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**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, March 14, 2018

**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**

**PAGE NUMBER**

- I. **Call to Order/Roll Call**
- II. **Consent Item**
- A. Approval of Minutes of the January 10, 2018 Meeting and February 14, 2018 Committee of the Whole Meeting 1-7
- III. **Discussion/Action Item**
- A. Development of Vision Statement 8

**IV. Information Items**

- A. Program Operator Reports – 4<sup>th</sup> Quarter 9-13
- B. Community Services Block Grant Fiscal Monitoring Reports 14-18
- Elk Grove Food Bank
  - La Familia Counseling Center

**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: FRIDAY, MARCH 9, 2018**

ITEM II CONSENT

APPROVAL OF MINUTES OF THE JANUARY 10, 2018 AND  
FEBRUARY 14, 2018 MEETINGS

BACKGROUND:

Attached are the minutes of the January 10, 2018 and February 14, 2018 board meetings.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

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, January 10, 2018  
10:00 a.m.

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

Ms. Nelson called the meeting to order at 10:08 a.m. The roll was called and a quorum was established.

##### Members Present:

Rivkah Sass, Sacramento Public Library Authority  
Lisa Culp, Women's Empowerment  
Donna Mobley, United Way  
Donald Migge, California Community Credit Union  
Anthony Garcia, Child Action, Inc.  
Kenneth Tate, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Denise Nelson, Head Start Policy Council

##### Members Absent:

Genevieve Levy, Sacramento Food Bank and Family Services  
Sam Starks, SMUD

Ms. Donna Mobley was welcomed to the board. She was a Head Start parent and Head Start director and is now working at United Way.

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

##### A. Approval of Minutes of the November 8, 2017 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Migge, second/Dozier, to approve the November 8, 2017 minutes.

Roll call vote:

Aye: 6 (Dozier, Garcia, Migge, Nelson, Sass, Tate)

Nay: 0

Abstentions: 2 (Mobley & Culp)

Absent: 2 (Levy & Starks)

#### III. **Action Item**

##### A. Approval of Strategic Plan Development

Ms. Davis-Jaffe stated that the board has been working over the past year to develop a strategic plan. The Community Services Department stated that SETA's strategic plan would suffice until the Community Action Board could develop one. While there is no deadline for the plan, staff would prefer to have done sooner rather than later. The recommended strategic plan sample was reviewed.

Ms. Sass stated that she and Mr. Starks worked on the original planning committee. It is a good idea to devote a specified amount of time at each meeting and get it done; she likes the idea of the whole board being involved. It is important to get out into the community and hear what their needs are; are stakeholder meetings going to be held? Ms. Davis-Jaffe stated that speakers will be sought during the year to bring information to the board. Yesterday, training was provided for the 2018 CSBG providers. At the beginning of the meeting, staff asked providers to bring success stories or tell the board of their struggles and the needs not being met. Staff is expecting 2018 to provide more engagement with the board in 2018.

Mr. Victor stated that in February, staff will be meeting with the new DHA Homeless Committee members to talk about homeless services processes already in place. We are looking at ways to augment services already in place.

Ms. Mobley likes the idea of inviting the public come in to speak; we have to be inclusive of all public members. Ms. Mobley requested more information on the process being used to get the word out to the public.

Ms. Culp stated that it is always nice to have a point person to make sure we are moving on and to ensure the vision is met. Ms. Davis-Jaffe replied that there is no point person chosen at this time. Ms. Mobley suggested a person outside of the board. Ms. Mobley and Ms. Sass stated that they both have facilitators that would be good to do this.

Mr. Tate asked about the African American youth target group and what this program entails. Mr. Bonanno replied that this referenced the high arrest rate of young African American youth. There was a program funded specifically funded to work with this population. The Health Education Council goes into the juvenile facilities and work with them in the facility and upon their release to assist youth exiting incarceration to prevent recidivism.

