



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Executive Director

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 10, 2011

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 31, 2011 Meeting

III. Action Item

A. Approval of the Community Services Block Grant Request for Proposals for the 2012 Program Year

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

IV. Information Items

- A. Community Services Block Grant Fiscal Monitoring Reports
 - ✓ Department of Human Assistance, County of Sacramento
 - ✓ Visions Unlimited, Inc.
 - ✓ Waking the Village (Tubman House)
- B. Community Services Block Grant Expenditure Reports

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, AUGUST 2, 2011

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 31, 2011 MEETING

BACKGROUND:

Attached are the minutes of the May 31, 2011 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD
Minutes/Synopsis

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

Wednesday, May 31, 2011
10:00 a.m.

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

Members Present:

Denise Nelson, Head Start Policy Council
Tom Bennett, United Way
Darby Patterson, Sacramento County Adult and Aging Commission
Lisa Daniels, Head Start Policy Council
Mary Benson, Child Action, Inc.
John Healey, California Emergency Food Link
Dana Mitchell, Human Rights/Fair Housing Commission
Alan Lange, Sacramento Hunger Coalition
Sam Starks, SMUD
Marshall Graves, Alternate, Sacramento Food Bank & Family Services

Members Absent:

Blake Young, Sacramento Food Bank & Family Services (Alternate Present)
Beth White, Catholic Charities of Sacramento
Bert Bettis, Sacramento County Department of Health and Human Services

Mr. Tom Bennett was welcomed to the board. Mr. Bennett represents United Way.

II. Consent Item

A. Approval of Minutes of the May 11, 2011 Regular Meeting

The minutes were reviewed; no questions or corrections.

Moved/Patterson, second/Mitchell, to approve the May 11, 2011 minutes.

Voice Vote: Unanimous approval.

III. Action Item

A. Approval of the 2012-2013 Community Services Block Grant Community Action Plan

Ms. Cindy Sherwood-Green stated that the Agency is required to conduct a complete community needs assessment and determine the intended use of CSBG funds. The plan includes a community information profile that has been

updated including extensive use of the American Community Survey. Two public hearings were held to collect testimony. The community continues to suffer immensely from the economic downturn.

Based upon the needs assessment, CSBG services will be prioritized for the following target groups:

- Low-Income families, including victims of domestic violence, immigrants, ex-offenders, single parents.
- Youth, including emancipating foster youth, probationary youth, homeless youth, teen parents, and youth at risk of gang involvement, dropping out of school and truancy.
- Seniors.
- Homeless individuals and families.

Ms. Sherwood-Green recognized Mr. Victor Bonanno and Ms. Pam Moore for their work on the plan.

The report begins with an overall poverty abstract for the county. Staff looked at data for the county from two years ago and ten years ago. The information is gleaned from the 2009 American Community Survey. Between 2007 and 2009, there was a large jump in poverty. Over 87,000 individuals have incomes of less than 50% of the federal poverty income guidelines and are living in extreme poverty. In the two year period, an additional 22,000 individuals moved to the lowest level of poverty.

In almost every instance, foster youth in Sacramento County did not do as well as did foster youth in the rest of the state.

Youth crime has gone down, although 70% of youth arrested are re-arrested within a two-year period. Sixty-one percent of teen mothers live within 12 ZIP codes.

There is a slight rise in the poverty rate for disabled people in the community.

At food closets, there are more families with children and more seniors than ever before. More seniors are also presenting themselves as homeless. More homeless families that go to shelters will bring their teens to WIND youth shelter for services.

The largest increase in the number of persons in poverty for any group was for employed persons. The implications are that more people are working part-time jobs or have had their work hours cut.

Ms. Patterson stated that in light of the serious economic problems, there will be many issues with the baby boomers and poverty.

Mr. Lange stated that this type of report needs to be shared with people in our own networks. There is a lot of information about the community, especially what has occurred over the past couple of years. Board members should take an active role to make sure this information is distributed to the public.

Mr. Lange asked what can the CAB as a board do to help out. There are a lot of populations discussed and it is almost overwhelming. Mr. Lange suggested perhaps the board could spend some time looking through the information and prioritize. The money may be going out to too many groups and not focused enough.

