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Training
Agency

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KATHY KOSSICK
Executive Director

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, November 8, 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**
 - Introduction of New Board Member: Denise Nelson
- II. **Consent Item**
 - A. Approval of Minutes of the August 9, 2006 Regular Meeting
- III. **Presentation by DHA staff on the use of Community Development Block Grant (CDBG) funding**– Suzanne Hammer and Janine Brown
- IV. **Action Items**
 - A. Approval of Termination of Delegate Agreement with Meadowview Community Action, Inc. and Allocate Unspent Funding Balance to Travelers Aid
 - B. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2007 and Funding Augmentation for Travelers Aid

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

V. Information Items

- A. Community Services Block Grant Program Monitoring Reports
- B. Community Services Block Grant Program Performance Reports
- C. Community Services Block Grant Year to Date Expenditure Reports
- D. Community Services Block Grant Fiscal Monitoring Reports

VI. Reports to the Board

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

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 1, 2006

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 9, 2006 MEETING

BACKGROUND:

Attached are the minutes of the August 9, 2006 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

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

Wednesday, August 9, 2006
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Mitchell called the meeting to order at 10:05 a.m.

Members Present:

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

Members Absent:

Barbara Clare, Galt District Chamber of Commerce
Dana Mitchell, Human Rights/Fair Housing Commission

- III. **Action Item:** None.

- IV. **Presentation:** Community Development Block Grant Program by Sandy Piekarski and Vicki Smith of the Sacramento Housing and Redevelopment Agency.

Ms. Sandy Piekarski stated that the five-year planning document required by HUD covers assessment, homeless and housing needs, and how housing is used for economic development. There are a variety of community meetings where input is gleaned and included in the planning report. The CDBG serves low to moderate income people. Eligible activities include: neighborhood and community improvement, street lights, code enforcement, community centers, neighborhood centers, first-time home buyer programs, DHA programs, and senior nutrition.

Ms. Reese asked how the funds are distributed; Ms. Piekarski replied that the funds are distributed on an annual basis.

Mr. Donald Clark would like to see more cooperation between the CDBG and CSBG programs since CDBG is being reformed. He asked if there has been a history of the two programs working together. Ms. Piekarski replied that CDBG programs have funded many senior nutrition programs. In addition, CDBG has funded La Familia Counseling Center and other programs. The public service

dollars are very limited and the Sacramento City Council and Sacramento County Board of Supervisors determine how the funds are distributed.

Mr. Clark inquired whether there were any evaluations on CDBG expenditures and performance outcome measures. Ms. Piekarski replied that performance measures chart is available. Mr. Clark requested copies of the report be given to the CAB. In addition, Mr. Clark asked for retention data; Ms. Piekarski will get that from their loan department. She will send two years' worth of reports for the board's review. There will be discussion of how to get the two funding sources to work together. In addition, Ms. Piekarski will send the consolidated plan.

Ms. Reese inquired when the grants are distributed. Ms Piekarski replied that the funding is distributed during the summer for the calendar year. The funding for 2007 has already been allocated; discussions for 2008 funding allocations have begun. SHRA will have a 2% reduction in CDBG funding for 2007.

Ms. Vickie Smith added that CDBG funds are not allocated on a competitive basis. The City Council and Board of Supervisors decided the public service funds will go to homeless programs. There is no RFP released for the public service funds. A lot of the programs funded by CDBG assist single homeless people, not necessarily families. SHRA takes direction for CDBG funding from the City Council, the County Board of Supervisors, and the Department of Human Assistance.

Mr. Clark discussed changes in CDBG funding at the federal and regional levels. He stated that faith-based and African American churches should be targeted to receive funding.

Ms. Gardner requested copies of the assessed plan and information on the senior service providers.

Ms. Mitchell stated that by cooperating with each other, we can figure out how to stretch out money further.

II. Consent Item

A. Approval of Minutes of the June 14, 2006 Regular Meeting

Minutes were reviewed; no questions. One correction was noted on page 5.

Moved/Healey, second/N. Nelson, to approve the minutes
Voice Vote: Unanimous approval.

V. Information Items

- A. Community Services Block Grant 2006 Mid-Year Report: The corrected report was distributed.
- B. Community Services Block Grant 2006 Program Operator Service Provision Report: No questions.
- C. Community Services Block Grant Expenditure Report: No questions.
- D. Community Services Block Grant 2005 Closeout Report: No questions.
- E. Recommended Initiatives for Community Services Block Grant Discretionary Funding: No questions.
- F. Update on Coordination of Faith and Community-Based Organizations Activities

Mr. Ed DeHerrera addressed the board and reviewed the report. He reviewed the ways in which collaboration was defined, as approved by the Workforce Investment Board. If an organization wants to apply for funding and wants SETA to assist, it submits a two-page concept paper to SETA. The concept paper states what the organization proposes and the community it will serve. If the concept meets the approved criteria, SETA would write a letter of support for the proposal. Or, if the organization wants to apply for funding through SETA, it can be added on SETA's RFP mailing list. Mr. DeHerrera has developed an e-mail list and sends out notifications of various federal, state, local organizations and private sector funding opportunities.

Ms. Garner stated that most of the churches are Christian. She asked if there was any outreach to non-Christian churches. Mr. DeHerrera stated that no marketing or outreach has been done. There could be a mass mailing to non-Christian religious organizations.

Mr. Clark stated that the federal Employment and Training Administration had issued a directive three years ago that called for Workforce Investment Boards to develop formal relationships with the faith community. He asked that SETA and SHRA encourage the bigger non-profits in the region to begin to work with the small churches in developing programs and proposals.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Members of the Board: No comments.
- D. Public: No comments.

