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Agency

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, May 11, 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

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- II. Consent Item**
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“Preparing People for Success: in School, in Work, in Life”

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

V. Public Hearing for the 2012 – 2013 Community Action Plan

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 4, 2011

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 13, 2011 MEETING

BACKGROUND:

Attached are the minutes of the April 13, 2011 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, April 13, 2011
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
Darby Patterson, Sacramento County Adult and Aging Commission
Patrice Hill, Head Start Policy Council
Starine Reese, United Way
Mary Benson, Child Action, Inc.
Beth White, Catholic Charities of Sacramento
Dana Mitchell, Human Rights/Fair Housing Commission
Alan Lange, Sacramento Hunger Coalition
John Healey, California Emergency Food Link
Sam Starks, SMUD
Bert Bettis, Sacramento County Department of Health and Human Services
Blake Young, Sacramento Food Bank & Family Services

➤ Introduction of New Board Member: Ms. Lisa Daniels, representing the Head Start Policy Council, was welcomed to the board.

II. Consent Item

A. Approval of Minutes of the October 10, 2010 Regular Meeting

There were no questions or corrections.

Moved/Benson, second/Reese, to approve the October 10 minutes as distributed.

Voice Vote: Unanimous approval.

III. Information Items

A. Submission of an Application for Community Services Block Grant Discretionary Funding

Ms. Sherwood-Green stated that this application is requesting \$100,000 funding; the award decisions will be made next week. The application will be targeting

foster youth and Head Start youth. Participants will receive incentives in the form of gift cards and cooking supplies.

Outcomes of the project include:

- Better overall physical wellness, which will be measured by weight loss and lowered blood pressure.
- Increased awareness of healthy food options, which will be measured by the number of events attended, pre and post tests, and changes in diet.
- Decreased social isolation, as measured by increased participation in project events.
- Improved mental health, which will be measured by increased self-esteem, confidence, and improved body image, as noted by follow-up case management sessions.
- Greater awareness of community resources.

Ms. Patterson inquired how the program would it be implemented? Ms. Sherwood Green stated that staff has had meetings with Linkage to Education, Head Start staff and other community groups to implement this.

Mr. Lange wanted to make sure the program is being done in the home. It is important for field trips to Farmers' Markets and cooking classes be available to make it easier for people to practice healthful eating and cooking in real world settings.

B. 2012 – 2013 Community Services Block Grant Planning Calendar

Mr. Victor Bonanno stated that today's meeting is the beginning of the planning process for the Community Action Plan. Public notices and e-mails were sent out in advance to 800 different individuals/organizations. Another mailing was done to 260 organizations and individuals that have no e-mail address. The public notice was also published in the Sacramento Bee. Today is the first public hearing and there is a second one on May 11. Staff hopes to gather information from these public hearings to target the areas and priority groups most in need of CSBG services. This will be included in the 2012-2013 Community Action Plan which will be available for public review on May 25.

On May 31, staff will bring the Community Action Plan to the CAB for review and approval. The document will then go to the SETA Governing Board for approval on June 2.

Mr. Bonanno stated that the Community Action Plan is driven by what is heard in the public hearings and testimony. Typically, when these plans are done every two years, they are reviewed and updated as things change in the community. Programs are dealing with quite a bit of the same target groups and target areas but there will be changes.

- C. Community Services Block Grant Fiscal Monitoring Report: No questions or comments.

IV. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kathy Kossick stated that the public hearings provide an opportunity for board members to hear of things they have not yet heard. Staff is not aware of what the federal allocation is just yet. Congress is working out the details; staff is hoping to know the allocation at the May meeting.
- C. Members of the Board: Ms. Patterson heard on NPR this morning that funding for Head Start will continue.
- D. Public: No comments.

V. Public Hearing for the 2012 – 2013 Community Action Plan

1. **Eileen Thomas, Executive Director, River City Food Bank:** Ms. Thomas reported that River City Food Bank had a fire in October 2010 but services are still being provided. River City Food Bank is in their 43rd year of services to Sacramento County. Anyone in Sacramento County can get food from River City Food Bank. During the first quarter of 2011, 10,000 people were provided food. If this trend continues, they will serve more than 40,000 people by the end of the year. Their staff has recognized trends showing a 26% increase of services to children, and a 56% increase in services to senior citizens. Healthy food is a primary building block of self-sufficiency.
2. **Flo Aegerter, Volunteer and recipient of services from River City Food Bank:** Ms. Aegerter stated that she has a special needs son and the food bag she receives once a month allows her to pay her utilities. She works in the back of the warehouse bagging groceries.
3. **Carl Pinkston, Project Coordinator, Robert's Family Development Center:** Robert's Family Developed launched in 2001 providing services to young people in the Del Paso Heights community. They provide services for young people, but the critical component is the fact that you cannot single out one sector of the community. In providing services to children, they provide food for the family and created partnership to provide summer youth jobs. Some of the youth were transitioned to full time jobs. For parents, they provide employment services. They also work with ex-offenders to get their records expunged. They provide assistance that affects the entire family. Mr. Pinkston urged the CAB to take a different look at services other than crisis services. At some point the board needs to look at how we turn from crisis management to fundamental transformative change. There needs to be some funding to look at strategically how to address the question of the cause of poverty. They are willing to partner with CAB/SETA on how to allocate funds into the future.