The issue of coordination and what can be done was frequently raised. This board is already doing a lot of coordination. Perhaps the board needs to work with other funders on how to address the issues, so that there is not a patchwork mix of program operators not working together. He would like population-based data to see outcomes to track over time to see funding influences on the targeted populations.

Ms. Sherwood-Green stated that there is an opportunity for the board to set priorities before the RFP goes out. Staff is expecting a slight decrease in funding.

Mr. Lange stated that he would definitely like to be involved. Ms. Sherwood Green stated that the CAB bylaws provide for committees. Ms. Purdy stated that the CAB chair has the authority to select committee members. The report of the subcommittee would then be presented to the full CAB for consideration.

Committee Members to review priorities include: Ms. Patterson, Mr. Lange, and Mr. Bennett.

Mr. Lange stated that the subcommittee would consider: 1) prioritization of funding, either by population or geography, to gear it towards the RFP; 2) develop population-based outcome measures to see that there is an impact on the community, which will allow for informed decision making; 3) strategizing on how to best coordinate with other government-funded entities. Funding needs to be done in a more coordinated fashion with less redundancy.

Mr. Starks recommends that staff answer some of these questions and present the report to the Board. Ms. Mitchell agreed to wait for the staff report.

Ms. Sherwood-Green stated that outcome statistics generally are not collected in safety net funding. About 60% of CSBG funds went to safety net services.

Providers were not required to follow up on the services provided in that category.

Mr. Lange stated that there will be some massive cuts in safety net funding. The board needs to look at different models for safety net programs. The Board needs to figure out how to better coordinate and work together.

Ms. Sherwood-Green stated that there is a lot of coordination that staff works on regarding the leveraging of program funds. All of the SETA funds (CSBG, WIA, Head Start) as well as community sources are coordinated. The applicants are required to describe their coordination and leverage of funds.

Ms. Mitchell agreed that programs need to be urged to be more efficient and work together. Perhaps the subcommittee could develop a directive on how the current process can be changed to make services available based on a priority of need.

Moved/Mitchell, second/Benson, to approve the 2012/13 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

IV. Information Items

A. Presentation on Healthy City Research Tool

Mr. Alan Lange, Community Services Planning Council, presented a research tool called "Healthy City." It is a free tool available to anyone with web access, and it brings together resource information, community indicator information, mapping capabilities, and information sharing tools on a single platform to make it easier for residents, planners, policy makers, and others to understand their communities and develop policy and program ideas.

The information can be found at: www.Healthycity.org/region/sac

The tool draws information from 2-1-1 Sacramento information. It is an intuitive, user friendly site.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: No report.

C. Program Manager: Ms. Sherwood-Green stated that the next CAB meeting is scheduled for August 10. The Request for Proposals will be presented to the

board for consideration. In July, the adhoc committee will report out. The Plan will go to the SETA Governing Board on June 2 for approval.

- D. Members of the Board: Ms. Dana Mitchell stated that at the last meeting, a representative from the Legal Services of Northern California spoke of funding cuts to their Hot Line, she is the rep for the Regional Fair Employment Commissions for services to senior housing needs. It turns out that this commission is already working with the Legal Services of Northern California staff; their interns are working with the Commission's office.
- E. Public: No comments.
- V. **Adjournment**: The meeting was adjourned at 11:07 a.m.

ITEM III-A – ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR THE 2012 PROGRAM YEAR

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California Department of Community Services and Development (CSD) that relies on public testimony about unmet community needs.

On June 2, 2011, the SETA Governing Board approved the 2012/2013 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2012 program year is not known. For planning purposes, SETA has included in the RFP an available amount that is based on fifty percent of the 2011 allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The available funding for the 2012 CSBG RFP is as follows:

1. Sixty percent (60%), or \$480,000, for Safety-Net Services, one-time or limited services to families who find themselves in a crisis situation.
2. Forty percent (40%), or \$320,000, for Family Self Sufficiency services, which are comprehensive, case-managed services for families.

SETA will target the most vulnerable populations in Sacramento County. For the 2012 program year, groups that will receive priority for services include low-income families, at-risk youth, homebound seniors, the disabled, and homeless individuals and families, including homeless youth.

The process and criteria for selecting delegate agencies to implement services and activities of SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2012 Fiscal Year that has been sent under separate cover.

