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Agency

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, June 14, 2006

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 May 10, 2006 Regular Meeting
- III. **Action Item:** None.
- IV. **Information Items**
 - A. Update on Meadowview Community Action
 - B. History of Meadowview Community Action's Current Position
 - C. Community Services Block Grant Expenditure Report
 - D. Correspondence from Community Action Board Member, Donald Clark

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

E. **Discussion:** Future Funding Priorities for the Community Services Block Grant Program

F. Fiscal Monitoring Report
✓ Department of Human Assistance

V. Reports to the Board

A. Chair

B. Executive Director

C. Members of the Board

D. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, JUNE 8, 2006

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 10, 2006 MEETING

BACKGROUND:

Attached are the minutes of the May 10, 2006 regular board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

REGULAR MEETING OF THE COMMUNITY ACTION BOARD
Minutes/Synopsis

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

Wednesday, May 10, 2006
10:00 a.m.

I. Call to Order/Roll Call: Ms. Mitchell called the meeting to order at 10:06 a.m.

Members Present:

Mary Benson, Child Action, Inc.
Rosalind Garner, County Department of Health and Human Services
Donald Clark, Head Start Policy Council
John Healey, California Emergency Food Link
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
Starine Reese, United Way
Elizabeth Mitchell, Rio Linda School District

Members Absent:

Rex Albright, Rancho Cordova Chamber of Commerce
Barbara Clare, Galt District Chamber of Commerce
Barbara Lehman, Human Rights/Fair Housing Commission

Elizabeth Mitchell introduced Donald Clark, representing Head Start. He is replacing Janet Foster.

II. Consent Item

A. Approval of Minutes of the November 16, 2005 special meeting and December 15, 2005 Committee of the Whole

The minutes were reviewed. There were no questions or corrections.

Moved/Reese, second/Benson, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

III. Action Item: None

IV. Information Items

A. Update on Meadowview Community Action

Ms. Cindy Sherwood-Green gave an update on the status of Meadowview Community Action Agency (MCA). She stated that MCA was funded in November in the amount of \$32,000 to provide Safety Net Services. It was approved to provide food vouchers and utility assistance. MCA had not received

its final insurance bond for forgery insurance which is required along with meeting certain conditions (as outlined in the board packet) before they can continue services. MCA had been sent a letter to have these changes in place by May 31st. If not, the matter will come back to the CAB and it will be determined if the program should be deobligated.

Ms. Mitchell stated that if MCA meets all the conditions, the Board members would receive communication to let them know things are OK. But if they cannot meet these requirements, then there would be a meeting in June to redistribute MCA's funds.

Ms. Sherwood-Green confirmed this and added that technical assistance was being provided to MCA. Chi Cheng was going there on a regular basis to look at documentation and help the staff understand the reporting and eligibility processes. She stated that they really wanted to make it work, as there are very few services in that area.

Ms. Robin Purdy explained that MCA cannot be reimbursed for any services or costs accrued during the time its insurance is not in effect. Once its insurance becomes effective and it has met the other conditions, it will be able to access the grant again. So MCA will have the same amount of money to spend for the remainder of the year on Safety Net Services.

Mr. Donald Clark asked if there was any recorded information from agencies that had problems or failures in the past and how they were corrected. He was interested in looking at that information as a model in dealing with MCA and other agencies in the future.

Ms. Purdy responded that at the next meeting, staff will provide a history of MCA. She explained that through the Head Start Program, there was over a year of technical assistance provided which, unfortunately, ended with an agreement to terminate their grant. The Head Start program was MCA's largest funding source. At the next CAB meeting, a history will be provided of what happened to this organization and a recommendation on how to proceed in the future. Information is being collected from MCA to determine if there are other sources of funding available.

B. Correspondence from new Community Action Board Member, Donald Clark

Ms. Mitchell gave a brief overview of the letters written to SETA by Mr. Clark.

Mr. Clark expressed concern about the apparent lack of data being compiled on the hardest hit areas in the County, i.e., Oak Park, Del Paso Heights, and North Sacramento. He wondered how planning for job development and job referral programs could be successful if there was no data to accurately reflect

the need in those areas. He suggested that if EDD and the Community Services Planning Council could not provide the data, then other sources should be found.

Ms. Mitchell asked if he felt that the ZIP code information was not adequate.

Mr. Clark replied that it was not and that there was a great undercount of unemployed people, covering all colors and classes. He suggested that some new and innovative thinking was needed on how to solve these problems.

He made the following points in his discussion:

- ZIP codes are for relatively large areas and, within the ZIP codes, there are often pockets that have greater poverty
- Certain people, after being unemployed for a long time – will not even use EDD, they use the private sector
- Many are underemployed – not making a living wage
- The issue of illegal immigration and how that impacts the picture of employment

Ms. Purdy stated that staff is very open to Mr. Clark providing reliable sources of data that they are not familiar with to determine which areas of the County to target services and in developing the plan for next year.

