



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 12, 2015

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:** Ms. Rivkah Sass, Executive Director, Sacramento Public Library Authority

II. Consent Item

A. Approval of Minutes of the July 8, 2015 Meeting 1-6

III. Action Items

A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2016 Program Year 7-8

I

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

V. Information Items

- A. Update on Organizational Standards 8-13
- B. Fiscal Monitoring Reports 14-26
- Children's Receiving Home
 - Francis House of Sacramento
 - My Sister's House
 - Sacramento Area Emergency Housing Center
 - South County Services, Inc.
 - Waking the Village
- C. Community Services and Development On-Site Monitoring Report 27-34

IV. Reports to the Board

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

V. Adjournment

DISTRIBUTION DATE: WEDNESDAY, AUGUST 5, 2015

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JULY 8, 2015 MEETING

BACKGROUND:

Attached are the minutes of the July 8, 2015 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF PRESENTER: Julie Davis-Jaffe

REGULAR 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

Wednesday, July 8, 2015
10:00 a.m.

I. Call to Order/Roll Call: Ms. Nelson called the meeting to order at 10:00 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Jeremiah Rhine, Alternate, Sacramento Food Bank & Family Services
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donald Migge, California Community Credit Union
Cole Forstedt, United Way
Anthony Garcia, Child Action

Members Absent:

Calvin Sheppard, Head Start Policy Council
Alan Lange, Community Link (resigned 7/6/15)
Blake Young, Sacramento Food Bank & Family Services (alternate present)
Debra Morrow, Sacramento County Department of Health and Human Services
Sam Starks, SMUD
John Healey, California Emergency Food Link

III. Information Items

A. Discussion on Community Action Plan

Ms. Julie Davis-Jaffe stated that the Community Action Plan was discussed last month and the board did not approve the recommended 50/50 split. The Governing Board approved the plan with the original 60/40 split. Staff will be moving forward with developing the RFP which will be presented in August for approval.

Ms. Dozier arrived at 10:03 a.m.; a quorum was achieved.

II. Consent Item

A. Approval of Minutes of the June 3, 2015 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Migge, second/Forstedt, to approve the June 3 minutes.
Voice Vote: Unanimous approval.

III. Information Items (continued)

B. Review of Organizational Standards

Ms. Davis-Jaffe stated that last month, Ms. Katie Walker was here from CSD. Part of our requirement for future funding is to update our organizational standards.

Mr. Victor Bonanno stated that at the last meeting, Ms. Katie Walker provide a presentation on the organizational standards. She discussed the IM 138 information memorandum that comes from the Office of Community Services. In the last couple of years, there have been a set of organizational standards mandates that we need to follow if we wish to continue as a Community Action Agency (CAA). SETA is a conservative, well run organization and in many areas we already meet the standards but there are some things that can be done. The CAB needs to develop and plan the community services for the county. Mr. Bonanno distributed a copy of the standards, broken down into nine categories. The organizational standards are what the Federal government expects of CAAs in order to continue as a CAA.

In 2016, the CAB will be expected to ensure we are following the organizational standards. It will be a test year for the standards. The CSD may make minor changes. There are a couple of small items that need to be dealt with. Most CAAs are run by private non-profit organizations. SETA is different in that we are a public CAA and our organizational standards are not the same as a private non-profit.

Mr. Bonanno stated that there are some standards that we want to implement such as meeting more often.

Standard: 1.1: Low income participation. We need to define better ways to get input from the low income community on how the services are provided and the type of services needed. This can be done in a number ways including more low income participation on our board. Another option is to have speakers from the low income community come and speak before the CAB so the board has a better picture of what their challenges and needs are.

Standard 1.3: Customer satisfaction; this is another type of low income participation. Staff is in the process of drafting a customer satisfaction survey to send out to customers enrolled in the CSBG services. The questionnaire will be brought to the board for review prior to utilization. This will be enacted in 2016.