The SETA Governing Board will consider approval of the CSBG RFP at its September 1, 2011 meeting.

RECOMMENDATION:

Approve the CSBG Request for Proposals for the 2012 Fiscal Year.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
COMMUNITY SERVICES BLOCK GRANT

FUNDING CALENDAR

Fiscal Year 2012

<u>DATE</u>	<u>EVENT</u>
Friday, September 2, 2011 1:00 P.M.	Issuance of Request for Proposals Sacramento Employment and Training Agency 925 Del Paso Boulevard, Suite 100 Sacramento, CA 95815
Monday, September 12, 2011 10:00 A.M. - 12:00 P.M.	<u>Offeror's Conference</u> SETA Board Room
Wednesday, September 21, 2011 4:00 P.M.	Pre-qualification requirements submission deadline
Thursday, October 6, 2011 4:30 P.M. Deadline	<u>PROPOSALS DUE BY 4:30 P.M.</u>
Thursday, November 10, 2011 3:30 P.M.	Staff Recommendations Released Copies will be available on the SETA website www.seta.net and at the SETA receptionist desk, 925 Del Paso Blvd., Suite 100, Sacramento, CA
Wednesday, November 16, 2011 10:00 A.M. - 3:00 P.M.	Special Community Action Board (CAB) meeting for the development and approval of FY 2010 CSBG funding recommendations.
Wednesday, November 23, 2011 4:30 P.M. Deadline	Written protest submission deadline
Thursday, December 1, 2011 10:00 A.M.	SETA Governing Board Meeting Final funding decisions made on Community Services Block Grant applications
January 1, 2012	FY 2012 CSBG Program Start Date

**PLEASE NOTE THAT ALL MEETINGS WILL TAKE PLACE AT THE SETA BOARD
ROOM, 925 DEL PASO BOULEVARD, SUITE 100, SACRAMENTO, CA 95815**

ITEM IV-A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Paul Lake **DATE: June 14, 2011**
FROM: Greg P. Tayros, SETA Fiscal Monitor
**RE: On-Site Fiscal Monitoring of Department of Human Assistance,
 County of Sacramento**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 258,000	7/1/10-06/30/11	7/1/10-03/31/11
CSBG	Family Self-Sufficiency	26,000	1/1/11-12/31/11	1/1/11-03/31/11
CSBG	Family Self-Sufficiency	26,000	1/1/10-12/31/10	1/1/10-12/31/10

Monitoring Purpose: Initial ___X Final_X (CSBG-2010)
Date of review: 5/4/11 and 5/19/11

	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
County of Sacramento

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2010 to March 31, 2011 for WIA, January 1, 2011 to March 31, 2011 for the 2011 CSBG and from January 1, 2010 to December 31, 2010 for the 2010 CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** June 21, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG – Seniors	Family Self-Sufficiency	\$50,000	1/1/10-12/31/10	1/1/10-12/31/10
CSBG – Seniors	Family Self-Sufficiency	\$50,000	1/1/11-12/31/11	1/1/11-5/31/11

Monitoring Purpose: Initial Follow-up Special Final
Date of review: June 14, 2011

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

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG program from January 1, 2010 to May 31, 2011. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** June 13, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Waking the Village (Tubman House)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 36,400	1/1/09-12/31/09	1/1/09-12/31/09
CSBG	ARRA/FSS	\$ 16,560	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	FSS	\$ 37,000	1/1/10-12/31/10	1/1/10-12/31/10
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				
CSBG	FSS	\$ 37,000	1/1/11-12/31/11	1/1/11-3/31/11
Monitoring Purpose: Initial <u>X</u> Follow-Up ___ Special ___ Final ___				

Date of review: April 21, 2011

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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		

Memorandum
Fiscal Monitoring Findings
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Program Operator: Waking the Village (Tubman House)

Findings and General Observations:

The total costs as reported to SETA for 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.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV – B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the most recent Community Services Block Grant Expenditure report.

Staff will be available to answer questions.

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

C. PROGRAM MANAGER'S REPORT

This item is set aside to allow Cindy Sherwood-Green, program manager, to provide an update on additional information relevant to the Community Action Board.

D. 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.

E. 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.