After general discussion by Board members present, the following ideas and observations were made:

- Local agencies do provide services in the areas where they are needed. Some newer areas do not have as many services in place as older areas.
- There seems to be a high turnover rate and a lack of training of frontline staff at the local agencies. This affects how well information is passed on to potential clients seeking services.
- Being cognizant of the poorest of the poor, such as parolees, would help lift up everyone in that community.
- People do not know about the agencies that are in their own communities. Agencies need to do a better job of getting the word out about it services.
- More effort is needed in getting the media to get public service announcements out about services and programs.
- Lists of all of the services available and contact information are given out to students in schools to take home.
- Persuade local merchants to post responsible flyers that list the phone numbers of the various services available so that people can seek help anonymously.
- It is an on-going issue to think of every possible venue to get the names of the agencies and their numbers out to the public.

Ms. Reese asked Mr. Clark if he was recommending that the CAB redirect most of the funding to Job Training and/or Job Development. Mr. Clark agreed and stated that he believes that the best way to fight poverty is with a decent wage job.

Ms. Reese stated that the reason she asked the question was to clarify what she read in the letters he wrote and also to bring up the point that there would have to be a huge discussion of the CAB. She was not sure of how and when that would take place but it definitely needs to happen.

Ms. Purdy added that SETA is at the beginning of the next planning process and suggested the following ways they could assist the preparation of the next Community Action Plan:

- Ask SETA to do research
- Other members of the Board can bring forward ideas
- Can be an on-going discussion about where you want to end up next year or the year after

Mr. John Healy expressed the following concerns:

- Just because there are more places to receive services does not mean those places have trained staff to provide the services to the client. Just because a program receives more money does not mean that its capacity increases.
- There can be many agencies where the community would be better off if that agency did not exist because then its absence would coalesce the community to do a better job. When agencies are in place and established but not doing a good job, social services are actually blocked.
- There are about 90,000 non-profit agencies in California. With the amount of money it takes for many to keep their doors open and keep staff, there is not a lot left over for services.

Ms. Rosalind Garner commented on the need to train people to own their own businesses because a lot of them do have business skills and it gives them more flexibility to live their lives.

Mr. Chi Cheng, Neighborhood Services Coordinator for SETA, commented that a lot of the clients that receive CSBG emergency services have barriers that need to be removed before they can get a job or training. He made the following points:

- CSBG is the only program that has flexible dollars that can help support them while they work on removing barriers.
- People are not going to be able to focus on looking for a job or have the stability to enter training when they are worrying about going hungry, having their lights shut off, eminent homelessness, or about CPS taking their kids away
- Believes it would be best to have a comprehensive program of support while they are working on removing barriers and move them into training or employment

Ms. Mitchell concluded that the struggle over funding and the proportions needs to be an on-going topic and decisions should not be made in one or two meetings. Ms. Reese asked if discussion of funding could be put on the next agenda.

C. Expansion of Services for the Residents of Mather Community Campus (MCC)

Ms. Sherwood-Green introduced Ms. Beth Maerten from the Department of Human Assistance. Ms. Maerten gave an overview of the program and services at the Mather Community Campus as follows:

- Provides transitional housing for homeless individuals and families
- Primary funding is through HUD with matched funding from the County
- Focus is on job training and employment recognizing that unless someone can get a job and keep a job, they will not be able to sustain permanent housing as well as meet other goals in their lives
- SETA has been a partner from the beginning and has a One Stop Career Center that DHA co-hosts which is also open to the public; it is a tremendous asset to the residents as well
- It is one of the largest (if not the largest) transitional housing program in the country with 320 people living on campus including 230 adults and 80 or 90 children that attend school in the Folsom/Cordova School District
- The heart of the program is employment services and includes vocational testing to find the clients' areas of expertise
- The clients are provided with access to training in areas where the local labor market indicates there will be jobs available – then job search and job retention

Ms. Maerten then described the Incentive Program for the residents of MCC as follows:

- Establish employment based benchmarks such as completion of training, obtaining a job, and keeping their job for a certain period of time would be the completion benchmark
- A sum of \$250 would be set aside as each benchmark is achieved and held in advance until they graduate from the program – afterward the resident would be allowed to use that money as funding for moving on to permanent housing or on practical items that contribute to stability

Mr. Healy stated that he had a problem with so much money going to incentives when there are so many seeking help for basic necessities.

Mr. Clark expressed that he thought this could be a demonstration program of how to eliminate homelessness but only if there would be retention data compiled at six month intervals for one and a half years. He had the following concerns:

- Is the program able to verify that everyone is drug free?

