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Employment and  
Training  
Agency

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**SPECIAL MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Thursday, April 11, 2013

**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**

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- I. Call to Order/Roll Call**
- II. Consent Item**
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- III. Information Items**
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  - B. 2014 – 2015 Community Services Block Grant Planning Calendar 9-10
  - C. Update on Pathways to Employment Discretionary Grant 11-12

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

- D. Community Services Block Grant Fiscal Monitoring Report 13-17  
✓ LaFamilia Counseling Center, Inc.  
✓ Legal Services of Northern California

**IV. Reports to the Board** 18

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

**V. Public Hearing for the 2014-2015 Community Action Plan**

**VI. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, APRIL 3, 2013**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 14, 2012 MEETING

BACKGROUND:

Attached are the minutes of the November 14, 2012 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, November 14, 2012  
10:00 a.m.

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

Ms. Mary Benson called the meeting to order at 10:02 a.m.

#### Members Present:

Debra Morrow, Sacramento County Department of Health and Human Services  
Denise Nelson, Head Start Policy Council  
Mary Benson, Child Action, Inc.  
John Healey, California Emergency Food Link  
Dana Mitchell, Human Rights/Fair Housing Commission  
Blake Young, Sacramento Food Bank & Family Services  
Alan Lange, Sacramento Hunger Coalition  
Willie Jean Peck, Head Start Policy Council  
Sam Starks, SMUD

#### Members Absent:

Tom Bennett, United Way  
Beth White, Catholic Charities of Sacramento  
Darby Patterson, Sacramento County Adult and Aging Commission

Audience members were asked to fill out a speaker card if they wished to speak on an item not on the agenda.

### **II. Consent Item**

- A. Approval of Minutes of the November 16, 2011 Meeting  
Minutes were reviewed; no questions or corrections.

Mitchell, second/Lange, to approve the minutes as distributed.  
Voice vote: Unanimous approval.

### **III. Action Item**

- A. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2013

Ms. Cindy Sherwood-Green reviewed this board item which requests approval of contract extensions for CSBG-funded program operators. In addition, Mr. Daren Maeda's contract for \$30,000 is being recommended for extension.

Mr. Lange asked if there was any additional carry over or additional funding. Ms. Sherwood-Green stated staff recommends that only South County Services be approved to carry over funding. South County Services received a one-time augmentation in August 2012 in the amount of \$89,319 with funding made available by the Department of Human Assistance one-stop share of cost. It is expected that there will be \$15,000 left over from the \$89,000 and staff is recommending that this amount be carried over into the 2013 program year.

Ms. Sherwood-Green referred to information items A and B, which are support documents to assist in the funding decision. If there are low service levels or expenditures, there are explanations. Staff recommends funding each of the program providers for an additional year at current funding amounts. Staff is also recommending \$15,000 in carryover funding for South County Services and continued funding for Daren Maeda as a SETA Consultant in the amount of \$30,000.

The SETA Governing Board will review the funding extensions at its December 6 meeting.

1. Daren Maeda: Linkage to Education helps foster and probation youth to make the transition from incarceration to college and provides provide a bridge for the kids so they do not re-offend.

Ms. Denise Nelson arrived at 10:11 a.m.

2. Kamaria Simpson, Probation Case Manager, Linkage to Education: Ms. Simpson is a mentor that makes sure the kids make better decisions. She helps with the enrollment process.
3. Mike Retzlaff: Elk Grove Food Bank is a recipient of \$20,000 grant and with that money, some extraordinary things have been done. There are 400 seniors reliant on this program for their food. They're very appreciative of the funds.
4. Carolyn Brodt, Executive Director, Sacramento Area Emergency Housing Center: Every year SAEHC serves over 800 individuals in their family shelter. Last year, 50% of their customers were placed into permanent housing.
5. Eileen Thomas, River City Food Bank: The River City Food Bank serves 55,000 people each year; she appreciates the funding so they can purchase food. The impact that food banks make is hard to measure but they are incredibly important. Ms. Thomas announced a fundraiser called Empty Bowls that will be held at the Convention Center.