Mr. Starks asked about some of the things Robert's Family Development does regarding more systemic change. Mr. Pinkston stated that their program deals with generational issues. They take a holistic approach and the entire family has to be a part of the solution in addition to the young person being assisted. Their goal is to end the cycle of poverty and end generational poverty by providing jobs, education, and health care. Mr. Pinkston stated that moving forward, they would like funding to be geared differently. They want to partner with SETA at some point to look at things differently and attack the problems differently.

Mr. Starks stated that during an economic downturn, it is even more important for groups to work together and leverage funds. Groups have to work together to figure out prevention and then intervention. Programs have to craft a way to work with non-profits that is different; most do the same thing the same way.

Ms. Mitchell thinks that SETA-funded groups that we support (WIND, Head Start, food programs) do a fine job of stemming the tide of stress.

Ms. Sherwood-Green stated that the second meeting will be longer, at least a couple of hours. A draft Community Action Plan will have all public testimony, community assessment, any reports received in one document which will be utilized to prioritize the services. When the RFP goes out in September this will guide the board.

Ms. Reese reminded board members that Greg Bunker attended the last CAB meeting and gave testimony. She would like the board to wish his family and friends well and acknowledge that he was an advocate on behalf of the poor.

VI. Adjournment: The meeting was adjourned at 10:40 a.m.

ITEM III-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: Mrs. Pa Kou Vang **DATE:** March 18, 2011
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$84,187	10/1/09-9/30/10	10/1/09-9/30/10
TA -RESS	ERS/ORD	\$7,122	9/30/09-9/29/10	9/30/09-9/29/10
CSBG	FSS	\$19,000	1/1/10-12/31/10	1/1/10-12/31/10

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 2/1/2011

	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: Hmong Women's Heritage Association

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2009 to September 30, 2010 for the Refugee programs and from January 1, 2010 to December 31, 2010 for the CSBG program have been traced to the delegate agency 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. Victoria Jacobs **DATE:** April 7, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1/1/09-12/31/09	1/1/09-12/31/09
CSBG	FSS	\$ 20,000	1/1/09-12/31/09	1/1/08-9/30/09
CSBG	ARRA	\$ 18,200	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	ARRA	\$ 10,000	1/1/10-12/31/10	1/1/108-9/30/10
CSBG	Safety Net	\$ 20,000	1/1/10-12/31/10	1/1/10-12/31/10

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: Jan 11 & 12, 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		

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Fiscal Monitoring Findings
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Program Operator: Legal Services of Northern California

Findings and General Observations:

The total costs as reported to SETA for CSBG and ARRA 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.

Due to the limited number of staff performing accounting functions, a separation of duties can sometimes prove difficult. SETA recommends an additional level of review over the bookkeeper functions to insure good internal controls.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mrs. Eileen Thomas **DATE:** April 6, 2011
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$16,000	1/1/10-12/31/10	1/1/10-12/31/10

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 3/24/11

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	N/A			
6 Fringe Benefits	N/A			
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: River City Food Bank

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2010 to December 31, 2010 have been traced to the delegate agency 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: Victoria Jacobs **DATE:** April 7, 2011
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	ARRA/SN	\$ 8,748	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	Safety Net	\$ 25,000	1/1/09-12/31/09	1/1/09-12/31/09
CSBG	ARRA/SN	\$ 12,777	1/1/10-12/31/10	1/1/10-12/31/10
CSBG	Safety Net	\$ 25,000	1/1/10-12/31/10	1/1/10-12/31/10

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Jan. 11 & 12, 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		

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Program Operator: Voluntary Legal Services of Northern California

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 III-B – INFORMATION

PRESENTATION BY SMUD ON NEW SERVICE SWITCH PROCESS

BACKGROUND:

Over the past 18 months, SMUD has been working to develop Service Switch functionality that will enable it to perform remote reconnections and disconnections. This improvement is intended to streamline its operations and better meet its customers' needs. Starting, April 27, 2011, SMUD began the implementation of the Service Switch functionality across its service territory.

SMUD, represented by Erica Manuel, will present the changes as part of this transition and how the new functionality may impact CSBG clients.

ITEM IV - 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.