Ms. Dozier stated that when the board had an opportunity to review data, it informed her of what services are available and what needs to be done. Ms. Dozier requested additional data. Ms. Davis-Jaffe stated that data will be brought to the board in February and then see if a facilitator can do the beginning of a new plan. It would be helpful to see what work has been done and then move forward.

Moved/Mobley, second/Culp, to approve the following staff recommendations:

- Dissolve the current Strategic Plan committee.
- Engage the full Board in the Strategic Planning process at each regularly scheduled CAB meeting in 2018.
- Follow a coordinated plan to develop key strategic plan components.

Roll Call Vote:

Aye: 9 (Culp, Dozier, Garcia, Migge, Mobley, Nelson, Sass, Tate)

Nay: 0

Abstentions: 0

Absent: 2 (Levy & Starks)

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

- A. Fiscal Monitoring Report: Ms. Davis-Jaffe reviewed the fiscal reports, all of which show no findings. Ms. Nelson inquired how the monitors whose which program to review. Ms. Davis-Jaffe replied that fiscal staff has a process for monitoring all funded agencies and all reports are then brought to the board. Mr. Bonanno replied that all programs are monitored fiscally and programmatically.

#### **V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: None.
- C. Program Manager: Ms. Davis-Jaffe stated that staff is seeking success stories of what community agencies are doing with their CSBG funding. With 2018 training yesterday, all but one agency had representation; there was a lot of engagement and attendees were trained on the forms. It was reiterated that if service providers have questions that they should reach out to ask staff.
- D. Members of the Board: Mr. Garcia stated that United Way has a number of available places for families to get free tax services or questions about Earned Income Tax Credit. United Way is working with school districts and the Sacramento County Library system. There is a lot of material available on line at the United Way Capitol Region, and Franchise Tax Board websites. There was a program called VITA and now it is Free Tax Preparation. They offer tax loans for paid tax services for families to pay rent; tax returns are held until February 27. However, families receive the entirety of their return; no money is held back. Ms. Davis-Jaffe, the CSD reached out to SETA brochures to be distributed to all SETA career centers; also out to the community available on tax preparation.

Ms. Dozier reported that the section 8 waiting list will open January 16. This will allow people to enter a lottery of 7,000 names to apply for the Section 8 waiting list. Those interested can apply at: [www.sacwaitlist.com](http://www.sacwaitlist.com).

- E. Public: None.

#### **VI. Adjournment: The meeting was adjourned at 10:29 a.m.**

**Committee of the Whole 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, February 14, 2018  
10:00 a.m.

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

Ms. Nelson called the meeting to order at 10:08 a.m. The roll was called but a quorum was not established.

Members Present:

Lisa Culp, Women's Empowerment  
Sam Starks, SMUD  
Donna Mobley, United Way  
Paul Stanbrough, Alternate, California Community Credit Union  
Denise Nelson, Head Start Policy Council

Members Absent:

Donald Migge, California Community Credit Union (alternate present)  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Anthony Garcia, Child Action, Inc.  
Genevieve Levy, Sacramento Food Bank and Family Services  
Kenneth Tate, Head Start Policy Council  
Rivkah Sass, Sacramento Public Library Authority

Mr. Eduardo Ameneiro, Division Manager for Homeless Services, Department of Human Assistance stated that his department is responsible for contracts for homeless services providers in Sacramento County. In March, 2017, the Board of Supervisors approved homeless initiatives to allow for the evaluation of services. This would target the hardest-to-serve individuals. Mr. Ameneiro reviewed the initiatives in detail.

**Initiative #1: Redesign 1 of Family System** is the redesign of the family system. This includes family shelters that are not on the CalWorks system. Within this, transitional housing is provided with streamlined entry into Mather Community Campus.

**Initiative #2:** Preservation of Mather Community Campus: Funding for this campus was approved by the Board of Supervisors to continue this valuable service.

**Initiative #3:** Full-service rehousing Shelter launch – 2/6/2018: The Board of Supervisors allowed the ‘scattered site’ of homeless shelters. This will allow service to 75 people.