Standard: 4.1: The CAB should review the mission statement to ensure California services are in alignment. The CAB's mission statement was created a long time ago; a copy was distributed to the board. To bring this standard up, the board should be looking at some language to develop a CAB mission statement. As an advisory body, we can ask the Governing Board to review this

and revise. The CAB can also advise the Governing Board to see if the mission statement is still adequate. This would be a good item of discussion for a future CAB agenda. Ms. Kossick stated that each major program has a different mission statement. She suggested that CAB members think of what is an important mission statement for this board. Ms. Nelson requested copies of the mission statements and will request board member input.

Standard 5.4: This standard states that CAB members should receive a copy of the CAB bylaws every two years. Mr. Bonanno stated that the most recent bylaws were revised in 2006 and a copy was distributed to board members present. Members not present will be mailed a copy of the bylaws.

Standard 5.8: This requires that CAB members receive training on duties and responsibilities every two years. Mr. Bonanno stated that staff suggests that the board set aside time later this year or early next year for a one-day retreat. Part of the retreat would include training on the role of the CAB so everyone is aware of their responsibilities.

Standard 5.9: This standard requires that the CAB receive reports on all of the delegate agencies. This standard is already met since the board receives reports included in the board packet. There are two types of services: Self-sufficiency and safety net. Mr. Bonanno reviewed the Planned vs. Actual data as of May 31, 2015.

Standard 8.7: This requires service providers to submit a financial claim for services provided. There was a question regarding organizations showing zero expenditures. Each service provider is monitored and the baseline is where they are on June 30 which is second quarter projections. Staff have not received the June 30 reports from many of the organizations so at this point would not presume that they have not achieved their benchmark.

Mr. Garcia stated that there needs to be a need for prevention rather than intervention. It would be helpful to have agencies be willing to open up about challenges they face.

Ms. Dozier requested that each provider be listed on both the statistical and program data.

Standard 6.11: This requires the CAB to review the strategic plan every six years or develop one. Mr. Bonanno brought SETA's most recent strategic plan but it does not really reflect the CAB strategic plan. The CAB may want to develop our own strategic plan. If interested, this is something that can best be developed during the retreat.

Standard 7.7: This standard requires that CAB members receive a copy of the whistleblower policy. SETA is a city/county joint powers agency and Mr.

Bonanno distributed the City's policy which is operated through the City Auditor's office. The county does not have a policy but there is a phone number where you can report abuses. There is a California State Whistleblower Policy.

Standard 8.3: This requires that the CAB be notified of the availability of the latest SETA audit. The latest audit is available on the SETA website.

Standard 8.9: The CAB must have input into the CSBG budget process. Budgeting has already been completed for this year but this is part of the board's role and responsibilities.

Ms. Kossick stated that staff is now seeing how the Federal government is requiring grantees to become more and more accountable. It is nice to see how the Federal government is cleaning up standards.

- C. Review of IM138: No additional report.
- D. Child Enrichment Parent Employment Project (CEPEP) – Update: No additional report.
- E. Department of Community Services and Development Monitoring: Ms. Davis-Jaffe announced that Ms. Katie Walsh liked the interaction with the board and found that SETA provides great services to the customers. Staff is working to get a new board member. The final report will be distributed to board members when available. The next meeting is August 12.
- F. Community Services Block Grant Fiscal Monitoring Report: No questions.

IV. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick stated that there are many changes coming up. There are new draft Head Start regulations and a new Workforce Act . Under the new Head Start regulations, home based services will no longer be offered as an option. There will be fewer children served but the quality of service will be higher.
- C. Program Manager: Ms. Davis-Jaffe stated that the FIFA grant with Head Start is up and running; this grant is in the recruitment process. SETA is working with Waking the Village to recruit 20 families with children 0-5 years of age. In addition, SETA is working with Birth and Beyond to provide training. Ms. Amy Ruddell, new CSBG staff, was introduced. Ms. Ruddell has been with SETA for six years working in Galt. Ms. Ruddell will now be working at the Mather campus.
- D. Members of the Board: Mr. Migge asked whether SETA staff would read the proposals or if members could do so also. Ms. Kossick replied that the reading panel includes board members and staff; recruitment for the reading team will be

done later in the year. Mr. Bonanno stated that all board members will receive a summary page and financial information. All board members interested in joining the reading team will receive a copy of the proposals. There is a standardized process for this. The RFP will be released toward the first part of September. Proposers will have five weeks to write and submit a proposal.

