



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, May 8, 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.

AGENDA

PAGE NUMBER

- I. Call to Order/Roll Call**
- **Introduction of New Member:** Benjamin Bailey, Head Start Policy Council
- II. Consent Item**
- A. Approval of Minutes of the April 11, 2013 Meeting 1-5
- III. Information Items**
- A. Update on CSBG Sequestration 6-7
- B. Community Services Block Grant Fiscal Monitoring Report 8-10
- Elk Grove Food Bank Services

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

IV. Reports to the Board

11

- 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, MAY 1, 2013

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 11, 2013 MEETING

BACKGROUND:

Attached are the minutes of the April 11, 2013 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, April 11, 2013
10:00 a.m.

I. Call to Order/Roll Call

Ms. Denise Nelson called the meeting to order at 10: 05 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

Members Absent:

Tom Bennett, United Way
Beth White, Catholic Charities of Sacramento
Benjamin Bailey, Head Start Policy Council
Sam Starks, SMUD

III. Information Items

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

Ms. Cindy Sherwood-Green reported that the Agency was recently awarded the full \$100,000 in CSBG discretionary funds; \$1.6 million was available for the entire state. With this funding, SETA will be partnering with Waking the Village and will be subcontracting with it for \$80,000. The project will target parenting and pregnant youth that are residents of the Tubman House transitional housing program. Twenty-five youth will be provided paid work experience at Waking the Village's ArtBeast Studio.

Ms. Bridget Alexander addressed the board. Ms. Alexander was asked if child care was available to the participants. She replied that there is an existing child development program at Tubman House where child care will be provided to project participants.

B. 2014 – 2015 Community Services Block Grant Planning Calendar

Ms. Sherwood-Green stated that the calendar is for information about the upcoming CSBG Community Action Plan planning process. This planning process happens every other year. Today's meeting is the first of two public hearings.

Mr. Lange asked whether written testimony would be accepted and Ms. Sherwood-Green stated that all testimony would be accepted. The public notice was distributed to 700 people via regular mail, e-mail, and posted on SETA's web site. The notice includes a process for submission of written testimony. All testimony received will be incorporated into the Community Action Plan. Staff is working on a short survey of low-income participants to garner their feedback as part of the Community Action Plan's need assessment process.

C. Update on Pathways to Employment (PTE) Discretionary Grant

PTE is an OJT program for homeless individuals. It was a test model and there has been remarkable success. The initial program start-up was slow, but by the fourth and final quarter of the program, the number of participants has exceeded planned goals by 25% with 32 individuals enrolled in the program. The average unsubsidized participant wage is \$9.53 per hour. Ms. Sherwood-Green commended Mr. Victor Bonanno, Mr. Chi Cheng and Ms. Pamela Moore for their outstanding work on this program.

D. Community Services Block Grant Fiscal Monitoring Report: No comments.

IV. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick reported that in May, SETA will have a special insert in Sacramento News and Review that will be highlighting the services available through SETA. Ms. Kossick stated that all board members will receive a copy of the newspaper. This is an outreach effort to get more cooperation and exposure in the community.

The Agency has not received more information about possible sequestration decisions. Staff will be making plans for the anticipated final numbers.

C. Program Manager: Ms. Sherwood-Green reported that she and staff recently attended a Cal-Neva CSBG conference to talk about new performance standards that the federal government will be requiring. There will be nine new performance measures that the Agency will have to meet covering leadership, governance, community engagement, community assessment, and all of the objectives. Staff will keep the board posted.

D. Members of the Board: No comments.

II. Consent Item

A. Approval of Minutes of the November 14, 2012 Meeting
The minutes were reviewed; no questions or corrections.
Moved/Benson, second/Lange, to approve the minutes of the November 14, 2012 meeting.
Voice Vote: Unanimous approval.