**Initiative #4:** Flexible Supportive Rehousing Program – Launch 2/1/2018: This is a county-funded program intended to provide services to the hardest-to-serve customers. There were 85 people identified and assigned to case managers.

Ms. Susan Lawl stated that she is overseeing Initiative #1. This initiative serves only families with children. The County of Sacramento has two emergency family shelters: Next Move serves 17 families and Volunteers of America (VOA) serves 16 families. The eligibility requirements were modified to allow older children and fathers, and to remove the requirement that customers must receive aid. A portal was designed to allow families to sign up for services: [www.dha/saccounty.net](http://www.dha/saccounty.net). This portal is updated daily and allows for services to be provided to the most needy families.

The transitional housing at Mather Community Campus is provided by Volunteers of America which can hold up to 25 families. There is an employment and training program available to families at VOA and Next Move. More families are being served with the modification of the regulations.

Mr. Amenyro and staff work very closely with the Department of Mental Health to provide services to those that need it. One of the providers, Well Space, actually goes to the homeless customers to provide services to them.

**II. Consent Item**

- A. Approval of Minutes of the January 10, 2018 Meeting: No action taken.

**III. Discussion/Action Item**

- A. Development of the Strategic Plan

Ms. Davis-Jaffe stated that staff is seeking a facilitator and asked for referrals. Staff provided the 2018-2019 Community Action Plan (CAP) data to the board for the most current information to use in the development of the strategic planning process. The information sent previously to the board was data used in the 2016-2017 Community Action Plan.

Mr. Bonanno stated that the needs assessment was utilized to develop the Community Action Plan. The 2018-2019 CAP data was utilized to develop the Request for Proposals. It also helped to determine funding levels for the Family Self-Sufficiency, Safety Net, and Youth and Senior Support categories.



Ms. Nelson inquired whether anything had been done regarding the disproportionately high young African Americans juvenile (aged 10-17 years of age) misdemeanor felony rate? Mr. Bonanno stated that during discussions when money was allocated, \$40,000 was set aside for a special project. The winning proposal was from the Health Education Council partnering with Well Space. Their proposal was to send people into juvenile detention centers to work with young African American residents within six months of release to work on strategies to prevent being arrested and to prevent recidivism. The services will continue after the youth are released. There are two outcomes we are looking for: from date of release there will be a report on 90 days without a recidivating event, and then 180 days without a recidivating event. Mr. Starks asked if the youth had access to jobs, and Mr. Bonanno stated that they did not due to their age and the program design. The Health Education Council and Well Space may be looking for job referrals that would benefit youth to prevent recidivism.

**IV. Information Items**

A. Fiscal Monitoring Report: No questions.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: No report.

C. Program Manager: Ms. Davis-Jaffe inquired whether the presentation was helpful and whether the board wanted similar presentations; the board agreed that similar presentations would be helpful.

D. Members of the Board: No comments.

E. Public: None.

**VI. Adjournment:** The meeting was adjourned at 10:52 a.m.

ITEM III A – DISCUSSION/ACTION  
DEVELOPMENT OF VISION STATEMENT

BACKGROUND:

The Community Action Board (CAB) members have approved a mission statement for the CAB. The mission statement is, “To Coordinate a Community Response to Address the Root Causes of Poverty in Sacramento County”.

Staff have provided the CAB with examples of vision statements at the January 10, 2018 meeting.

Example 1: “A Community that Mitigates the Effects of Poverty on Families and Breaks the Cycle of Poverty for Employment-Age Adults and Youth”

Example 2: “Breaking the Cycle of Poverty”

Staff recommend the CAB members discuss the design of the vision statement to represent the services being provided by the Community Services Block Grant (CSBG) program and approve a vision statement created by the CAB to be approved at either the March 14 or April 11, 2018 meeting.