- Wrap around services tightened and include substance abuse treatment and counseling along with retention data

Ms. Purdy responded that there would be ways to gather retention data.

Ms. Maerten added that a mandatory part of the application process to the MCC Program is taking a drug test (from on-site drug testing lab) and they also have to get verification from their current provider (that they are being referred into the program from) that they have been clean and sober for at least 30 days.

She continued to explain that there is continuous drug testing for the duration of the program – random for first six months, then throughout the entire course of stay, they are required to participate in suspicion and/or intervention based testing. There is a two-strike drug policy – 1st time they try to get them back on track and the 2nd time they have to leave the campus. The hope is that they will go to inpatient treatment programs and they do everything they can to facilitate that happening. If they go directly to inpatient treatment and they successfully complete it, they are given a spot at the top of the waiting list so that there is an incentive for them to complete the MCC program. They are not penalized because relapse is a very real part of recovery. Ms. Maerten concluded that anyone who chooses to be active in their addiction is evicted. She added that MCC had a lot of drug education and support on the Campus.

Mr. Franklin and Mr. Healy both gave positive feedback on their firsthand knowledge of the program at MCC. Mr. Healy still expressed concerns over the incentive money funding. Ms. Purdy addressed Mr. Healy's concerns by explaining the funding and creative financing that was being used to provide the incentive monies.

Ms. Mitchell commented that once the program is in effect, the Board would look forward to progress reports. Ms. Mitchell added that hopefully it would be a model to show a way to significantly stabilize people and overcome poverty.

- D. Fiscal Monitoring Reports: No comments.
- E. Community Services Block Grant Expenditure Report: No comments.
- F. Community Services Block Grant 2006 First Quarter Service provision Report

Ms. Mitchell reviewed this item and stated that the reports show where the money has been going as far as what has been budgeted and what has been spent for the year-to-date and the funds remaining.

Mr. Victor Bonanno explained that pages 44/45 showed the projected number of services to be provided (based on last year's service) versus the number of services provided by category.

Ms. Mitchell remarked that this was the first Quarter reporting and as the year progressed, a clearer picture of how an agency is doing becomes more identifiable.

Mr. Clark stated that he was quite sure that this Board was aware of the Grand Jury Audit of 2004/05. He continued to list several points of his concern:

- The Grand Jury made charges
- Penelope Clark accepted the charges and wrote a response – but there was never any corrective action
- A lot of the programs were Department of Human Assistance programs, drug and alcohol programs, and homeless programs
- He thought some were using CSBG money

Ms. Mitchell responded that she did not see the Grand Jury report and asked Robin Purdy if she had any information on what Mr. Clark was talking about.

Ms. Purdy stated she did not know about the Grand Jury report but that Galt Concilio had some financial problems a year or two ago and it was on corrective action until things were straightened out. She said that SETA reviewed the situation and made sure that SETA's funding was properly accounted for. Mr. Clark asked if the Board could access a copy of the Grand Jury report so that it could be reviewed.

Ms. Mitchell asked that when the Grand Jury Report comes out, staff review the report to see if any agencies that come under the umbrella of SETA or the CAB are involved and, therefore, take a look at them to see where the problem might be.

Ms. Purdy asked Mr. Clark if he had a specific date for the report and he replied that it was for 2004/2005 and they come out in June or July. Ms. Reese asked Ms. Purdy to let the Board know if she was able to get the report.

V. Reports to the Board

A. Chair: No report.

B. Executive Director:

Ms. Purdy recognized Ms. Sherwood-Green and the NWI Project that she and her staff put together several years ago had just been awarded a Recognition of Excellence Award by the Department of Labor.

Ms. Sherwood-Green expressed that she and her staff were very excited to receive the award. They had been working on the NWI Project since 2002. They were awarded a \$2.1 million grant spread out to eight counties bringing

together a lot of hospitals and schools. Of 214 nursing students enrolled, 93% graduated. Many of them were unemployed or low income entry level health care providers. With this program they were able to move up the career ladder.

Ms. Mitchell praised the success of a local program doing what it was supposed to do – get people trained for good jobs.

C. Members of the Board: No reports.

D. Public: No comments.

Ms. Sherwood-Green wanted to add that Chi Cheng would be enrolling the 230 to 350 residents at Mather in the Incentives Program. Mr. Cheng would be able to give an update at future CAB meetings.

Ms. Mitchell concluded that the philosophical discussion of where the funds are placed to do the greatest good needs to be dealt with over time as ideas are meshed. Decisions will need to be made before the RFPs go out for the next funding cycle.

VI. **Adjournment:** Meeting adjourned at 11:25 a.m.

ITEM IV-A – INFORMATION

UPDATE ON MEADOWVIEW COMMUNITY ACTION

BACKGROUND:

Meadowview Community Action (MCA) was awarded \$32,000 in Community Services Block Grant (CSBG) Safety-Net funding for the 2006 program year to provide the following services:

1. Food vouchers at a local grocery store
2. Payments to SMUD or PG&E to prevent utility shutoff

A small percentage of the funding would pay for a portion of a Program Intake Coordinator.