E. Public: No comments.

V. **Adjournment:** The meeting was adjourned at 10:53 a.m.

ITEM III-A – ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR THE 2016 PROGRAM YEAR

BACKGROUND:

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

On June 4, 2015, the SETA Governing Board approved the two-year 2016/2017 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2016 program year is not known. For planning purposes, SETA has included in the RFP an available amount that is based on approximately fifty percent of the 2015 allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The estimated available funding for the 2016 CSBG RFP is as follows:

1. Forty percent (40%), or \$320,000, for Safety-Net services, one-time or limited services to families who find themselves in a crisis or emergency situation.
2. Forty percent (40%), or \$320,000, for Family Self-Sufficiency services, which are comprehensive, case-managed employment/training-based services for families.
3. Twenty percent (20%), or \$160,000, for Youth and Senior Support services, which are comprehensive, case-managed support services that intervene in the lives of youth expressing gang or criminal behavior, and for homebound seniors wishing to maintain residence in their housing-of-choice.

SETA will target the most vulnerable populations in Sacramento County. For the 2016 program year, groups that will receive priority for services include low-income families, single parents with children 0-5, at-risk and adjudicated youth, homebound seniors, the disabled, and homeless individuals and families, including homeless youth.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-1 – ACTION (continued)
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The process and criteria for selecting delegate agencies to implement services and activities identified in SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2016 Fiscal Year that has been sent under separate cover.

The SETA Governing Board will consider approval of the CSBG RFP at its September 3, 2015 meeting. If approved, the CSBG RFP will be released on September 4, 2015, at 1:00 p.m.

Draft RFP has been sent under separate cover.

RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2016 Fiscal Year.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III- A – INFORMATION

UPDATE ON ORGANIZATIONAL STANDARDS

BACKGROUND:

Attached please find the updated Family Self-Sufficiency Customer Satisfaction Survey, Safety Net Customer Satisfaction Survey, and the June 2015 CAB Monthly Report.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

CSBG Customer Satisfaction Survey

Please share your experience being served by (*Agency Name*).

1. It was easy to connect with a (*Agency Name*) worker to discuss my situation: Yes No N/A

Comments:

2. I was treated with respect during my contacts with (*Agency Name*): Yes No N/A

Comments:

3. I was informed of other services or agencies that could also assist me: Yes No N/A

Comments:

4. I received emergency assistance within three (3) working days of my initial request: Yes No N/A

Comments:

5. On a scale of 1-10 ("1" being the least and "10" being the highest), how satisfied were you with the services you received? Please circle the appropriate number below.

Least 1 2 3 4 5 6 7 8 9 10 Highest

Comments:

CSBG Customer Satisfaction Survey

Please share your experience being served by (*Agency Name*).

1. It was easy to connect with a (*Agency Name*) worker to discuss my situation: Yes No N/A

Comments:

2. I was treated with respect during my contacts with (*Agency Name*): Yes No N/A

Comments:

3. I was informed of other services or agencies that could also assist me: Yes No N/A

Comments:

4. My case manager was engaged and seemed to understand my situation: Yes No N/A

Comments:

5. On a scale of 1-10 ("1" being the least and "10" being the highest), how satisfied were you with the services you received? Please circle the appropriate number below.

