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**KATHY KOSSICK**  
Executive Director

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## SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

**DATE:** Wednesday, May 30, 2007

**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](http://www.seta.net).

### AGENDA

- I. Call to Order/Roll Call
- II. Consent Item
  - A. Approval of Minutes of the May 9, 2007 Regular Meeting
- III. Action Item
  - A. Approval of the 2008/2009 Community Services Block Grant Community Action Plan

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

**IV. Information Item**

- A. Community Services Block Grant Fiscal Monitoring Reports
  - La Familia Counseling Center

**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 24, 2007**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 9, 2007 MEETING

BACKGROUND:

Attached are the minutes of the May 9, 2007 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 9, 2007  
10:00 a.m.

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

Ms. Elizabeth Mitchell called the meeting to order at 10:00 a.m.

**Members Present:**

Starine Reese, United Way  
John Healey, California Emergency Food Link  
Lynn Avery, Sacramento County Adult and Aging Commission  
Ronald Montez, Head Start Policy Council  
Dana Mitchell, Human Rights/Fair Housing Commission  
Mary Benson, Child Action, Inc.  
Rosalind Garner, Alternate, County Department of Health and Human Services  
Elizabeth Mitchell, Rio Linda School District  
Denise Nelson, Head Start Policy Council

**Members Absent:**

Bert Bettis, County Department of Health and Human Services  
Nina Nelson, Sacramento City/County Hunger Commission

**II. Consent Item**

A. Approval of Minutes of the April 11, 2007 Regular Meeting

Minutes were reviewed. Ms. Garner asked that the spelling of her name be corrected in the minutes.

Moved/Benson, second/Montez, to approve the minutes as distributed.  
Voice Vote: Unanimous

**III. Action Item: None.**

**IV. Information Item**

A. Community Services Block Grant Fiscal Monitoring Reports: No comments.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Sherwood Green stated that May is Community Action Month. May is also Older American's month, mental health awareness month,

and Foster Youth Month. Mr. Healey reminded people of the postal service food drive this-coming weekend.

C. Members of the Board: No comments.

D. Public: No comments.

**VI. Public Hearing for the 2008-2009 Community Action Plan**

Ms. Mitchell reported that the Community Action Plan will be developed by utilizing the public testimony received at this meeting. Paratransit spoke last month and stated that they are having an increased need for training non-English speaking clients. The number of senior citizens will be increasing and about half will be living in poverty. This is the type of testimony needed for the Community Action Plan. The RFP will be released in the summer and that is when funding hearings will be held.

Ms. Mitchell opened the public hearing and asked those speaking before the board to hold their comments to three minutes.

1. **Suzanne Hammer, Department of Human Assistance:** She reported meeting with people that were homeless or formerly homeless. There is a large need for low income and affordable housing, as well as housing for people that are chronically homeless and with families. Recently the Board of Supervisors passed a resolution with a 10-year plan to deal with homelessness. There is a need for programs that help people to stay clean and sober, and offer mental health services for those over 21 years of age. Also needed is transportation, child care, health care, and youth outreach programs. These services help people from becoming homeless. She spoke of a video that was done in January giving demographics on the homeless population. On any given day, there are 2400 homeless people men, women, and children in Sacramento County.

Ms. Garner inquired how they define homeless. Ms. Hammer replied that it depends on the funding source. HUD has a very strict definition of homelessness and considers people to be homeless if they are living on the streets, sleeping in their car, or in shelters. Other programs have a more lax definition of homelessness.

Ms. Benson reported that Child Action maintains a centralized eligibility list for possible child care services. There are 200 subsidized child care services in the area.

2. **Melissa Ortiz-Gray, Sacramento Hunger Coalition:** She referred to the 2003 Hunger Hits Home publication and how severe hunger is in the area. Mr. Healey expressed how frustrating it is to keep working on a problem and never getting it fixed. The food banks are considered to be the experts and they are over maximized. The identification of people needing help is not the same

across the board. There are hungry people every day that are forced to make poor food choices which results in increasing obesity. The hunger issue is more than just people needing food. It is extremely difficult to stretch a month of food stamps to an entire month. People have to be extremely creative and knowledgeable to be able to stretch the food. The Sacramento Hunger Coalition is located downtown and works with the various food banks. They have members including SETA, county agencies, community representatives and other groups that make up the 35 members of the hunger coalition.