6. Faith Whitmore, Executive Director, Francis House: Ms. Whitmore spoke of some former clients that worked to become employed with stable housing and then came back and cleaned the bathrooms as a way of giving back.
7. Vicki Jacobs, Managing Attorney, Voluntary Legal Services Program: Ms. Jacobs thanked the CAB for providing a very specific service. This program operates a legal clinic three days a week at the Broadway Career Center. The program assists clients to expunge some criminal background as allowable by law.
8. Elizabeth Hudson, Director, Social Services, The Salvation Army: This grant allows the Salvation Army to serve 1,500 people in their shelter and family services program. They network with many other programs.
9. Lishra Rahman, Supervisor, The Salvation Army: Ms. Rahman is now a supervisor of the Salvation Army family services and transitional program. She is a CalWORKs success story.
10. Parisa Ijadi-Maghsoodi, Managing Attorney, Senior Legal Hotline: Thanked the board for the funds.
11. Bridget Alexander, Executive Director, Waking the Village: Appreciative of the funds.

Ms. Willie Jean Peck arrived at 11:12 a.m.

12. Tanya Kravchuk, Fund Development Manager, Children's Receiving Home: Independent Living Program is SETA funded.
13. Julia Donald, Traveler's Aid: Biggest success story is herself! Ms. Donald went through their transitional program.

Moved/Benson, second/Morrow, to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year.
3. Permit South County Services to carry over any unused amount remaining of the \$89,314 augmentation into the 2013 program year.

Voice Vote: Unanimous approval.

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

- A. Community Services Block Grant Program Performance Report: No additional questions.
- B. Community Services Block Grant Program Monitoring Reports: No questions.

- C. Community Services Block Grant Expenditure Reports: No questions.
- D. Community Services Block Grant Fiscal Monitoring Reports: Mr. Lang finds it very helpful to get the background information on the programs. Mr. Lang asked about the reallocation process and whether any money unspent by one program could be reallocated to other programs. Ms. Sherwood-Green replied that all of the funds are spent by December 31; if a program has unspent funds and staff know ahead of time, the funds may be reallocated; however, at this late date, the programs expect to spend all of their funds and no funding will be reallocated.
- E. Community Services Block Grant Monitoring Report: This is the State monitoring report from the California Department of Community Services and Development; the report is a result of a three-day monitoring review.
- F. Healthy Futures Project Outcomes: The program ended in June in 2012. They received a one-year grant from the state; there were 51 families enrolled and 167 family members.
- G. Update on Pathways to Employment Discretionary Grant: Ms. Sherwood Green announced that this is a new CSBG discretionary program. The agency was awarded the maximum amount of \$80,000 and is expecting to serve 24 clients. It is a homeless OJT program. This is a model program and staff is hoping to include this population in the OJT programs next time around. It has been difficult to persuade some employers to hire homeless clients.
- H. Board Discussion on Public Hearing and Planning Process for 2014-15 Community Action Plan: Ms. Sherwood-Green reviewed some options for the CAB to consider for the public hearings to produce the community action plan. The public hearings have been done the same way for the past 20 years. There is new technology available to survey the public. A needs assessment is required to do the CSBG plan, which will begin in the spring.

Mr. Lang thinks that finding new ways to get new insight would be valuable. Ms. Nelson liked option #3 which is having one public hearing in addition to the public survey.

Ms. Benson urged staff to keep it the way it is because it's important to have a relationship with the people that speak and tell the board of their needs.

Mr. Starks stated that even with people that attend these public hearing, he wants to have actual clients that receive services come and speak before the board. He wants to have a more honest, raw expression of what is needed for the clients.

Ms. Mitchell thinks that it is great to have the people that come to our public hearings and that our outreach is good; we should keep it the way it is. The service providers are doing a great job of letting us know of their public needs.

Ms. Nelson asked if it was possible to get testimony in written form; Ms. Sherwood-Green replied that staff does include in the public notice that written comments are acceptable.

Ms. Peck remarked that there are a lot of people that are interested in services but they do not know what is available or where to go for assistance.

Mr. Healey stated that he has heard the same argument that there is a need to bring new blood in but the people that have been doing the work for years are doing a great job. He does not want to hold out false promises to new vendors when there is a chance they will not get the money.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick reported that one of the CSBG providers invited the CAB to tour its facility. Ms. Kossick stated that if any board member is interested in visiting other service providers, staff could set up a schedule; board members indicated that there was definite interest.

Staff has started the public hearing process for the five year Workforce Investment Plan (FY 2014-2018). A number of public hearings will be held to receive input.

C. Program Manager: Ms. Sherwood-Green stated that the next meeting will probably be in the spring. The board will then begin the CSBG public hearings.