Least 1 2 3 4 5 6 7 8 9 10 Highest

Comments:

Community Action Board
Monthly Report for June, 2015

DELEGATE AGENCIES	EXPENDITURES			Family Self-Sufficiency	Emergency Safety-Net Services Provided (A Percentage of Projected Goals)							
	BUDGET	EXPENDITURES REPORTED	% OF BUDGET EXPENDED	% of Households Served	Food	Housing Assistance	Shelter (Motel)	Utilities Assistance	Legal Assistance	Employment Supports	Transportation	Clothing
Children's Receiving Home	\$ 28,500	\$ 14,250	50%	118%								
Department of Health and Human Services	\$ 27,500	\$ 5,215	19%	105%								
Elk Grove Food Bank Services	\$ 20,000	\$ 11,015	55%		311%							
Folsom Cordova Community Partnership	\$ 24,000	\$ 12,874	54%		191%	300%	200%	200%		0%	202%	444%
Francis House	\$ 70,400	\$ 31,577	45%		88%		88%				85%	
** Greater Sacramento Urban League	\$ 24,200	\$ -	0%			0%		0%			0%	
Hmong Women's Heritage Association	\$ 23,800	\$ 7,435	31%	106%								
La Familia Counseling Center	\$ 55,000	\$ 21,884	40%	161%								
Legal Services of Northern California	\$ 20,000	\$ 8,758	44%						93%			
My Sister's House	\$ 34,000	\$ 12,848	38%			129%		240%				
** River City Food Bank	\$ 20,500	\$ -	0%		134%							
** Roberts Family Development Center	\$ 20,000	\$ -	0%	94%								

Community Action Board
Monthly Report for June, 2015

DELEGATE AGENCIES	EXPENDITURES			Family Self-Sufficiency % of Households Served	Emergency Safety-Net Services Provided (A Percentage of Projected Goals)							
	BUDGET	EXPENDITURES REPORTED	% OF BUDGET EXPENDED		Food	Housing Assistance	Shelter (Motel)	Utilities Assistance	Legal Assistance	Employment Supports	Transportation	Clothing
Next Move Sacramento	\$ 68,200	\$ 30,109	44%	86%		133%	80%	88%		67%	0%	
Sacramento Self-Help Housing	\$ 20,000	\$ 13,370	67%	192%								
** South County Services	\$ 87,941	\$ 70,451	80%		0%	0%		0%			0%	
The Salvation Army	\$ 60,500	\$ 47,366	78%			170%	115%	190%				
Travelers Aid Emergency Assistance Agency	\$ 70,000	\$ 55,582	79%		No Projection Until 4th Qtr.	76%	178%	288%				
Visions Unlimited	\$ 50,000	\$ 21,391	43%	104%								
Voluntary Legal Services Program	\$ 28,000	\$ 12,777	46%						97%			
Volunteers of America	\$ 7,519	\$ 3,224	43%			250%		80%				
** Waking the Village	\$ 42,500	\$ -	0%	109%								
Wind Youth Services	\$ 20,381	\$ 8,490	42%		195%						104%	

** In the process of collecting information.

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Rich Ryan DATE: July 22, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Children's Receiving Home of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	FSS	\$ 28,500	1/1/14-12/31/14	1/1/14-12/31/14
Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final <u>X</u>				

CSBG	FSS	\$ 28,500	1/1/15-12/31/15	1/1/15-1/31/15
Monitoring Purpose: Initial <u>X</u> Follow-Up ____ Special ____ Final ____				

Date of review: 2.20.15

	<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	<u>X</u>			
2	Internal Control	<u>X</u>			
3	Bank Reconciliation	<u>X</u>			
4	Disbursement Control	<u>X</u>			
5	Staff Payroll/Files	<u>X</u>			
6	Fringe Benefits	<u>X</u>			
7	Participant Payroll	<u>N/A</u>			
8	OJT Contracts/Files/Payment	<u>N/A</u>			
9	Indirect Cost Allocation	<u>N/A</u>			
10	Adherence to Contract/Budget	<u>X</u>			
11	In-Kind Contribution	<u>N/A</u>			
12	Equipment Records	<u>N/A</u>			

Program Operator: Children's Receiving Home of Sacramento

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

MEMORANDUM

TO: Ms. Pat Pitzer **DATE:** July 1, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Francis House of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
CSBG	SN	\$ 70,400	1/1/14-12/31/14	1/1/14-12/31/14	

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 13, 2015

CSBG	SN	\$ 70,400	1/1/15-12/31/15	1/1/15-1/31/15	
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Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: March 13, 2015

	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	Tuition Payments	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: Francis House of Sacramento

