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**SPECIAL MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, May 29, 2019

**TIME:** 10:00 a.m.

**PLACE:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
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**

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**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 23, 2019**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 8, 2019 MEETING

BACKGROUND:

Attached for your review are the minutes of the May 8, 2019 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the minutes as attached.

PRESENTER: Julie Davis-Jaffe

## 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, May 8, 2019  
10:00 a.m.

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

Mr. Anthony Garcia called the meeting to order at 10:06 a.m. Ms. Lydia Scott was welcomed to the board. Ms. Scott expressed her appreciation joining the board.

##### Members Present:

Anthony Garcia, Vice Chair, Child Action, Inc.  
Yamilka Estrella, Head Start Policy Council  
Paul Stanbrough, Alternate, California Community Credit Union  
Shay Smith, Alternate, Sacramento Food Bank and Family Services  
Lydia Scott, Mutual Assistance Network  
Sam Starks, SMUD (arrived at 10:07 a.m.)

##### Members Absent:

Denise Nelson, Chair, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Genevieve Levy, Sacramento Food Bank and Family Services (alternate present)  
Donald Migge, California Community Credit Union (alternate present)  
Lisa Culp, Women's Empowerment  
Rivkah Sass, Sacramento Public Library Authority

#### II. **Consent Item**

##### A. Approval of Minutes of the April 10, 2019 Meeting

Moved/Starks, second/Stanbrough, to approve the April 10, 2019 minutes.

Roll call vote:

Aye: 6 (Garcia, Estrella, Scott, Smith, Stanbrough, Starks)

Nay: 0

Abstention: 0

Absent: (Culp, Dozier, Nelson, Sass)

#### III. **Action/Discussion Items:** None.

#### IV. **Information Items**

##### A Delegate Agency Reports – 1<sup>st</sup> Quarter: Ms. Davis-Jaffe reviewed the first quarter reports; at this time, there are no concerns. Ms. Starks asked if staff had

the ability to move funds from one agency to another if there were issues and Ms. Davis-Jaffe replied that it would be brought before the board for consideration.

- B. Fiscal Monitoring Reports: Ms. Davis-Jaffe reviewed the fiscal monitoring reports; there were no questions.

#### IV. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kathy Kossick thanked the audience members for their attendance; their input is valued and will be utilized to prepare the Community Action Plan.
- C. Program Manager: Ms. Davis-Jaffe thanked the board and reminded them that there will be a special meeting on May 29; this is the meeting where the Community Action Plan will be presented for approval.
- D. Members of the Board: No comments.
- E. Public: No comments.

#### VI. **Public Hearing for the 2020-2021 Community Action Plan**

Mr. Garcia asked members of the public to keep their comments to three minutes.

1. **Nilda Valmores, Executive Director, My Sister's House**: This organization works to assist victims of domestic violence. The workers of this group must be trained to work with these clients in a variety of ways. Ms. Valmores asked that the needs of abused women and children as well as those facing cultural barriers needs to be addressed. Assisting women at the domestic violence shelters to avoid homelessness is one of the greatest needs. My Sister's House is grateful to be a CSBG grant recipient over the past years. Ms. Valmores introduced a former client, Agnes.
2. **Agnes**, a single mother and a survivor of domestic violence, is a client of My Sister's House. Agnes said that she has experienced a wide variety of abuse over the years and is receiving help through My Sister's House. They have assisted her with transitional housing and she now has her own apartment. My Sister's House assisted her with her monthly rent. She is grateful for the funding that helps her and her daughter to thrive. Agnes urged the board to continue the funding for this program
3. **Major Martin Ross, Secretary for Sacramento Social Services & Divisional Enterprise Development, Salvation Army**: Major Ross is in charge of Sacramento social services included workforce development and capacity building. The relationship with SETA has been strong for 13 years. They are grateful for the funds received that helps with case management with PG & E, SMUD, and the emergency food programs. The CSBG funds are utilized through utility assistance, housing assistance, and emergency assistance. The

challenges are that the funding availability does not meet the need of the customers they serve.