At your May 10, 2006, meeting, you were informed of the corrective action imposed on MCA in order to commence CSBG service provision. The conditions MCA had to meet by May 31, 2006 were to have:

- Adequate funding to support and leverage its CSBG program operation;
- Sufficient staff hired or volunteers in place to provide services to clients;
- The ability to submit timely program and fiscal reports to SETA; and
- Fidelity and Depositor's Forgery insurance coverage.

As of June 1, 2006, MCA has sufficiently met all the conditions of the corrective action and has been given approval to proceed with the provision of services. MCA has closely aligned itself and will share office space with Christian Partnerships, a faith-based social services program located in the Meadowview community. Two volunteers from AARP will be assigned to MCA and will be trained in service provision. MCA's Program Intake Coordinator has a computer and software to prepare the required reports to SETA on the due dates stated in MCA's CSBG Delegate Agreement. SETA staff will train MCA staff on data collection and report preparation. All missing insurance documents have been received by SETA.

ITEM IV-B – INFORMATION

HISTORY OF MEADOWVIEW COMMUNITY ACTION'S CURRENT POSITION

BACKGROUND:

Meadowview Community Action (MCA) has been the primary community-based social services agency serving the low-income residents of the Meadowview community for the past 17 years. It began as a grass roots effort by community residents who wanted to address issues faced by low-income families, at-risk youth, and the unemployed through information and referral services. Initial funding was provided by the City of Sacramento and SETA's CSBG program.

MCA's funding through CSBG ranged between \$12,000 in 1989 to its current \$32,000 and was leveraged by other funding sources, such as JTPA and FEMA. It was not until 1995 that MCA was able to expand by receiving Head Start funding from SETA in an amount that grew to \$1.5 million in 2004.

In November and December of 2005, the SETA Deputy Director for Children and Family Services and the Head Start Monitoring Unit manager conducted prior deficiency follow-up monitoring visits with MCA. MCA was found to continue to be deficient in Program Design and Management components. The SETA Executive Director, Board of Directors and Head Start Policy Committee requested the voluntary revocation of MCA's Head Start contract, effective February 28, 2006. The revocation was accepted by the SETA Governing Board in February, 2006 and subsequently approved by Region IX Department of Health and Human Services, Administration of Children and Family Services. The two MCA Head Start Centers, Hopkins and Solid Foundation, were re-licensed to SETA, the leases were negotiated and the MCA Head Start center staff were hired as SETA staff. Head Start services to the children and families who were being served by MCA continued without interruption.

As part of the transition, SETA's Head Start grant permitted two MCA staff to work on an appropriate close out of the grant at MCA's central office through June 30, 2006.

ITEM IV-C - INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the latest Community Services Block Grant fiscal report for the period of March – April, 2006.

Staff will be available to answer questions.

ITEM IV-D – INFORMATION

CORRESPONDENCE FROM COMMUNITY ACTION BOARD MEMBER,
DONALD CLARK

BACKGROUND:

Attached for your information are two letters from Community Action Board member, Donald Clark.

ITEM IV-E - INFORMATION

FUTURE FUNDING PRIORITIES FOR THE COMMUNITY SERVICES BLOCK GRANT PROGRAM

BACKGROUND:

At the Community Action Board's May 10, 2006 meeting, there was discussion by board members regarding the types of services that should be funded by the CSBG program in the future. It was suggested that the subject of funding priorities be an ongoing item of discussion at each Community Action Board meeting.

Federal law governing the Community Services Block Grant, COATES Human Services Reauthorization Act of 1998: Public Law 105-285, requires all entities receiving and administering CSBG funding to comply with several assurances in their program operation. Attached is *Requirement 3: Federal and State Assurances Requiring Narrative Descriptions* from the SETA/CSBG Community Action Plan for the 2006 – 2007 program years that describes how each required assurance will be met. The Community Action Plan was approved by the CAB and Governing Board in June, 2005.

Requirement 3
FEDERAL ASSURANCES
COATES Human Services Reauthorization Act of 1998: Public Law 105-285

To the left of Federal Assurances 676(b)(1)(A) and 676(b)(1)(B) please indicate what activities your agency administers by placing a check in the box provided.