RECOMMENDATION:

Discuss and develop a Vision Statement for the services provided by the Community Services Block Grant.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A - INFORMATION

PROGRAM OPERATOR REPORTS – 4TH QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with data through the 4th Quarter of the 2017 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Action Board**  
**Delegate Agency Expenditures Report Through December 31, 2017**  
**Fourth Quarter (Cumulative)**

<b>DELEGATE AGENCIES</b>
Family Self-Sufficiency - <b>FSS</b> Youth & Senior Support - <b>YSS</b> Safety-Net - <b>SN</b>
Children's Receiving Home - <b>YSS (Youth)</b>
Department of Health and Human Services - <b>YSS (Seniors)</b>
Elk Grove Food Bank - <b>SN</b>
Folsom Cordova Community Partnership - <b>FSS</b>
Folsom Cordova Community Partnership - <b>SN</b>
La Familia Counseling Center - <b>YSS (Youth)</b>
Lao Family Community Development - <b>SN</b>
Legal Services of Northern California - <b>SN</b>
My Sister's House - <b>SN</b>
Next Move Sacramento - <b>FSS</b>
Next Move Sacramento - <b>YSS (Seniors)</b>
Next Move Sacramento/Francis House - <b>SN</b>

<b>EXPENDITURES</b>		
<b>2017 BUDGET</b>	<b>Expended Through 4th Qtr.</b>	<b>Percent Expended</b>
\$28,500	\$28,500	100%
\$16,500	\$15,702	95%
\$20,000	\$20,000	100%
\$60,000	\$51,882	86%
\$24,000	\$22,964	96%
\$55,000	\$53,146	97%
\$20,000	\$19,302	97%
\$20,000	\$19,371	97%
\$34,100	\$34,100	100%
\$60,000	\$56,253	94%
\$25,000	\$23,887	96%
\$85,600	\$84,849	99%

<b>DELEGATE AGENCIES</b>
Family Self-Sufficiency - <b>FSS</b> Youth & Senior Support - <b>YSS</b> Safety-Net - <b>SN</b>
River City Food Bank - <b>SN</b>
Sacramento Self-Help Housing - <b>FSS</b>
Saint John's Program for Real Change - <b>FSS</b>
South County Services - <b>SN</b>
The Salvation Army - <b>SN</b>
Visions Unlimited - <b>YSS (Seniors)</b>
Voluntary Legal Services Program of Northern California - <b>SN</b>
Volunteers of America - <b>SN</b>
Waking the Village - <b>FSS</b>
WIND Youth Services - <b>FSS</b>
WIND Youth Services - <b>SN</b>

<b>EXPENDITURES</b>		
<b>2017 BUDGET</b>	<b>Expended Through 4th Qtr.</b>	<b>Percent Expended</b>
\$20,500	\$20,500	100%
\$20,000	\$18,435	92%
\$70,000	\$70,000	100%
\$27,700	\$18,050	65%
\$60,500	\$60,500	100%
\$35,000	\$35,000	100%
\$28,000	\$28,000	100%
\$7,600	\$7,590	100%
\$50,000	\$50,000	100%
\$60,000	\$55,894	93%
\$11,391	\$11,391	100%

**Community Services Block Grant  
Delegate Agency Report Through December 31, 2017  
Fourth Quarter (Cumulative)**

<b>Family Self-Sufficiency</b>	<b>Enrollments</b>				<b>Employed</b>				<b>Comments</b>
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	
Folsom Cordova Comm. Partnership	24	24	30	100%	10	10	7	70%	5 clients reached 90-days employed
Next Move Sacramento	100	100	87	87%	23	23	23	100%	7 clients reached 90-days employed
Sacramento Self-Help Housing	80	80	85	100%	45	45	23	51%	15 clients reached 90-days employed
Saint John's Program for Real Change	88	88	106	100%	20	20	15	75%	12 clients reached 90-days employed
Waking the Village	16	16	26	100%	10	10	15	100%	10 clients reached 90-days employed
WIND Youth Services	20	20	26	100%	13	13	14	100%	0 Clients reached 90-days employed