Ms. Garner spoke of the increasing number of people reverting to dumpster diving and picking fruit off of trees. There is a need to get the food to people that need it the most. Agriculture Extension program used to teach people how to cook. Ms. Ortiz-Gray stated they are also working to teach people how to do edible landscaping.

3. **Barbara Lehman, Human Rights/Fair Housing Commission:** Ms. Lehman distributed information on foreclosures and the problem of subprime loans. One of the highest percentages of subprime loans is in Sacramento County. Often when you get a subprime loan it is because your FICO score is not high enough. If you get a subprime, it costs \$8,000 to \$22,000 to buyout the subprime loan. With all subprime loans, there is a 3-5 year buyout and there is a penalty for getting rid of the subprime loan. Governor Schwarzenegger is trying to establish a rescue fund. There is a need to regulate mortgage lenders. She spoke of her hope for the federal government to backfill the subprime loans; this is not very likely to happen. There are more foreclosures than divorces in the United States. The federal dollars are often matched with state or local grants. If you are in foreclosure or in default, you are not going to pay housing tax. That reduces the amount of funds available to city and county revenues.

The Human Rights/Fair Housing Commission is hoping that the governor will find money for the rescue fund which would keep people out of foreclosure. She stated that reverse mortgages are bad. While in some instances, these are a godsend for people, there are a lot of unscrupulous people targeting those who are close to default and are urging them to do reverse mortgages.

SHRA has a first-time home buyer programs. Their limitations is that they are getting the money from the federal government and the rules are set by the federal government. In Elk Grove, there are 1500 homes vacant, in default or going into foreclosure. She spoke of unscrupulous realtors that rent out homes to multiple families. The Sacramento County District Attorney has a unit dealing with this increasing problem.

4. **Oralia Bermudes, La Familia Counseling Center:** Ms. Bermudez mentioned that there are Birth and Beyond sites that provide nutrition classes for the community. She suggested visiting their web site. [www.birth-beyond.com](http://www.birth-beyond.com) for a list of classes available locally. Ms. Bermudez stated there is a continuing need for intervention services for at-risk youth in Sacramento County. She referenced the 2006 Children's Report Card for Sacramento County, available at 909 – 12<sup>th</sup>

Street. La Familia provides services to children and families in Sacramento County. There is a great need for services for at-risk youth.

5. **Daren Maeda, Linking through Education:** This program is working with foster youth and at-risk youth to get them into college. They are making the jump into local community and state colleges to become self-sufficient. Mr. Maeda introduced Karie and Manuel two former foster youth. Karie spoke of going to college, and as student advocates, they pursue college to assist kids to succeed. They are the bridge and provide help and self-esteem to other youth. As mentors they assist others in receiving services to help them become self-sufficient. There will be bumps in the road but they will provide help for the kids. There is a need for more student advocates. Having kids available to talk with other kids really helps. Manuel reported that a lot of youth lack confidence and through Karie and himself, at-risk youth they see themselves as confident.

Ms. Sherwood Green reported that Karie and Manuel were able to be hired due to the acquisition of a CSBG discretionary grant.

6. **Ruby Barksdale, Mather Community Campus, student:** Ms. Barksdale reported that she has interviewed a lot of homeless women and she found out that it is hard for a lot of the women that have chemical dependence and AOD issues to get the most out of their assessments. In the assessments, participants are not always forthcoming with all the facts and don't always get the service referrals that they need. She goes out to work with the women to assist them and encourage them to tell the truth during their assessments. In addition, some women that have been in Section 8 housing had no idea how to maintain regular housing. Pre-counseling needs to be implemented for people in Section 8 and transitional programs. There are women going through the shelter that have been assessed, didn't speak the truth and were not able to get the correct type of services.

6. **Beth Maerten, Department of Human Assistance, program manager at Community Campus.** This program houses up to 320 women, children and families. The focus of this program is job training and employment and they are in partnership with one of the SETA One Stop Career Centers located at Mather Community Campus. CSBG funds are used for employment services. They track people coming in and going out of the program. She reported recently that of the last group entering the program, three people were employed but that 83 participants leaving people were employed. Average income tripled with outgoing people. If people can become employed and have a regular income, other issues dissipate. They are seeing more and more people with significant mental health issues.

7. **Darwin Gross, Mather Community Campus.** Mr. Gross expressed a need for dental help. Many homeless people have very poor dental hygiene. The money that they are receiving is not enough to assist people transitioning into society. He is ready to move into the family section with his daughter and ready to

graduate. Having assistance to have dental problems fixed would greatly help his ability to be gainfully employed.