Additionally, provide a narrative description of the agency activities for each of the Assurances checked below:

1. Section

676(b)(1)(A): To support activities that are designed to assist low-income families and individuals, including families and individuals receiving assistance under part A of Title IV of the Social Security Act (42 U.S.C. 601 et seq.), homeless families and individuals, migrant or seasonal farm workers and elderly low-income individuals and families, and a description of how such activities will enable the families and individuals--



- i. remove obstacles and solve problems that block the achievement of self-sufficiency, (including self-sufficiency for families and individuals who are attempting to transition off a State program carried out under part A of title IV of the Social Security Act);

SETA provides a variety of services, supported or leveraged by CSBG funds, designed to remove obstacles and solve problems that block the achievement of self-sufficiency. Primary among them is the guidance, planning, support and advocacy provided by case managers working one-on-one with CSBG eligible client families including recipients of TANF or SSI. These dedicated staff mentor families in the process of planning, organizing and coordinating their own lives and in locating existing community resources when appropriate to meet their goals.

Secondary, but sometimes just as important, are the many safety-net services that can provide transportation, utility service restoration, food and shelter when emergencies threaten to derail a family's stability or employability.



- ii. secure and retain meaningful employment;

Nearly all SETA services are linked to the system of Sacramento Works Career Centers located throughout the community action area and funded, in part, by CSBG resources. These centers are the result of a collaboration of partners that provide a full spectrum of employment and employment follow-up services available to eligible CSBG client families.



- iii. attain an adequate education, with particular attention toward improving literacy skills of low-income families in the communities involved, which may include carrying out family literacy initiatives;

With a particular focus on incarcerated youth and emancipated foster youth, SETA provides education services designed to help the target group attain a GED or High School Diploma and to secure student aid towards their enrollment in the college of their choice. Eligible adults are also encouraged to take advantage of vocational or on-the-job training opportunities towards an outcome of attaining family self-sufficiency. A complete list of all State of California approved training providers and accredited postsecondary education providers and their completion/success rates are available at any of the Sacramento Works Career Centers located throughout the community action area.



- iv. make better use of available income;

SETA case managers are trained to assist clients in family budgeting as a necessary step in assuring family stability during intensive services provision at any of the Sacramento Works Career Centers located throughout the community action area. Developmentally challenged CSBG clients receive specialized training in family budgeting funded totally by CSBG resources.



- v. obtain and maintain adequate housing and a suitable living environment;

Homeless and eminently homeless individuals and families will be provided with assistance in locating affordable, adequate and safe housing by trained and experienced staff. Temporary emergency shelter will also be provided on a space-available basis while a plan for permanent housing is prepared and implemented.



- vi. obtain emergency assistance through loans, grants or other means to meet immediate and urgent family and individual needs; and

All SETA staff and community partners have access to emergency assistance CSBG grants for food, transportation, utility restoration, shelter and other miscellaneous items necessary to meet immediate and urgent family and individual needs. These services are available to CSBG eligible families and individuals when all other available community resources are exhausted or inaccessible.



- vii. achieve greater participation in the affairs of the communities involved, including the development of public and private grassroots partnerships with local law enforcement agencies, local housing authorities, private foundations, and other public and private partners to:

CSBG funded coordinator staff currently serve on the boards or committees of multiple entities providing technical assistance, linkages to other community supports and assisting in fundraising activities such as grant writing. To date, CSBG staff have written grants totaling over \$1,000,000 for immigrant population health access services. Staff also work closely with law enforcement and the local housing authority towards crime reduction in challenged areas and in reinvigorating blighted neighborhoods.



- (I) document best practices based on successful grassroots intervention in urban areas, to develop methodologies for widespread replication; and

SETA currently supports successful grassroots community interventions by providing CSBG funded staff to help plan and coordinate activities with community members and partners. Best practices are, and will continue to be, documented at the community level and developed into methodologies proposed to public and private funders for the purpose of widespread replication.



- (II) strengthen and improve relationships with local law enforcement agencies, which may include participation in activities such as neighborhood or community policing efforts.

CSBG funded coordinator staff currently support and will continue to support partnerships with law enforcement agencies for the purpose of crime reduction in troubled communities. On-going activities include law enforcement membership on grassroots community boards and steering committees and creating opportunities for law enforcement officers to engage concerned, immigrant and low-income community members in planning future enforcement activities.

State of California
Department of Community Services and Development
CSBG Community Action Plan – Federal and State Assurances
CSD 410-2a (Rev. 2/05)

Federal Assurances (cont.)

2. Section

- 676(b)(1)(B):** to address the needs of youth in low-income communities through youth development programs that support the primary role of the family, give priority to the prevention of youth problems and crime, and promote increased community coordination and collaboration in meeting the needs of youth, and support development and expansion of innovative community-based youth development programs that have demonstrated success in preventing or reducing youth crime, such as:



- (i) programs for the establishment of violence-free zones that would involve youth development and intervention models (such as models involving youth mediation, youth mentoring, life skills training, job creation, and entrepreneurship programs); and

SETA's in-house youth services are delivered collaboratively in the [One Stop Career Center](#) system. A Youth Specialist at each One Stop helps youth access employment and training resources. The [Casey Great Start Program](#) provides services to transitioning foster youth. The Youth Development Crime prevention Project serves youth at risk of, or involved in the criminal justice system. SETA's CSBG funded partners targeting the needs of low-income community youth are listed in Section 3., below.