D. Members of the Board: No comments.

E. Public: Elk Grove Food Bank willing to provide a tour of the food bank.

Ms. Oralia Bermudez, LaFamilia Counseling Center, asked the board to reconsider having public feedback meetings in the evening. It would be great to have the kids attend and provide public testimony.

**VI. Adjournment**: The meeting was adjourned at 11:59 a.m.



## ITEM III-A – INFORMATION

### SUBMISSION OF AN APPLICATION FOR COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS

#### BACKGROUND:

On February 6, 2013, the State Department of Community Services and Development (CSD) released a Notice of Funding Availability (NOFA) for Community Services Block Grant (CSBG) Discretionary Funding Targeted Initiatives and Innovative Projects. A total of \$1.6 million is available to fund agencies that will implement direct client service programs that benefit low-income individuals, families, and communities. The program period is from June 1, 2013 through June 30, 2014. The maximum award is \$100,000. The application due date was March 6, 2013. Awards will be announced on April 5, 2013.

SETA submitted an application requesting \$100,000 in the Youth Services (including employment) category. SETA will partner with Waking the Village to implement a work experience program within Waking the Village's ArtBeast Children's Studio. ArtBeast is an existing, innovative arts center for children aged seven and younger that was created to help fund Tubman House, a free 18-month housing and support program for formerly homeless and parenting youths aged 18-22. Waking the Village has been a SETA partner and subcontractor for the past eight years. It has a proven track record for creating a supporting environment in which young parents and their children thrive.

The proposed program will expand the employment component at Art Beast by providing opportunities for 25 current and former residents of Tubman House to participate in a 240 hour work experience training. Duties will include cleaning and restocking supplies in the arts rooms, registering participants, providing customer service, training to teach workshops onsite and at elementary school classes.

If awarded funding, SETA will subcontract with Waking the Village in the amount of \$80,000 to fund a part-time Waking the Village Youth Development Coordinator who will train and supervise the trainees and provide soft-skills training to increase their job readiness and a part-time Child Care Coordinator to expand capacity at Waking the Village's onsite child care center so participants' children can be cared for in a safe, familiar setting. It will also pay for work experience wages and support services for the 25 participants. Experienced SETA case management staff will work with participants in creating an individualized employment plan, to capitalize on the strengths and interests of participants in the work experience, and schedule monthly meetings to review progress and address any challenges.

The following outcome goals are planned by the end of the program year:

- 25 youths will have been hired for a work experience at ArtBeast. Of those, 22 (88%) will work at progressively responsible positions at ArtBeast to include

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- registering new clients and working with the public; 20 (80%) will be giving workshops both within ArtBeast and at area elementary schools.
- Participants will gain an understanding of strengths and interests for specific career tracks.
- Participants will gain valuable job skills and experience.
- Participants will learn to balance responsibilities for work, family, and school in a safe and nurturing environment.
- Participants will gain leadership skills and learn how to apply them to their communities.

Staff will be available to answer questions.

ITEM III-B – INFORMATION

2014 – 2015 COMMUNITY SERVICES BLOCK GRANT PLANNING CALENDAR

BACKGROUND:

Attached for your information is the calendar of important dates and events for the development of the 2014 – 2015 Community Services Block Grant Community Action Plan.

Staff will be available to answer questions.

PLANNING CALENDAR FOR THE 2014 -2015 CSBG  
COMMUNITY ACTION PLAN

<u>DATE</u>	<u>EVENT</u>
March 18, 2013 through May 8, 2013	Notice of CSBG Public Hearings posted on the SETA website
April 7, 2013	Publish notice of CSBG Public Hearings in the Sacramento <u>Bee</u> newspaper
April 11, 2013 (Thursday) 10:00 A.M. – 12:00 P.M.	CAB Special Meeting First Public Hearing before the Community Action Board (SETA Board Room)
May 8, 2013 (Wednesday) 10:00 A.M. – 12:00 P.M.	CAB Meeting Second Public Hearing before the Community Action Board (SETA Board Room)
June 5, 2013 (Wednesday) 3:00 P.M.	Draft Community Action Plan completed and available for public review
June 12, 2013 (Wednesday) 10:00 A.M. – 12:00 P.M.	CAB Meeting Final approval of Community Action Plan (SETA Board Room)
June 20, 2013 (Thursday) 10:00 A.M.	SETA Governing Board approval of the Community Action Plan. Required Board and Executive Director signatures obtained. (SETA Board Room)
June 30, 2013	Community Action Plan due at the State Department of Community Services and Development