E. Public: None.

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

1. Heather Mostajo and Vera Roberts (client), Sacramento Area Emergency Housing: Ms. Roberts spoke of how the people at this program were amazing on how they took care of them. Today they get to pick up keys to their new apartment. Ms. Roberts stated that they really care and that it is an awesome program.
2. Bridget Alexander, Waking the Village. Sacramento's focus seems to be on foster youth and Ms. Alexander urged the board to consider more funding for families. Their program provides a platform for housing and the relationships are the reason for their success. There has to be a way to make sure there are relationships to assist people to get into affordable housing. There has been an explosion of clients that have experienced trauma and they need assistance in job training.
3. Kellie Dockenobert, Children's Receiving Home: This is a program for transitional foster care youth from 16-18 years of age. Their youth have had amazing success and have learned a lot of lessons. Ms. Dockenobert spoke of Alex who is currently in college. Alex is one of their first IOP youth and he found the structure really hard. He is now in an after-care program. Alex wrote a letter on what he would have like to have when he transitioned from foster care including health insurance, mental health counseling, a backpack for college, and more one-on-one time with counselors. There is a great need for more dedicated youth mentors to engage with the foster kids. This would assist with the retention for the kids.
4. Judy Sala, Elk Grove Food Bank Services: Ms. Sala reported that their program handles a client list of 3,000 people per month. They serve food as well as pick up food and deliver the food. Fourteen percent of the clients they serve are senior citizens 60+ in age. People that come to them qualify as 'food insecure', in that they do not know from day to day if they will eat or be able to feed their children. The average income for senior citizens on SSI is \$1,200 per month. One of the Elk Grove senior residences charges \$900/month for rent plus utilities. A great number of senior citizens would have to make the choice of medicine or food. This program is funded through grants and donations and they have 6% administrative operating costs. They recently opened a satellite center at an RV park serving 57 clients that receive food from them. These are 'sheltered homeless' clients, sharing an RV or car with other people. They have a place to go to at night but it is not exactly a

home. Eleven of the 57 clients are seniors and seven are children. These clients do not have adequate transportation and most are unemployed or living on public assistance. Without the services of a food bank they would not be able to eat. The City of Elk Grove does not have social services programs so Ms. Sala and another person help their clients not only with food but jobs as well.

5. Wayne Evans, Elk Grove Food Bank Services: Mr. Evans has been working with this organization since 2009 and has just started doing their grant writing. Elk Grove Food Bank Services moved \$1.1 million of donated foods to over 35,000 client encounters from August 2011-September 2012. They also offer a clothes closet and documented 23,000 client encounters for their clothes closet. The satellite site has been one of their biggest areas of growth. Staff found that a number of their clients do not have discretionary funds to drive to their warehouse so the satellite site provides services to those clients.

VI. Adjournment: The meeting was adjourned at 10:36 a.m.

ITEM III- A – INFORMATION

UPDATE ON CSBG SEQUESTRATION

BACKGROUND

Attached for your information is an email from Jeannie L. Chaffin, the Director of the Office of Community Services, U. S. Department of Health and Human Services, that provides an update on the effects of sequestration on the Community Services Block Grant funding.

CSBG Network -

On April 18th, CSD received a "Dear Colleague" letter from OCS with information on CSBG Sequestration and the 3rd quarter allocation. In an effort to update the CSBG Network, the content of the letter is provided below. As additional information is received, CSD will continue to send out updates.

CSBG Sequestration

Date: April 18, 2013

The purpose of this message is to provide you with an update on the allocation of Community Services Block Grant (CSBG) funds for the remainder of fiscal year (FY) 2013.

On March 26, 2013, President Obama signed into law a full-year Continuing Resolution (CR) which provides funding for the government for the remainder of the 2013 Fiscal Year (through September 30, 2013). Ongoing funding for CSBG was included in this act.

As noted in earlier letters, CSBG is reduced by the Budget Control Act of 2011 via spending cuts called sequestration. CSBG is subject to sequestration. Because the first two quarterly allocations in FY 2013 for CSBG were issued based on prior year funding levels, the entire reductions from sequestration will be made to future allocations.

At this time we may only release a portion of the total third quarter allocation, with the remaining balance to be released in upcoming weeks. States will receive a one-month allotment based on the prior year funding levels. This one-month allotment will not be reduced to reflect sequestration reductions. Remaining allotment levels of the third and fourth quarters will be announced within the next several weeks and will be adjusted to account for the entire reduction from sequestration and the final CSBG annual funding level.

Thank you for your continued partnership with the U.S. Department of Health and Human Services and ACF, and for your cooperation as we work together to manage these complex and challenging budget circumstances.

Sincerely,

Jeannie L. Chaffin, Director
Office of Community Services

Seth Hassett, Director, Division of State Assistance
Office of Community Services

ITEM III-B – 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: Marie Jachino **DATE: April 19, 2013**

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Food Bank Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 20,000	1/1/12-12/31/12	8/1/12-12/31/12
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				

Date of review: March 11, 2013

CSBG	SN	\$ 20,000	1/1/13-12/31/13	1/1/13-2/28/13
Monitoring Purpose: Initial <u>X</u> ___ Follow-Up ___ Special ___ Final ___				

Date of review: March 11, 2013

	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		

Program Operator: Elk Grove Food Bank Services

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 - 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.