



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Councilmember
City of Sacramento

DON NOTTOLI

Board of Supervisors
County of Sacramento

BONNIE PANNELL

Councilmember
City of Sacramento

SOPHIA SCHERMAN

Public Representative

JIMMIE YEE

Board of Supervisors
County of Sacramento

KATHY KOSSICK

Executive Director

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Website: <http://www.seta.net>

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, April 8, 2009

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 March 11, 2009 Meeting
- III. **Action Item**
 - A. Election of Secretary/Treasurer
- IV. **Information Item**
 - A. Community Services Block Grant Fiscal Report

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

V. Reports to the Board

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

VI. Public Hearing for the 2010-2011 Community Action Plan

VII. Adjournment

DISTRIBUTION DATE: TUESDAY, MARCH 31, 2009

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MARCH 11, 2009 MEETING

BACKGROUND:

Attached are the minutes of the March 11, 2009 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, March 11, 2009
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Denise Nelson called the meeting to order at 10:02 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Steven Anderson, River City Community Services
Bert Bettis, County Department of Health and Human Services
Dana Mitchell, Human Rights/Fair Housing Commission
Sam Starks, SMUD
Mary Benson, Child Action, Inc.
Mary Pope, Head Start Policy Council

Members Absent:

Nina Nelson, Sacramento City/County Hunger Commission
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
Donna Mobley, Alternate, United Way
John Healey, California Emergency Food Link
Starine Reese, United Way
Beth White, Catholic Charities of Sacramento
Lynn Avery, Sacramento County Adult and Aging Commission

II. **Consent Item**

- B. Approval of Minutes of the January 14, 2009 Meeting

Minutes were reviewed; no questions or comments.

Moved/Mitchell, second/Benson, to approve the January 14 minutes.
Voice Vote: Unanimous approval

III. **Action Item**

- A. Election of Officers

Former Vice Chair, Ms. Kathy Ruiz, was on the board and recently replaced by Mary Pope in 2009.

Ms. Mary Benson nominated herself for Vice Chair of the CAB. Ms. Sherwood-Green stated that Ms. Benson currently occupies the Secretary/Treasurer

position. If she gets is elected, election for Secretary/Treasurer will be held in April.

Moved/Mitchell, second/Anderson to close nominations.
Motion passed.

Unanimous show of hands to approve Mary Benson as Vice Chair.

IV. Discussion/Information Item

A. Use of Community Services Block Grant Stimulus Funding

Ms. Cindy Sherwood-Green said that the American Recovery and Reinvestment Act (ARRA) was approved last month. It is expected that between \$2-2.5 million in CSBG stimulus funding will be allocated to SETA and it must be spent within a two-year period. Services funded by the ARRA need to be emergency in nature but must also be used to create jobs. SETA has planned to use the funding to assist job seekers at career centers to find jobs and provide support services to maintain their jobs.

States may have the ability to serve people who are at 200% of the federal poverty income guidelines. SETA is hoping to provide additional funding to existing CSBG program operators. Ms. Sherwood-Green surveyed all 22 providers and received 13 responses, a list of which is included in the board packet. The list indicates the increase in the numbers of clients and services anticipated as a result of the economic downturn and the costs projected to serve additional clients.

There will be two hearings, one in April and one in May, which will provide input for the Community Action Plan. The Request for Proposals will be developed from the CAP and released in August. The stimulus funds will enable us to possibly add service providers for the 2010 program year. SETA has not yet received guidance from the state on the administration of the stimulus funds.

Ms. Mitchell asked whether we will be given guidance or do we pick or choose programs. Ms. Sonja Britt from the State Department of Community Services and Development was introduced. Ms. Britt stated that the CAB will have discretion regarding the selection of programs.

In response to a question from Ms. Bettis, Ms. Robin Purdy stated that there is funding nationally to serve older dislocated workers. SETA will be trying to link with older dislocated workers to provide support services.

Mr. Starks inquired whether there would be any money for follow up reports and/or monitoring. Ms. Sherwood-Green stated that it is already part of how we administer the CSBG program.

Ms. Sherwood-Green stated that it is SETA's plan to provide services to seniors losing their homes and may expand the Department of Human Assistance's senior companion program with the stimulus funding.

- B. Community Services Block Grant Fiscal Monitoring Reports: No questions.
- C. 2008 Community Services Block Grant Information System Survey: No questions.
- D. 2010/2011 Community Services Block Grant Planning Calendar

Ms. Sherwood-Green stated that the calendar is used to develop the community action plan. A public notice will be placed in local newspapers to inform the public of the public hearings.

V. Reports to the Board

- A. Chair: Ms. Nelson reported that, prior to this meeting, she met Sandra Williams in the Business Information Center. Ms. Nelson read off a number of classes available through the BIC at free or low cost.
- B. Executive Director: Ms. Cindy Sherwood-Green formally introduced Mary Pope. Ms. Pope is new to the Policy Council member representing Elk Grove. Ms. Bert Bettis introduced herself to new members. Ms. Bettis is the division manager for Senior and Adult services for Sacramento County.
- C. Members of the Board: Mr. Starks stated that SMUD is looking at restructuring which may affect some residents. In April and May, SMUD will be seeking opportunities to talk with community groups. SMUD managers will speak to groups to let people know what is going on with SMUD. Mr. Starks can be contacted at 732-5131, or e-mail: sstarks@smud.org. Ms. Sherwood-Green offered for Mr. Starks to be on the CAB agenda in April or May.

Ms. Bettis spoke of the In-home Supportive Services. With the mid-year budget cuts, this program was cut by 32 people, which will impact their ability to serve the community. This will diminish the program's intake capacity and will create a waiting list. The last time this happened they incurred a waiting list of 1,000 people. There are 300-400 new people a month for intake. There will be something going out in writing about this issue.