Findings and General Observations:

The total costs as reported to SETA CSBG programs 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. Nilda Valmores **DATE:** June 19, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
ACF	VOHT	\$ 53,000	7/1/13-6/30/14	1/1/14-6/30/14	
CSBG	SN	\$ 34,000	1/1/14-12/31/14	1/1/14-12/31/14	

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: Feb 26 & 27, 2015

CSBG	SN	\$ 34,000	1/1/15-12/31/15	1/1/15-1/31/15	
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Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: Feb 27, 2015

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

Program Operator: My Sister's House

Findings and General Observations:

The total costs as reported to SETA for CSBG and ACF 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. Kathleen Steffanic **DATE:** July 6, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$58,000	1/1/14-12/31/14	3/1/14-12/31/14
CSBG	Safety Net	\$10,200	1/1/14-12/31/14	4/1/14-12/31/14
CSBG	Family Self-Sufficiency	\$58,000	1/1/15-12/31/15	1/1/15-3/31/15
CSBG	Safety Net	\$10,200	1/1/15-12/31/15	1/1/15-3/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: May 18-19, 2015

	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: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) We have reviewed the CSBG programs from March 1, 2014 to March 31, 2015. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** June 29, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
DHHS	CC	\$ 69,866	7/1/13-12/31/14	1/1/14-12/31/14
CSBG	SN	\$ 184,314	1/1/14-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
 Date of review: March 9, 2015

CSBG SN \$ 87,491 1/1/15-12/31/15 1/1/15-2/28/15

Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
 Date of review: March 9, 2015

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: South County Services, Inc.

Findings and General Observations:

The total costs as reported to SETA Covered CA and CSBG programs 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. Bridget Alexander **DATE:** June 29, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
CSBG	FSS	\$ 42,000	1/1/13-12/31/13	7/1/13-12/31/13	
CSBG	YES	\$ 80,000	6/1/13-5/31/14	6/1/13-5/31/14	
CSBG	FSS	\$ 42,500	1/1/14-12/31/14	1/1/14-12/31/14	

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: Feb 10, 2015; follow-up May 20 & June 19

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

Program Operator: Waking the Village (Tubman House)

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-C - INFORMATION

COMMUNITY SERVICES AND DEVELOPMENT ON-SITE MONITORING REPORT

BACKGROUND:

Attached please find a report summarizing the monitoring conducted by the State Community Services and Development Department regarding the Community Services Block Grant. Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe



LINNÉ K. STOUT
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



EDMUND G. BROWN JR.
GOVERNOR

RECEIVED JUL 17 2015

July 13, 2015

Kathy Kossick, Executive Director
Sacramento Employment and Training Agency
925 Del Paso Boulevard
Sacramento, CA 95815

Dear Ms. Kossick:

SUBJECT: On-Site Monitoring Report Number C-15-052

During the week of June 1, 2015 the Department of Community Services and Development (CSD) conducted a Community Services Block Grant Program (CSBG) on-site monitoring visit at Sacramento Employment and Training Agency. Review of the appropriate documents provided CSD the opportunity to analyze the administrative and programmatic operations for CSBG Contract 15F-2033.

Enclosed for your reference is the On-site Monitoring Report. If you have any questions regarding this report, please contact me at 916-576-4372 or Kathleen.walker@csd.ca.gov

Sincerely,

Katie Walker,
Field Representative

c: Leslie Taylor, Manager
Field Operations

Denise Nelson, Chair
Community Action Board

Don Nottoli, Chair
SETA Governing Board

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT

MONITORING REPORT C-15-052

Agency Name Sacramento Employment and Training Agency (SETA)

Monitoring June 1 - 5, 2015

Contract Reviewed	Contract Number	Program Term	Amount	Purpose
	15F-2033	1/1/1 – 12/31/15	\$1,657,441	CSBG

Purpose of Visit The purpose of this visit was to meet statutory and contractual requirements for monitoring the Community Services Block Grant for financial accountability and programmatic compliance in accordance with Federal and State Laws and the Department of Community Services Development (CSD) Policy.