8. **Tracie Rice, formerly homeless:** Ms. Rice is now living at the YWCA. She stated that a lot of people in the homeless camps lose their identification when rangers clear out camps. She asked if there was a way to ask the rangers to take the property to Loaves and Fishes or some other place so people do not lose their IDs. It is really important for homeless people to keep their IDs.

Ms. Mitchell stated that this sounds like it is a law enforcement issue, not a SETA issue. Mr. Bonanno stated that SETA staff has heard these comments from other clients we have served. SETA has a CSBG-funded partner, specifically Francis House, which will assist people who have lost their ID, to get them again. As far as law enforcement agencies, staff will look at this in the future.

Mr. Healey asked if it would be appropriate for a letter be sent to the police department from the CAB board to ask that they modify their procedures and make an effort to look for IDs when clearing out homeless camps and try to take them to Francis House or Loaves and Fishes.

9. **David Mandel, Sacramento Senior Legal Services:** Mr. Mandel reported that they deal with issues such as predatory lending, elder abuse, food stamps, and have recently become certified HUD housing counselors. The small amount of funding they receive through CSBG assists them in providing services to seniors in need. They are now the organization of legal services for seniors in Sacramento County. They do a lot of preventive education in the county in addition to home visits when necessary. The biggest problems are financial abuse, and the constant demand for services seniors need when taking care of grandchildren. Seniors are the least likely to get food stamps although they are eligible.

Ms. Mitchell reminded the audience that the CAB will have a special meeting on Wednesday, May 30, 10:00 a.m. This is when the Community Action Plan will be reviewed and a recommendation made to be sent to the SETA Governing Board. Ms. Cindy Sherwood-Green stated that this will be a public hearing but it should be a fairly short meeting. The draft plan will be available five days before the May 30 meeting. This document is used to plan the services for the next two years. Mr. Bonanno will be preparing a list of priorities and suggestions based on the testimony received during the public hearings.

- VII. **Adjournment:** Meeting adjourned at 11:37 a.m.

### ITEM III – A - ACTION

#### APPROVAL OF THE 2008/2009 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

##### BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2006/07 Community Services Block Grant Community Action Plan. A locally determined plan for the use of Community Services Block Grant funds is a requirement for funding by the State Department of Community Services and Development (CSD). This two-year draft Community Action Plan represents SETA's intended use of the Community Services Block Grant for the period of January 1, 2008 through December 31, 2009. Our contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2008 is not known at this time. Copies of the draft Community Action Plan have been made available to the public for their comments.

The draft Community Action Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, an analysis of the latest available demographic data and studies, the latest reports on the 2000 census, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

As we plan for the year 2008, the goal of self-sufficiency is the expected outcome of the programs administered by SETA, funded by the Community Services Block Grant, Workforce Investment Act, Job Training Partnership Act, Refugee Employment Social Services, and the Targeted Assistance program for refugees.

For the year 2008, SETA continues to plan its focus its Community Services Block Grant services on frail, homebound elderly, the disabled, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, and other low-income families with an emphasis on neighborhood-based programs which promote self-sufficiency. Activities planned include Safety-net or one-time emergency services and outcome-based services designed to move clients toward self-sufficiency. CSBG services will continue to be linked to the One-Stop Career Centers and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

The Community Action Plan will be considered by the SETA Governing Board for final approval on June 7, 2007.

##### RECOMMENDATION:

Review and approve the 2008/09 Community Services Block Grant Community Action Plan.

ITEM IV-A – 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:** Anita Barnes **DATE:** May 4, 2007  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	YY	\$ 181,770	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OY	\$ 148,318	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OSS/Adult	\$ 175,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OSS/DW	\$ 40,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OJT	\$ 175,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA/DHA	OJT	\$ 30,400	7/1/05-6/30/06	7/1/05-6/30/06
CSBG	FSS	\$ 60,250	1/1/06-12/31/06	1/1/06-12/31/06

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** April 17-19, 2007

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
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 Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator:** La Familia Counseling Center

**Findings and General Observations:**

The total costs as reported to SETA for WIA and CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

It is SETA's observation the tracking of participant supportive services is adequate; however, the retrieval of the information is cumbersome. As per our conversation, consider including the client's name under document description of the general ledger.

**Recommendations for Corrective Action:**

There are no findings for corrective action in this fiscal monitoring visit.

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.