4. **Lishia Faulkner, Family Services Manager, Salvation Army**: Ms. Faulkner has been with the Salvation Army for 12 years. She recognized Saint John's Shelter for services she received years ago. She also received services through River City Food Bank. When she visited the food bank, they treated her with respect and never judged her. Please continue funding for St. John's Shelter, River City Food Bank, and Salvation Army.
5. **Felicia Horsley, client of Salvation Army**: Ms. Horsley thanked the Salvation Army for the assistance they provided her through rental assistance. She is employed but still needed help. There are plenty of times the Salvation Army has assisted her and her son through rental assistance, utility assistance, and securing employment. Ms. Horsley thanked Sacramento Lao Family for the assistance they provided her as well.
6. **Luke Johnson, Supervisor of Employment Programs, IRC**: Mr. Johnson thanked the board for the funds to work with the refugee and immigrant community. They serve individuals through direct assistance and case management services.
7. **Arghawan Ahmadzai, Employment Specialist, IRC**: Ms. Ahmadzai said they have a lot of clients they assist through the CSBG funds. One of their clients is a single mother from Afghanistan with resettlement assistance. Her two sons have physical and mental issues and the IRS program helped to navigate the various medical programs to get her sons help. A service plan was developed to help the client with job readiness and child care. The client secured employment and is self-sufficient, and continues to study at night. Ms. Ahmadzai thanked the CSBG program and SETA for providing services to the refugee population. The services make changes and give a lot of hope to refugees.
8. **Amanda McCarthy, Executive Director, River City Food Bank**: Ms. McCarthy expressed appreciation for the funds to alleviate hunger. Food insecurity is prevalent throughout California. More than 15% of the Sacramento population is food insecure which means people have to make painful decisions between food and housing, child care, or life-saving medicine. Poverty is on the rise in Sacramento and sometimes having access to food is an issue due to lack of transportation or living in a 'food desert.' Providing food enables stability so people can find work and care for their families. Unlike traditional food banks, they deliver food where it is needed the most. More than 150,000 Sacramento County residents are served annually through two local sites.
9. **Jena Robinson, Program Manager, River City Food Bank**: Ms. Robinson said that people often come to the food bank the day after they are released from incarceration or at the last minute. They serve seniors on a fixed income, those that are working but run out of money for food, and the homeless.
10. **Veronica Williams, Intake Supervisor, Volunteers of America**: Ms. Williams spoke of the services they provide for housing and employment. They also receive funds to assist homeless veterans with assistance for deposits, child care, vehicle care, and homeless prevention assistance. VOA provides services for a number of regional counties. This has been one of the CSBG safety net