- (ii) after-school childcare programs; and

SETA provides, and will continue to provide CSBG funded staff to support organizations that currently oversee after-school childcare programs providing safe havens for youth and helping them develop leadership skills.

3. Section 676(b)(1)(C):

to make more effective use of, and to coordinate with, other programs related to the purposes of this subtitle (including State welfare reform efforts).



SETA currently collaborates with over 20 different programs related to the purpose of this subtitle and will continue to do so in the future.

<i>County of Sacramento, Department of Human Assistance</i>	<i>Provides for the coordination of volunteer peer counselors and other supportive services for homebound seniors and the disabled, keeping them engaged and in their residence of choice for as long as is medically prudent</i>
<i>Elk Grove Unified School District</i>	<i>Prepares foster youth with the life skills and supports they will need upon emancipation</i>
<i>Francis House</i>	<i>Provides emergency services including food, transportation assistance, housing vouchers, crisis counseling and employment services to homeless families and the working poor</i>
<i>Galt Community Concilio</i>	<i>Provides emergency services including food, transportation assistance, rental assistance, utility assistance, housing vouchers and crisis counseling to homeless families and the working poor</i>
<i>Greater Sacramento Urban League</i>	<i>Provides emergency services including utility assistance, transportation assistance and rental assistance to homeless families and the working poor</i>
<i>La Familia Counseling</i>	<i>Provides for at-risk youth and family counseling services likely to ameliorate their probability of dropping out of</i>

<i>Center</i>	<i>school, participating in gang-related behavior and becoming homeless.</i>
<i>Legal Services of Northern California, Inc</i>	<i>One-on-one legal aide and informative group presentations targeting the needs of low-income seniors, non-English speakers and grandparent caregivers</i>
<i>Linkage to Education</i>	<i>Provides incarcerated and foster youth with the guidance and supports they need to enroll in the college of their choice</i>
<i>Meadowview Community Action, Inc.</i>	<i>Provides emergency services including food, transportation and utility assistance to homeless families and the working poor</i>
<i>Mental Health Association</i>	<i>Provides for the coordination of volunteer peer counselors and other supportive services for homebound seniors and the disabled, keeping them engaged and in their residence of choice for as long as is medically prudent</i>
<i>Paratransit, Inc.</i>	<i>Provides public transportation mobility training for seniors and the disabled</i>
<i>Sacramento Area Emergency Housing Center</i>	<i>Provides for emergency shelter stays of up to 30 days, intake and screening for long term (up to 2 years) transitional housing programs and assistance in finding permanent housing for homeless individuals and families</i>
<i>Sacramento Chinese Community Service Center</i>	<i>Provides for at-risk youth and family counseling services likely to ameliorate their probability of dropping out of school, participating in gang-related behavior and becoming homeless.</i>
<i>Sacramento Cottage Housing</i>	<i>Provides for long term (up to 2 years) transitional housing, self-sufficiency services and assistance in finding permanent housing for homeless individuals and families</i>
<i>St. John's Shelter for Women and Children</i>	<i>Provides for emergency shelter stays of up to 30 days, intake and screening for long term (up to 2 years) transitional housing programs and assistance in finding permanent housing for homeless individuals and families</i>
<i>Transitional Living and Community Support</i>	<i>Provides for transitional housing and independent living skills training and follow-up for developmentally challenged adults</i>
<i>Travelers Aid Emergency Assistance</i>	<i>Provides for emergency housing vouchers and rental assistance for in-crisis families</i>
<i>Visions Unlimited, Inc.</i>	<i>Provides for mental health counseling and the coordination of volunteer peer counselors and other supportive services for homebound seniors and the disabled, keeping them engaged and in their residence of choice for as long as is medically prudent and Provides for at-risk youth and family counseling services</i>

	<i>likely to ameliorate their probability of dropping out of school, participating in gang-related behavior and becoming homeless.</i>
<i>Voluntary Legal Services Program of Northern California</i>	<i>One-on-one legal aide and informative group presentations targeting the criminal record expungement needs of adults seeking employment and self-sufficiency</i>
<i>WIND Youth Center</i>	<i>Provides a day shelter, counseling, case management and emergency housing for homeless and in-crisis youth</i>

FEDERAL ASSURANCES REQUIRING NARRATIVE DESCRIPTIONS

COATES Human Services Reauthorization Act of 1998: Public Law 105-285

Provide a narrative description of the agency activities for each of the Assurances listed below:

**1. Section
676(b)(4):**

Will provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services, as may be necessary to counteract conditions of starvation and malnutrition among low-income individuals;

SETA currently provides, on an emergency basis, locally redeemable food vouchers to counteract conditions of starvation and malnutrition among low-income CSBG eligible individuals and families when access to available community food and nutrition resources is unavailable. These services can be accessed at SETA's main offices, through SETA's system of twelve (12) Sacramento Works Career Centers located throughout the local community action area and at SETA delegate agencies such as the Galt Concilio (also a food closet site), Francis House and Meadowview Community Action.