<b>Youth and Senior Supports</b>	<b>Enrollments</b>				<b>Service Goals</b>				<b>Comments</b>
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	
Children's Receiving Home - (Youth)	26	26	27	100%	26	26	27	100%	
Department of Health and Human Services - (Seniors)	14	14	15	100%	14	14	15	100%	
La Familia Counseling Center - YSS (Youth)	40	40	39	98%	40	40	34	85%	
Next Move Sacramento - YSS (Seniors)	22	22	19	86%	22	22	19	86%	
Visions Unlimited - YSS (Seniors)	45	45	45	100%	45	45	45	100%	

**Community Services Block Grant  
Delegate Agency Report Through December 31, 2017  
Fourth Quarter (Cumulative)**

SAFETY-NET	Total Households Served YTD	Food				Eviction				1st Month Rent				Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	715	300	300	715	100%												
Folsom Cordova Community Partnership	501	320	320	281	88%	1	1	1	100%					14	14	13	93%
Francis House	182	208	156	153	98%									180	135	182	100%
Lao Family Community Development	77	35	35	50	100%	3	3	7	100%	3	3	3	100%	18	18	17	94%
Legal Services of Northern California	470																
My Sister's House	56					25	25	29	100%	13	13	17	100%				
Next Move Sacramento	75					6	6	15	100%	4	4	2	50%	6	6	4	67%
River City Food Bank	2,296	2645	2645	2794	100%												
South County Services	268	240	240	180	75%	28	28	19	68%								
The Salvation Army	277					100	100	97	97%	50	50	45	90%	28	28	20	71%
Voluntary Legal Services Program	398																
Volunteers of America	25					4	4	4	100%	2	2	4	100%	20	20	11	55%
WIND Youth Services	233	300	300	233	78%												

**Community Services Block Grant  
Delegate Agency Report Through December 31, 2017  
Fourth Quarter (Cumulative)**

<b>SAFETY-NET</b>	<b>Utilities</b>				<b>Legal Services</b>				<b>Employment Supports</b>				<b>Transportation</b>				<b>Clothing Diapers</b>			
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>
Elk Grove Food Bank																				
Folsom Cordova Comm. Partnership	4	4	3	75%					38	38	0	0%	232	232	295	100%	100	100	265	100%
Francis House													184	138	152	100%				
Lao Family Comm. Development	17	17	12	71%					3	3	13	100+%	79	79	30	38%	3	3	8	100%
Legal Services of Northern California					725	725	470	65%												
My Sister's House	29	29	15	52%																
Next Move Sacramento	14	14	26	100%					6	6	3	50%	50	50	12	24%	5	5	4	80%
River City Food Bank																				
South County Services	51	51	63	100%									100	100	22	22%				
The Salvation Army	134	134	153	100%																
Voluntary Legal Services Program					384	384	398	100%												
Volunteers of America	7	7	9	100%																
WIND Youth Services	15	15	0	0%					10	10	5	50%	200	200	181	91%				

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe



**MEMORANDUM**

**TO: Ms. Marie Jachino      DATE: February 22, 2018**

**FROM: Mayxay Xiong, SETA Fiscal Monitor**

**RE: Desk Review of Elk Grove Food Bank**

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	Safety Net	\$20,000	1/1/17-12/31/17	1/1/17-12/31/17

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

**Date of review: 2/6/18**

	<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'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: Elk Grove Food Bank**

**Findings and General Observations:**

- 1) We have reviewed the CSBG program from January 1, 2017 to December 31, 2017. The costs reported for this program has 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. Rachel Rios **DATE:** February 16, 2018  
**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>
WIOA	OSY	\$ 277,468	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	AD/BIC	\$ 193,978	7/1/17-6/30/18	7/1/17-12/31/17
WIOA	DW/BIC	\$ 64,659	7/1/17-6/30/18	7/1/17-12/31/17
CSBG	YSS	\$ 55,000	1/1/17-12/31/17	8/1/17-12/31/17

**Monitoring Purpose:** Initial  X  Follow-Up   Special   Final  X   
**Date of review:** Jan 22-14, 2018

	<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		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 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

## 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.