- services since 2014. The CSBG funds assist with one-night motel stays, bus passes, food, gas, rental arrears, and a variety of services.
11. **Shannon Sinclair, Volunteers of America**: Ms. Sinclair is a homeless, single parent Navy veteran. Due to a recurrence of PTSD, Ms. Sinclair “shut down” and began living in her car. The VOA provided immediate services to help her; there was no judgement and they were always available to talk. Ms. Sinclair appreciated the services provided by the CSBG funding.
  12. **Bonita Daniels, Case Management Services**: Ms. Daniels is a participant in the Folsom Cordova Community Partnership. They provided her with a variety of services including clothes, child care and job assistance. One good thing about the program is rental assistance and utility assistance. Ms. Daniels urged the continued funding for this program.
  13. **Renée John, Director of Programs, Folsom Cordova Community Partnership**: Ms. John stated that Ms. Daniels is a client that is a dream; she’s an amazing person. Ms. John appreciated the CSBG funding for family self-sufficiency and safety net services. They created a Financial Empowerment Module to assist people in building their assets and managing their money. Ms. John urged that Financial Empowerment to be considered a fundable activity. In addition, Ms. John urged funding to help people get driving lessons and car registration assistance. The Sacramento area is not a well-connected city and people need help to get where they need to go.
  14. **Peter Bell, Associate Director for Data and Compliance, WIND Youth Services**: Mr. Bell stated that CSBG funding has helped address barriers that have prevented youth from successfully exit homelessness such as transportation barriers. In addition, food insecurity is also an issue. They provide meals at their drop-in center. Through the family self-sufficiency grant, employment continues to be an issue with their young clients. Interview clothes and training are needed for some employment. This year to date, they reached 169 clients; Mr. Bell reviewed the various services that were provided.
  15. **Brenda Miranda, La Familia Counseling Center**: Project Reach provides a variety of positive alternates, counseling and supportive services for youth aged 10-21 through gang prevention and mentoring. There are many youth in the community that have been touched with their program. Project Reach helps young people with anger management and life skill training to help with life choices. They have seen some of their former clients go to college. Ms. Miranda appreciates the funding for this important program.
  16. **Paola Benitez, Client of La Familia**: Ms. Benitez was a member of Project Reach last year. Before she was enrolled in the program, she did not go to was not motivated to go to school and had a lot of anger issues. While in the program, she learned anger management, and went back to school. She learned the importance of self-care and the passion for helping and educating her community. La Familia and Project Reach helped her to make better choices. Ms. Benitez urged this program receive continued funding.
  17. **Michelle Cook, Director of Programs, Folsom Cordova Community Partnership**: Ms. Cook thanked all of the speakers for their words. Ms. Cook spoke of the safety net services provided by CSBG. A lot of good things are

being done in the Eastern part of Sacramento County. Housing and food are especially needed.

18. **Ora Jennings, Folsom Cordova Community Partnership**: Ms. Jennings moved to Rancho Cordova three years ago. She has always worked; she is from a military background and was taught not to seek handouts. But when she lost one of her jobs, she needed assistance. She is a single mother of four, rent was out of control, and she needed help. She reached out to Folsom Cordova Community Partnership. She was able to receive food, bus passes, and other services. Ms. Jennings hopes that funding could be distributed to all programs.
19. **Maria Rosales, Director, South County Services**: Ms. Rosales expressed appreciation for the funds they receive. South County Services provide the most southern and rural parts of Sacramento County. They have a satellite office in Courtland, Walnut Grove, and Isleton. In addition, they provide mobile services to trailer parks and marines in the delta loop since there is no public transportation.
20. **Sean Ellyson, Advocate for South County Services**: Mr. Ellyson lives in the delta loop and expressed appreciation for the services provided by South County Services. There is a great deal of homelessness along the river. Mr. Ellyson urged continued funding in the form of a new van for South County Services. There is so many people that need help in the rural parts of the county.
21. **Jesse Dean Rollin, client of South County Services**; Mr. Rollin found himself homeless and had no support from anyone. He was not aware of the services available until he came across South County Services. It is nice to see the government funding people that put people first. Mr. Rollin is now a manager at McDonald's and he expressed appreciation to Ms. Rosales and South County Services.

Ms. Rosales stated that in the delta loop, residents that have no transportation and need to buy food, they purchase food at liquor stores where the prices are very high. Mr. Starks asked if any of the food banks serve the south part of the county; Ms. Rosales replied that they receive food from Sacramento Food Bank and Family Services. They also have emergency food in their offices and they take those services to the satellite offices. Many people cannot drive to Isleton so South County Services staff provide mobile services there. They also provide emergency food, utility assistance, bus passes, and propane. They also have a contract with SMUD and PG & E to assist their clients.

Ms. Estrella asked about medical services. Ms. Rosales replied that for someone that lives in the delta, many times they go to San Joaquin or Yolo County. Many of the south county residents do not have the gas money to drive to Sacramento for medical services.