## ITEM III-C – INFORMATION

### UPDATE ON PATHWAYS TO EMPLOYMENT DISCRETIONARY GRANT

#### BACKGROUND:

In March, 2012, SETA applied for and received \$80,000 in Community Services Block Grant Discretionary funding to implement an employment project for a group of individuals with significant obstacles to obtaining employment. The project, Pathways to Employment (PTE), is an On-the-Job Training (OJT)/subsidized employment program for twenty-four (24) Community Services Block Grant-eligible individuals who are homeless or residing in transitional housing or homeless shelters, are long-term unemployed, and have multiple barriers to employment and self-sufficiency. This innovative project provides the participants with customized employment preparation skills, career coaching and mentoring, support services, and up to five months of paid work experience necessary to overcome conditions of homelessness and succeed in their chosen career.

PTE is a one year project, with a program period of July 1, 2012 through June 30, 2013.

#### ***Planned Services:***

- Pre-employment and job readiness workshop modules conducted at Sacramento Works Career Centers and partner agencies
- Comprehensive client case management
- Up to 5 months of paid OJT or work experience
- Benchmark incentives (4 benchmarks x \$50 each = \$200 maximum per client)
- Support services - transportation, work clothing, work tools, background checks, drug screening, rental assistance, minor medical/dental, food (\$200 avg. per client)

#### ***Planned Outcome Goals:***

- By the end of the program year, June 30, 2013, a minimum of 75%, or 18, of the participants will be gainfully employed.
- Participants will have increased their skills through training
- Participants will have a better understanding of their job interests and skills
- Participants will have greater knowledge of community resources and supports

#### ***Progress through March 30, 2013:***

- A total of 31 clients have been enrolled in PTE, which exceeds the annual goal by 29%. All clients have received case management, follow-up, and program supports and are familiar with career center services. Pre-employment workshops were provided to those who were referred as in need by their case managers.

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- Nine (9) are currently participating in OJT.
- Nine (9) have completed OJT and have been hired in unsubsidized employment at an average wage of \$9.53 per hour.
- Eight (8) participants were directly placed into employment following pre-employment training and case management.
- Two (2) participants have tentative job offers pending background checks or completion of OJT agreements with employers.
- Three (3) have been enrolled for case management services only.

Staff will be available to answer questions.

ITEM III-D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

**TO:** Rachel Rios **DATE:** March 22, 2013  
**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	US	\$ 71,500	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OOS	\$ 293,940	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OSS/Adult	\$ 255,791	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OSS/DW	\$ 85,264	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OJT/Adult	\$ 217,835	7/1/12-6/30/13	7/1/12-12/31/12
WIA	OJT/CW	\$ 329,247	7/1/12-6/30/13	7/1/12-12/31/12
NEG	OJT	\$ 2,436	7/1/12-9/30/12	7/1/12 - 9/30/12
CSBG	FSS	\$ 55,000	1/1/12-12/31/12	7/1/12-12/31/12

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Feb 21, 22 & 25, 2013

CSBG                      FSS                      \$ 55,000                      1/1/13-12/31/13                      1/1/13-1/31/13

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Feb 21, 22 & 25, 2013

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
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	X			
9	Indirect Cost Allocation	X			
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.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO: Ms. Elnor Tillson** **DATE: November 19, 2012**  
**FROM: D'et Patterson, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/11-12/31/11	5/1/11-12/31/11
CSBG	Safety Net	\$70,000	1/1/12-12/31/12	1/1/12-8/31/12

Monitoring Purpose: Initial  Follow-up  Special  Final   
 Date of review: 10/23/12

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X		X	
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator: Travelers Aid Society of Sacramento, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from May 1, 2011 to August 31, 2012 for the CSBG Safety Net program has been traced to the delegate agency records. The records were verified and appear to be in order.
- 1) There was \$754.00 disbursed during the 2011 grant year to participants for supportive services that were returned unclaimed after the cost was reimbursed from SETA. The supportive services were returned and unclaimed for various unforeseen reasons. The agency has implemented procedures to ensure that any future similar occurrences will be accounted for in a timely manner. It is recommended that \$754.00 be returned to SETA.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA the amount of \$754.00.

cc: Kathy Kossick  
Governing Board

## 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. 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.