Report Date July 13, 2015

Entrance Conference The following persons were present during the Entrance Conference:

- Kathy Kossick, Executive Director
- Julie Davis-Jaffe, Workforce Development Manager
- Roy Kim, Deputy Director, Workforce Development
- Tammy Tunguyen, Accountant II
- Victor Bonanno, Workforce Development Analyst Supervisor
- Katie Walker, CSD Field Representative

The following issues were discussed:

- Purpose of the Monitoring visit
- Department of Community Services and Development Updates
- Staff Interviews and Schedules
- Results of Desk Review
- Organizational Standards, Self-Assessment

Administrative Review

Board Composition The Tripartite Board is composed of twelve (12) members: four (4) members representing the public sector, four (4) members representing the low-income sector and four (4) members representing the private sector. The board roster dated January 1, 2015, indicates that there is currently a board vacancy in the public sector since September 30, 2014. A selection has been made and approval for the new Community Action Board member for the public sector is pending Governing Board approval.

Board Minutes The agency submits approved board minutes to CSD no later than 30 days after the minutes are approved.

A review of the board minutes from November 12, 2014 to June 3, 2015 indicates that the tripartite board fully participates in the development, planning, implementation, and evaluation of the programs. The board met a quorum at the board meetings.

The Field Representative attended the SETA Governing Board meeting on Thursday, June 4, 2015. A quorum was met. A Power Point overview of the 2016/2017 CSBG CAP was presented to the Governing Board. Questions were asked and clarifications and explanations provided on a number of topics included in the CAP.

Fiscal Review

Expenditure Reports A review of the EARS bimonthly expenditure reports for Contract 15F-2033 from January 1, 2015 through April 30, 2015 indicated that the expenditure reports have been submitted in a timely manner.

Expenditure Progress The year-to-date expenditures reported in EARS for Contract 15F-2033 as of April 30, 2015 indicate that 24.12% of contract funds have been expended. The agency is on target for expending the funds by the end of the contract term.

Line Item Expenditure Review The Field Representative conducted a review of Contract 15F-2033 for the following expenditures reported in EARS:

Report Period	Section (Program/Admin)	Line Item	Amount
3/1/15-4/30/15	Administrative Costs	Salaries and Wages	\$28,489.13
3/1/15-4/30/15	Administrative Costs	Fringe Benefits	\$12,747.21
3/1/15-4/30/15	Administrative Costs	Other Costs	\$18,290.36
1/1/15-2/28/15	Program Costs	Subcontractor	\$54,708.62

3/1/15-4/30/15	Program Costs	Salaries and Wages	\$36,110.18
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The Field Representative reviewed the Funds Management Update, Payroll Allocation – Salaries/Wages and Other Costs, Employee Time Sheet History and Pay Checks, Monthly Fiscal Reports and other supporting documentation and verified that the documentation supported the line item expenditures reported in EARS.

Internal Controls An evaluation of the separation of duties for the internal control accounting functions identified that the agency appears to have sufficient separation of duties in place to safeguard the agency's assets.

Program Review

Program Reports At the time of this report the 2015 mid-year National Performance Indicator (NPI) report and Client Characteristics report are not due to CSD until July 20, 2015.

Program Performance At the time of this report the mid-year data is not available for contract 15F-2033 to assess current program performance. The field representative conducted a review of the agency's 2015 work plan to assess the projections and determined that adjustments were made as a result of the previous year outcomes.

Data Collection System The agency utilizes an internally developed data collection system. The system tracks client services and demographics which are then used for all required CSBG reports. Support documents and client demographics are collected monthly from all Delegate Agencies and reviewed by program managers. The information collected is based on CSBG program's contractual reporting requirements, with report formats designed to facilitate the transfer of data.

In addition to the monthly information collected to comply with the contractual reporting requirements, each program collects customer information required by the National Performance Indicators (NPI CSD 801) and the Client Characteristic Report (CSD 295 CCR).

Progress toward program outcomes and goals are collected monthly from the delegate agencies through two distinct types of CSBG report work books, Safety-Net services and Family Self-Sufficiency case management services.