22. **Nakisha Barthell, Founder, Creative Expressions Academy**: This is a non-profit organization that serves at-risk youth from 10-24 years of age. They have partnered with Los Rios Community College to be able to offer their students enrollment in college and taking courses on site. They also work with Sacramento High School to start a program in the fall session to teach life skills,

designing, and photography that will allow the youth to become entrepreneurs. This academy is located at Sacramento High School. They are looking into expanding into Twin Rivers School District. They introduced students to life skills and college level curriculum to create a pathway into careers and out of poverty. Living and staying in poverty can lead to homelessness and potentially a life of domestic violence. This program will be seeking funding.

23. **Tya Dotson, Sacramento High Student, Creative Expressions**: Ms. Dotson is a 15 year-old student at Sacramento High School. She is one of the youngest leaders on her campus. She volunteers at shelters and she and her sister started their own business last summer. Ms. Dotson urged consideration of programs such as what Creative Expressions offers as a way to prevent vandalism.
24. **Amiah Dotson, Student, Creative Expressions**: Ms. Dotson asked for cooking classes, how to start your own business, and tax preparation.

Ms. Scott asked if they were aware of the youth popup programs for youth. Ms. Barthell replied that she was aware but her program helps kids prepare for college. Mr. Garcia stated that there's a beauty and spirit in our youth; we have to figure out what services they need for their future. Mr. Garcia thanked the youth for sharing their stories.

25. **Jeffrey "Mr. T" Tardaglia, Community Advocate**: Mr. "T" is a community advocate. What seems to work best is word of mouth. It seems like a lot of programs work in silos – there needs to be more cooperation and communication between programs. Mr. "T" urged e-mail address be shared so programs can communicate better. He is aware of how badly the roads in the south county are need of repair and that the Board of Supervisors is working on it. His emphasis is to find a better method of cooperation and communication.
26. **Martha Haas, Program Manager, Sacramento County Senior Volunteer Services**: Ms. Haas was impressed with all of the tremendous need and services provided in the county. Her programs the senior companion program that serves 14 clients utilizing four senior volunteers. They match low income seniors with frail, vulnerable or isolated seniors.
27. **Roseann Araza, Volunteer Program Specialist, Sacramento County Senior Volunteer Services**: Ms. Araza provided some examples of their senior matches. One 87-year-old client was a victim by a string of caregivers. Her senior companion match urged the client to report this abuse to her social worker and they were able to prevent further fraudulent acts. A 72-year old volunteer was matched with a 79-year old client with no family or caregiver. The volunteer was able to help the client with medical visits and grocery shopping. Ms. Hass thanked the board again for the funding. This is important as a safety net for vulnerable seniors.
28. **Kazoua Heu, Program Manager, Lao Family Services**: Ms. Heu stated that a lot of partners and agencies are reflective of the services they provide. What is not reflected is the number of people they have to turn away since there is limited funding. They leverage their funds with other funding sources and donations.

There is a great need for their population and they advocate on behalf of their clients and all of the programs. Ms. Heu urged the board to find additional funding to assist support those that are turned away. The success stories given today attest to the fact that the CSBG funding provide light in dark places.

29. **Tya Dotson, Sacramento High Student, Creative Expressions:** Spoke of the popup event she attended at Sam Pannell Community Center. She is going to another popup event this weekend. These will not bring all the kids spoke again and some kids will join gangs. Creative Expressions Academy will help kids reach the creative part of themselves.

Ms. Scott urged Ms. Dotson to tell her what kids want in the popup events.

30. **Arghawan Ahmadzai, Employment Specialist, IRC:** Ms. Ahmadzai thanked the CSBG program and SETA for providing services to the refugee population. The services make changes and gives a lot of hope to refugees.

Mr. Starks thanked all of the speakers providing input on the community needs. Mr. Starks said that hearing about these program may be an encourage for board members to visit the various service providers when visits are organized by Ms. Kossick.

Ms. Shay Smith expressed gratitude for the speakers and the information. She is looking forward to hearing more.

Ms. Scott stated that it was a privilege to hear the comments. She heard all of the commends and will advocate for the community members.