- D. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:01 a.m.

ITEM III – A – ACTION
ELECTION OF OFFICERS

BACKGROUND:

Ms. Mary Benson was elected to the office of the Vice-Chair of the Community Action Board on March 11, 2009. Ms. Benson was previously the Secretary/Treasurer of the CAB, an office that is now vacant.

Article VI Officers of the CAB bylaws is attached.

RECOMMENDATION:

Nominate and elect a Secretary/Treasurer of the CAB.

Article VI Officers

6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chair, Vice-Chair, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

6.3 Vice Chair

The Vice Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice Chair shall perform all the duties of the Chair. The Vice Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair.

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program.

ITEM IV – A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL REPORT

BACKGROUND:

Attached for your information is the most recent CSBG Fiscal Report for the period of January – February, 2009.

Staff will be available to answer questions.

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor: Sacramento Employment & Training Agency		Contract Number: 08F-4934	Report Period: JAN-FEB 2009	Advance Request:	Adjustment ¹ <input type="checkbox"/>
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages			\$30,604.95	
2	Fringe Benefits			\$14,465.14	
3	Operating Expenses & Equipment			\$1,387.35	
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				
7	Subtotal Administrative Costs			\$ 46,457.44	
Section 20 - PROGRAM COSTS					
8	Salaries and Wages			\$50,279.97	
9	Fringe Benefits			\$24,689.18	
10	Operating Expenses & Equipment			\$9,879.90	
11	Out of State Travel				
12	Subcontractor Services			\$59,944.15	
13	Other Costs			\$21,666.62	
14	Subtotal Program Costs			\$ 166,459.82	
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?			\$ 30,604.95	
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)			\$ 212,917.26	
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment			\$	
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)			\$ 212,917.26	
CONTRACTOR'S CERTIFICATION					
I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects true, correct, and in accordance with the purpose, terms and conditions of the contract referenced above, Federal and State Regulations or other statutes.					
Authorized Person (Print Name/Title):		Signature:		Date:	
ROY KIM / FISCAL MANAGER					
CSD ACCOUNTING USE ONLY					
Payment:			PCA#:		
Approved By:			Date:		

¹ Insert only increases or decreases on each line item being revised using + or - sign.

CSBG 2009 ADMINISTRATIVE/PROGRAM COSTS		JAN-FEB 2009							
EXPENDITURES FOR PERIOD ENDED									
CONTRACT # 08F-4934									
		2007							
DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURES COMPASS	YTD EXPENDITURE	% BUDGET	FUND REMAINING		
COUNTY OF SACRAMENTO DHHS	4750328321	FSS	19,134	-	-	0.0%	19,134.00		
COUNTY OF SACRAMENTO DHA	4750328322	FSS	26,000	-	-	0.0%	26,000.00		
ELK GROVE USD	4750328323	FSS	14,250	758.00	758.00	5.3%	13,492.00		
LA FAMILIA COUNSELING	4750328324	FSS	61,444	4,552.35	4,552.35	7.4%	56,891.65		
LEGAL SERVICES OF NORTHERN CA	4750328325	FSS	20,000	-	-	0.0%	20,000.00		
MY SISTER'S HOUSE	4750328326	FSS	32,750	-	-	0.0%	32,750.00		
PARATRANSIT	4750328327	FSS	34,000	4,834.80	4,834.80	14.2%	29,165.20		
SACTO. AREA EMERGENCY HOUSING	4750328328	FSS	59,650	5,109.99	5,109.99	8.6%	54,540.01		
VISIONS UNLIMITED (SENIORS)	4750328329	FSS	55,000	4,231.00	4,231.00	7.7%	50,769.00		
WAKING THE VILLAGE	4750328330	FSS	36,400	6,724.05	6,724.05	18.5%	29,675.95		
WIND YOUTH SERVICES	4750328331	FSS	38,722	3,227.00	3,227.00	8.3%	35,495.00		
FRANCIS HOUSE OF SACRAMENTO	4750328341	SN	65,000	5,416.74	5,416.74	8.3%	59,583.26		
GREATER SACRAMENTO URBAN LEA	4750328342	SN	20,000	-	-	0.0%	20,000.00		
FOLSOM CORDOVA COMM PARTNER	4750328343	SN	21,500	-	-	0.0%	21,500.00		
HOUSING NOW	4750328344	SN	20,000	4,781.00	4,781.00	23.9%	15,219.00		
LEGAL SERVICES OF NORTHERN CA	4750328345	SN	20,000	-	-	0.0%	20,000.00		
SACTO. AREA EMERGENCY HOUSING	4750328346	SN	12,550	950.00	950.00	7.6%	11,600.00		
SALVATION ARMY	4750328347	SN	67,000	4,386.95	4,386.95	6.5%	62,613.05		
SOUTH COUNTY SERVICES	4750328348	SN	60,000	4,939.10	4,939.10	8.2%	55,060.90		
TRAVELERS AID	4750328349	SN	69,000	5,896.13	5,896.13	8.5%	63,103.87		
VOLUNTARY LEGAL SERV OF NORTH	4750328350	SN	25,000	2,254.04	2,254.04	9.0%	22,745.96		
WIND YOUTH SERVICES	4750328351	SN	22,600	1,883.00	1,883.00	8.3%	20,717.00		
TOTAL DELEGATE AGENCY			800,000	59,944	59,944	7.5%	740,055.85		
TOTAL PROGRAM			585,690	106,516	106,515.67	18.2%	479,174.33		
TOTAL ADMIN			101,987	46,457	46,457.44	45.6%	55,529.56		
GRAND TOTAL			1,487,677	212,917	212,917.26	14.3%	1,274,759.74		

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.