SETA subcontracts all 23 program services through 22 community-based organizations (Delegate Agencies).

The Field Representative reviewed the monitoring system for evaluating

delegate agency performance. SETA has a team of field monitors who conduct annual desk reviews and onsite visits to each subcontractor to ensure they meet contractual obligations. SETA developed a desk review and onsite tool to capture progress made toward meeting projected outcomes and to ensure that the allocated funds are fully expended at the end of the contractual agreement. Upon completion of an onsite visit, a monitoring report is developed that identifies any findings or recommendations and the reports are distributed at the board meetings for possible discussion.

Site Visits

The Field Representative conducted 5 site visits while conducting the agency onsite monitoring requirement. A sampling of the programs visited are:

Program Name	Sacramento Self-Help Housing
Address	1250 Sutterville Road, CA 95822
Phone Number	916-454-2120
Contact Name	Tahirih Kraft, Program Director

Sacramento Self-Help Housing (SSHH) first opened its office in Loaves & Fishes' Friendship Park in 1993. It has worked with more than 18,000 homeless or facing homelessness individuals and families, helping them to secure affordable housing or avoid eviction.

SSHH recognizes the importance of connecting the clients to other community services. As a result, the clients are linked to other critical resources such as permanent and affordable housing, child care, jobs as well as enrichment and educational activities for children and youth.

10 client files were reviewed and it was determined that all clients were eligible to receive services.

Program Name	Children's Receiving Home of Sacramento
Address	3555 Auburn Blvd. Sacramento, CA 95821
Phone Number	916-482-2370 ext. 578
Contact Name	Tiffany Glass, Associate Director of Operations

The Children's Receiving Home of Sacramento (CRH), a "place where children and families matter" is committed to positively impacting the lives of children, youth, and families affected by abuse, neglect, behavioral health issues, and trauma. Since 1944, the CRH has been providing compassionate care for children and youth who have nowhere else to turn. Through innovative programs, the CRH has created better opportunities for kids in foster care to find connections in their community and safe and permanent homes. The Children's Receiving Home serves over 1200 children and youth each year.

7 client files were reviewed and it was determined that all clients were

eligible to receive services.

Program Name	La Familia
Address	5523 34 th Street, Sacramento, CA 95820
Phone Number	916-452-3601
Contact Name	Rachel R. Rios, Executive Director

La Familia has a range of programs and services that are open to families and adults. Play Care is available for children ages 0 to 5 years so that parents can attend workshops and events. La Familia provides Mental Health counseling services for children and youth ages 0 to 21 and their families. Training and employment services are available to all community members. Some of the services available are: access to the computer lab and computer basics courses; CalJobs computer search; higher education opportunities; resume preparation and networking; GED preparation and testing referrals, etc. Parents can participate in parenting classes, and receive resources and support services for their children and families. La Familia also provides educational opportunities, leadership development and positive reinforcement activities for youth through programs like Youth Voice that helps youth develop leadership and life skills, Project Reach, GVSP and Out of School Youth Programs.

10 client files were reviewed and it was determined that all clients were eligible to receive services.

Safeguard of client files

All file cabinets are locked or in a secure office and computers are password protected.

Exit Conference

The following staff were present at the Exit Conference:

- Kathy Kossick, Executive Director
- Julie Davis-Jaffe , Workforce Development Manager
- Roy Kim, Deputy Director, Workforce Development
- Loretta Su, Chief Fiscal Officer
- Victor Bonanno, Workforce Development Analyst Supervisor
- Katie Walker, CSD Field Representative

Items discussed:

- Expressed appreciation of staff hospitality and assistance
- Reviewed highlights and best practices observed during visit
- Reviewed Organizational Standards and Self-Assessment
- Discussed tripartite board Public sector vacancy

Observations Board Vacancy:

There is currently one board vacancy in the public sector since September 30, 2014. The board seat has been filled but requires board approval. The SETA Governing Board meeting for July 2015 has been canceled. The request for approval for the new CAB member for the Public seat will be added to August Governing Board agenda.

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.