**2. Section
676(b)(5):**

Entities will coordinate and establish linkages between governmental and other social services programs to assure the effective delivery of such services to low-income individuals and to avoid duplication of such services and a description of how the State and eligible entities will coordinate the provision of employment and training activities, as defined in section 101 of such Act, in the State and in communities with entities providing activities through statewide and local workforce investment system under the Workforce Investment Act of 1998.

SETA has been involved in and will continue to be involved in many collaborative efforts with governmental and other social services programs to avoid duplication and to create a more efficient service delivery system for low-income individuals in Sacramento County and the greater Sacramento region.

SETA's Workforce Investment Board administers Workforce Investment Act funding in Sacramento County. SETA, as the designated One-Stop Operator, and its partners in the One-Stop Career Center system, are in compliance with all provisions of the Workforce Investment Act. SETA's One-Stop Career Center system integrates academic, vocational, and social services with job training and employment. Twelve (12) centers located strategically throughout Sacramento County, strive to connect low-income job seekers with employers. The Career Centers bring forth the partnering of

many agencies, in both the public and private sectors, that represent employment and training, education, state and local government and other social services. Among these agencies are the County Departments of Human Assistance and Health and Human Services, the State Departments of Rehabilitation and Employment Development, the Sacramento Housing and Redevelopment Agency, the Sacramento County Office of Education, five school districts, the Los Rios Community College District, local Chambers of Commerce, community-based organizations, and economic development organizations. Partners have outstationed and co-located staff at each site. The Workforce Investment Act requires major structural changes affecting the entire workforce community, among them is the requirement that employment and training service delivery be provided through a One-Stop system.

**3. Section
676(b)(6):**

Will ensure coordination between antipoverty programs in each community in the State, and ensure, where appropriate, that the emergency energy crisis intervention programs under title XXVI (relating to low-income home energy assistance) are conducted in such community.

Within the Community Action Area and regionally, SETA will continue to coordinate with appropriate antipoverty programs whenever possible such as the Hunger Commission and the Sacramento City and County Board on Homelessness.

Although SETA does not administer the local Low Income Home Energy Assistance Program (LIHEAP) it does augment outreach for those services by making referrals of appropriate CSBG safety-net and case-managed clients. Community Resource Project, the local LIHEAP provider, is co-located at the Broadway and Citrus Heights One-Stop Career Centers. In addition, SETA/CSBG casemangers and geographically representative delegate agencies will provide limited home energy assistance to CSBG eligible clients if for any reason they are unable to access locally available emergency energy crisis intervention or programs under title XXVI.

**4. Section
676(b)(9):**

Entities will to the maximum extent possible, coordinate programs with and form partnerships with other organizations serving low-income residents of the communities and members of the groups served by the State, including religious organizations, charitable groups, and community organizations.

As a fund administrator, SETA has a long history of forming partnerships and coordinating programs with organizations serving low-income community residents. Beginning in 1996, SETA accelerated this process by creating a new position, Neighborhood Services Coordinator, as an agency liaison to organizations serving low-income residents of the communities and

members of the groups served by the State, including religious organizations, charitable groups, and community organizations. Three SETA Neighborhood Services Coordinators are now active, and will continue to be active, in the local Community Action Area.

**5. Section
676(b)(10):**

Each eligible entity to establish procedures under which a low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on the board (or other mechanism) of the eligible entity to petition for adequate representation.

Any low-income individual, community organization, or religious organization, or representative of low-income individuals that considers its organization, or low-income individuals, to be inadequately represented on SETA's Community Action Board may petition the SETA Governing Board directly. The SETA Community Action Board By-Laws provide that in December of each year, the SETA Governing Board designates four (4) low-income organizations at a public meeting through a democratic process. 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, the SETA Governing Board may choose not to reappoint organizations which have been represented on the board for one (1) year or more so that the opportunity to participate will be shared equitably among all interested petitioners.

**6. Section
676(b)(12):**

All eligible entities will not later than fiscal year 2001, participate in the Results Oriented Management and Accountability System (ROMA), or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

SETA began utilizing a client outcomes based performance measurement system in 1996. SETA was fully invested in the ROMA system prior to the submission of the 1998 Community Action Plan, which occurred on June 30, 1997. SETA will continue to participate in ROMA or another performance measure system for which the Secretary facilitated development pursuant to section 678E(b), or an alternative system for measuring performance and results that meets the requirements of that section, and a description of outcome measures to be used to measure eligible entity performance in promoting self-sufficiency, family stability, and community revitalization.