- VII. **Adjournment:** The meeting was adjourned at 11:51 a.m.

## ITEM III-A – ACTION

### APPROVAL OF THE 2020-2021 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

#### BACKGROUND:

Enclosed (under separate cover) for approval is the draft 2020-2021 Community Services Block Grant (CSBG) Community Action Plan. A locally determined plan for the use of CSBG funding is required by the State Department of Community Services and Development (CSD) prior to the release of funds. This two-year draft Community Action Plan presents the Community Services Block Grant service priorities for the period of January 1, 2020 through December 31, 2021; however, SETA's contract with CSD is executed on an annual basis. The current annual funding level is \$1,767,288 for calendar year 2019, but the funding level for 2020 is unknown at this time. The draft Community Action Plan has been made available for public comment on the SETA website at [www.seta.net](http://www.seta.net).

The draft Community Action Plan was developed through an extensive needs assessment process utilizing multiple information and data sources including public testimony, a community-wide survey on needs from current and past clients as well as community members, an analysis of the latest available demographic Census data and studies, a review of publications on trends and issues in Sacramento County, an evaluation of the most recently available Homeless Point-In-Time County, and other sources of information depicting the most recent conditions affecting low-income households in Sacramento County.

Based on key findings emerging during the development of the 2020-2021 Community Action Plan, SETA recommends a continued or expanded effort to stabilize in-crisis, vulnerable and homeless families for employment services they may not have been able to access on their own, to continue support services that keep homebound and disabled seniors in their housing of choice, to continue support for youth services that modify gang/pre-gang and risky/unlawful behaviors, including efforts to mitigate African American juvenile arrest rates, and maintenance of a safety net program providing vital household and family resources for working poor households facing immediate economic shortfalls and households unable to benefit from family self-sufficiency services.

A summary of the findings is attached. The Community Action Plan will be presented to the Governing Board for approval on June 6, 2019.

#### RECOMMENDATION:

Review and approve the 2020-2021 Community Services Block Grant Community Action Plan.

COMMUNITY SERVICES BLOCK GRANT  
2020-2021 DRAFT COMMUNITY ACTION PLAN (CAP)

KEY FINDINGS

The Sacramento County Needs Assessment describes the problems and causes of poverty in the SETA Community Action Area based on public testimony, community surveys, and verifiable data and information. Most of the statistical data found in the 2020-2021 CAP was drawn from the 2017 American Community Survey, a product of the U.S. Census Bureau. The profile below describes levels of poverty by demographic groups in Sacramento County.

**Poverty Rate**

The most recent data available on the American Community Survey shows a 2017 Sacramento County poverty rate of 16.7%, representing 246,203 people living in poverty. The poverty rate has dropped from 16.9% in 2015, representing a decrease of 3,770 people in poverty.

**Single Parents**

The poverty rate among single parent households was 32.9% in 2017, down from 35.3% in 2015; for single parent families headed by a female, the poverty rate fell from 45.3% to 37%. This is good news, and reflects the increasing prosperity among many subpopulations in the County; however, the rate of poverty for families headed by a single mother remains 3.5 times higher than two-parent families.

**Seniors**

Poverty among seniors remains at 10.2%, while poverty among the general population has declined slightly. From 2012 to 2017, the poverty rate rose for African American, Asian, and White seniors. While the poverty rate for people with disabilities rose for all age groups from 2012 to 2017, the greatest increase was among people over the age of 65: over 3,000 seniors with disabilities joined the ranks of those living in poverty, a 2.9% increase. This is a relatively small increase, but it comes at a time when poverty rates among most populations are decreasing.

**Youth**

At 24.2% of the population, Sacramento County's youth age 0-17 have a poverty rate of 22.6%; this is 5.9% higher than the general population. Youth age 0-5 have the highest poverty rate, which at 25.2% is 8.5% higher than the general population. At 49.9%, children in single female parent households have a particularly high rate of poverty.

