and a location for the event.

ITEM IV - 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 Director's Report also allows the opportunity for the Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. 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.

D. 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.