7. Section

678D(a)(1)(B): Ensure that cost and accounting standards of the Office of Management and Budget apply to a recipient of the funds under this subtitle.

SETA will comply with all applicable cost and accounting standards of the Office of Management and Budget as it applies to the administration of funds under this subtitle.

STATE ASSURANCES

California Government Code

1. Section 12730(f):

Eligible beneficiaries are the following: (1) all individuals living in households whose income is at or below the official poverty income guidelines as defined by the United States Office of Management and Budget; (2) All individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) Residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under this chapter.

SETA assures that all eligible beneficiaries of CSBG services are, and will continue to be, as follows: (1) all individuals living in households whose income is at or below official poverty income guidelines as defined by the United States Office of Management and Budget; (2) all individuals eligible to receive Temporary Assistance to Needy Families or Federal Supplemental Security Income benefits, and (3) residents of a target area or members of a target group having a measurably high incidence of poverty and which is the specific focus of a project financed under CSBG.

2. Section 12745(f):

If no other entity in the community provides such services; grantees under Article 6 (commencing with Section 12750), Article 7 (commencing with section 12765), or Article 8 (commencing with Section 12770) receiving CSBG funds shall provide a minimum level of services to help the poor receive the benefits for which they are eligible under health, food, income, and housing assistance programs designed to meet the basic survival needs of the poor. These services shall include, but shall not be limited to, all of the following:

If no other entity in the community provides such services, SETA will provide a minimum level of services to help the poor receive the benefits for which they are eligible under health, food, income, and housing assistance programs designed to meet the basic survival needs of the poor. For entities not offering safety-net or safety-net like services, a system of referral to CSBG safety-net providers has been established. Entities most frequently utilizing off-site safety-net services include the Sacramento County wide system of Sacramento Works Career Centers (One Stops).

1. A service to help the poor complete the various required application forms,

and when necessary and possible, to help them gather verification of the contents of completed applications.

SETA will continue to provide direct services to CSBG eligible clients needing assistance to complete the various required application forms, and when necessary and possible, to help them gather verification of the contents of completed applications for services and/or resources likely to remove identified self-sufficiency barriers.

2. A service to explain program requirements and client responsibilities in programs serving the poor.

SETA will continue to provide direct services to CSBG eligible clients needing assistance in understanding program requirements and client responsibilities in programs serving the poor.

3. A service to provide transportation, when necessary and possible.

SETA will continue to provide gas vouchers and bus passes to CSBG eligible clients needing transportation assistance as part of a plan leading to self-sufficiency or as an emergency safety-net service.

4. A service, which does all things necessary to make the programs accessible to the poor, so that they may become self-sufficient.

SETA will continue to provide necessary services to make the programs accessible to the poor, so that they may become self-sufficient.

3. Section 12760:

Community Action Agencies funded under this article shall coordinate their plans and activities with other eligible entities funded under Articles 7 (commencing with Section 12765) and 8 (commencing with Section 12770) which serve any part of their communities, so that funds are not used to duplicate particular services to the same beneficiaries and plans and policies affecting all grantees under this chapter are shaped, to the extent possible, so as to be equitable and beneficial to all grantees and the populations they serve.

SETA will continue to coordinate its plans and activities with other eligible entities funded under Article 7 which includes the CSBG funded Sacramento Works Career Center in Galt, the Galt Concilio and the California Human Development Corporation, all providers of services to migrant and seasonal farm workers and their families. Although SETA does not currently serve American Indians or Alaskan Natives as a specific target group identified in Article 8, it should be noted that a representative of the California Indian Manpower Consortium sits as a voting member on SETA's Workforce

Investment Board to help administer the equitable distribution of Workforce Investment Act funds for Sacramento City and County.

ITEM IV-F - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr Bruce Wagstaff **DATE:** April 19, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 80,000	7/1/05-06/30/06	7/1/05-03/31/06
WIA-Title I	One-Stop(D. W.)	25,000	7/1/05-06/30/06	7/1/05-03/31/06
DHA	One-Stop Svcs	346,998	7/1/05-06/30/06	7/1/05-03/31/06
CSBG	Family Self-Sufficiency	26,000	1/1/05-12/31/05	1/1/05-12/31/05

Monitoring Purpose: Initial (WIA) Follow-Up Special Final (CSBG)

Date of review: 3/30/06 & various dates

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
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: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2005 to March 31, 2006 for the WIA and from January 1, 2005 to December 31, 2005 for the CSBG program have been traced to the subgrantee's records.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

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 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.