VII. Adjournment: Meeting adjourned at 10:56 a.m.

ITEM IV- A- ACTION

APPROVAL OF TERMINATION OF DELEGATE AGREEMENT WITH MEADOWVIEW COMMUNITY ACTION, INC. AND ALLOCATE UNSPENT FUNDING BALANCE TO TRAVELERS AID

BACKGROUND:

Meadowview Community Action, Inc. (MCA) was awarded \$32,000 in Community Services Block Grant (CSBG) funding for the 2006 program year to provide the following services to the residents of the Meadowview community:

- Food vouchers
- Payments to SMUD or PG&E to prevent utility shut off

A small percentage of the funding was allocated for a portion of a Program Intake Coordinator.

At your June, 2006 meeting, you were informed that MCA met conditions of corrective action and was given approval to begin service provision. Since that time, SETA program and fiscal staff have attempted to conduct monitoring reviews of MCA's CSBG program to ensure that procedures are in place to properly account for CSBG funding, and to adequately provide and document client services. MCA staff rescheduled or failed to show for no less than eleven (11) scheduled monitoring appointments and did not provide the SETA monitors with the necessary documentation to conduct a thorough review. In addition, MCA did not submit the required CSBG fiscal and programmatic reports by the due dates, did not permit the SETA fiscal monitor to access financial documents without a written request, and failed to address concerns noted in writing by the SETA program monitor. For these reasons, SETA determined that MCA failed to comply with the conditions of its CSBG contract and suspended program performance, effective October 10, 2006.

MCA's reported CSBG expenditures through September 30, 2006 are \$9,419. Your approval is requested to terminate MCA's CSBG delegate agreement and allocate the unspent balance of funding of MCA's contract (\$22,581) to Travelers Aid. There are few, if any, safety-net service providers in the Meadowview community. Travelers Aid is located in the same office complex as MCA and receives \$37,000 in CSBG funding to provide emergency housing (motel vouchers and rental assistance) to low-income families residing in the Meadowview/South Sacramento community. The Executive Director of Travelers Aid has confirmed that her organization is willing to assume the additional responsibility of providing emergency food vouchers and utility assistance. Travelers Aid's original CSBG proposal for 2006 funding included a request to provide food vouchers and utility assistance. The total amount of funding requested was \$77,000.

Three (3) documents from SETA to Ann Fazil, president of the MCA board, addressing staff concerns and authorizing the suspension of program operations are attached for your review.

The SETA Governing Board will consider this item at its December 7, 2006 meeting.

RECOMMENDATION:

Approve the termination MCA's delegate agreement.
Augment Travelers Aid's delegate agreement by \$22,581.

ITEM IV-B - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT CONTRACT EXTENSIONS FOR FISCAL YEAR 2007 AND FUNDING AUGMENTATION FOR TRAVELERS AID

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2006.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2006. Staff have determined that with one exception, Meadowview Community Action, Inc. (MCA), CSBG program operators have been performing satisfactorily with many exceeding outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some recommended program operators to perform below prescribed service and expenditure levels have been evaluated and corrective actions taken where appropriate.

Staff recommends extending all CSBG delegate agreements, with the exception of MCA, for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts and maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in Fiscal Year 2006, \$30,000.

With the potential loss of services to the Meadowview community as a result of the termination of MCA's CSBG subcontract, staff recommends that Travelers Aid receive an augmentation of \$32,000 to provide emergency food and utility assistance to the residents of the Meadowview community to ensure a continuation of services. Travelers Aid is located in the same office complex as MCA and has been funded under CSBG to provide emergency housing services for over 20 years.

The SETA Governing Board will consider this item at its December 7, 2006 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term
2. Maintain Daren Maeda as a SETA consultant for an additional year; and
3. Augment Travelers Aid for an additional \$32,000 for the 2007 program year.

ITEM V- A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM MONITORING REPORTS

BACKGROUND:

Attached for your information are monitoring reports for the Fiscal Year 2006 Community Services Block Grant program operators.

Staff will be available to answer questions.

ITEM V-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM PERFORMANCE REPORT

BACKGROUND:

Attached for your information is the CSBG program operator service provision report that describes actual services provided and the number of clients served by CSBG program operators compared to their planned, contracted goals for the period of January 1 through September 30, 2006.

Staff will be available to answer questions.

ITEM V-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT YEAR TO DATE EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the latest Community Services Block Grant fiscal report for the period July and August, 2006. The report also includes year-to-date expenditures through September 30, 2006.

Staff will be available to answer questions.

ITEM V-D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr Bruce Wagstaff **DATE:** September 5, 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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
<i>WIA-Title I</i>	<i>One-Stop(Adult)</i>	<i>\$ 80,000</i>	<i>7/1/05-06/30/06</i>	<i>7/1/05-06/30/06</i>
WIA-Title I	One-Stop(D. W.)	25,000	7/1/05-06/30/06	7/1/05-06/30/06
DHA	One-Stop Svcs	346,998	7/1/05-06/30/06	7/1/05-06/30/06
CSBG	Family Self-Sufficiency	26,000	1/1/06-12/31/06	1/1/06-06/30/06

Monitoring Purpose: Initial X (CSBG) Follow-Up Final X (WIA/DHA)
 Date of review: 8/9/06 & 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 June 30, 2006 for the WIA and from January 1, 2006 to June 30, 2006 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 VI - 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.