The felony arrest rate for African American youth continues to be disproportionately high. However, the inclusion of all youth age 0-17 in the juvenile arrest rate, rather than limiting it to youth age 10-17, makes the comparison less stark. The felony arrest rates

remain high: for African American males, it is 132% higher than for all juvenile males; for African American females, it is 136% higher than for all juvenile females.

### **Labor Force and Unemployment Data**

The unemployment rate in Sacramento County continues to decline; in January, 2019, the rate was 4.8%. There are pockets of higher unemployment rates, such as Arden Arcade (6.5%, representing 2,900 people), Florin (6.6%, representing 1,400 people), and Galt (7.2%, representing 900 people).

### **Homelessness**

The report on Sacramento's 2019 Homeless Point-In-Time Count was not released in time to be evaluated for the Community Action Plan, resulting in use of the 2017 Homeless Count. The 2017 report documented 3,665 people lacking a fixed, regular and adequate residence over which they had some control. Other findings included an 85% increase in unsheltered homeless, and a 142% increase in chronically homeless adults, in the two years between 2015 and 2017.

### **Hunger**

The California Department of Social Services website reported that in 2016, Sacramento County had a food insecurity rate of 15.6%, representing 230,210 people. The child food insecurity rate was 20.8%, representing 75,010 children. Food insecurity is defined as a lack of consistent, reliable source of nutritious food. It is an indicator that despite the increased CalFresh participation rate (83.1% of those eligible in 2017, up from 65.8% in 2012), the need for access to food remains high.

### **CAP Target Populations**

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

- Single parent households, especially single parent female households with children age 0-5, who are seeking self-sufficiency;
- Low-income and homeless households, including victims of domestic violence, immigrants, veterans, and ex-offenders, seeking self-sufficiency;
- Youth, including emancipating foster youth, juvenile justice involved youth, homeless youth, teen parents, truant youth, and youth at risk of gang involvement or at risk of dropping out of school;
- Seniors, disabled seniors, and parenting grandparents;
- Homeless individuals and families.

ITEM IV-A - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO:** Ms. Rachel Rios **DATE:** May 6, 2019  
**FROM:** David B. Clark, 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>
WIOA	OSY	\$ 299,208	7/1/18 - 6/30/19	7/1/18 - 12/31/18
WIOA	AD/BIC	\$ 193,978	7/1/18 - 6/30/19	7/1/18 - 12/31/18
WIOA	DW/BIC	\$ 64,659	7/1/18 - 6/30/19	7/1/18 - 12/31/18
CSBG	YSS	\$ 55,000	1/1/18-12/31/18	8/1/18 - 12/31/18

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** March 26-29, 2019

	<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	X			
8	OJT Contracts/Files/Payment		NA		
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		NA		
12	Equipment Records		NA		

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**Program Operator:** La Familia Counseling Center

**Findings and General Observations:**

The total costs as reported to SETA for WIOA, and CSBG have been traced to the delegate agency records. The records 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

MEMORANDUM

**TO:** Ms. Elizabeth Hudson **DATE:** April 19, 2019  
**FROM:** Tracey Anderson, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of The Salvation Army

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$60,500	1/1/17-12/31/17	4/1/17-12/31/17
CSBG	Safety Net	\$60,500	1/1/18-12/31/18	1/1/18-12/31/18

**Monitoring Purpose:** Initial Follow-up Special Final X

**Date of review:** 3/18-3/19/19; follow-ups 4/15, 4/16, 4/17/19

	AREAS EXAMINED	COMMENTS			
		SATISFACTORY		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: The Salvation Army**

**Findings and General Observations:**

- 1) We have reviewed the CSBG, Safety Net programs from April 1, 2017 to December 31, 2018. 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:**

None

cc: Kathy Kossick  
Governing Board

## 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

This item provides an opportunity for Ms. Julie Davis-Jaffe, the CSBG program manager, to provide an oral report on issues not included in the agenda packet.

### 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.