



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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County of Sacramento

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Executive Director

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

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, June 8, 2016

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 CAB members:
 - Reginald Castex, Head Start Policy Council
 - Lisa Culp, Women's Empowerment
 - Mary Duncan, Adult & Aging Commission of Sacramento County
 - Board Member Presentation: Rivkah Sass, Sacramento Public Library
- II. **Consent Item**
 - A. Approval of Minutes of the March 9, 2016 Meeting 1-4
- III. **Action Item**
 - A. Community Services Block Grant Organizational Standard – Development of a Mission Statement 5

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

IV. Information Items

- A. Standard for Boards Introduction – Video 6
- B. Program Operator Monthly Reports – First Quarter 7-9
- C. Community Services Block Grant Fiscal Monitoring Reports 10-26
- ✓ County Department of Health & Human Services
 - ✓ Elk Grove Food Bank Services
 - ✓ Legal Services of Northern California, Inc.
 - ✓ Roberts Family Development Center
 - ✓ Sacramento Area Emergency Housing Center
 - ✓ South County Services
 - ✓ Visions Unlimited, Inc.
 - ✓ Voluntary Legal Services of Northern California

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: THURSDAY, JUNE 2, 2016

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE MARCH 9, 2016 MEETING

BACKGROUND:

Attached are the minutes of the March 9, 2016 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 Sequoia Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, March 9, 2016
10:00 a.m.

I. Call to Order/Roll Call

Ms. Nelson called the meeting to order at 10:08 a.m.

Denise Nelson, Head Start Policy Council
Cole Forstedt, United Way
Donald Migge, California Community Credit Union
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Rivkah Sass, Sacramento Public Library Authority
Jeremiah Rhine, Sacramento Food Bank & Family Services (Alternate Member
for Blake Young, Sacramento Food Bank & Family Services)
Sam Starks, SMUD

Members Absent:

Blake Young, Sacramento Food Bank & Family Services
Anthony Garcia, Child Action, Inc.
Reginald Castex, Head Start Policy Council
Lisa Culp, Women's Empowerment
Mary Duncan, Adult & Aging Commission of Sacramento County

- Board Member Presentation: Rivkah Sass, Sacramento Public Library: This presentation will be provided at a later date due to technical issues with the equipment.

II. Consent Item

- A. Approval of Minutes of the November 18, 2015 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Sass, second/Migge, to approve the minutes as presented.
Voice Vote: Unanimous approval.

III. Information Items

- A. Child Enrichment Parent Employment Project (CEPEP) Update

Ms. Julie Davis-Jaffe reviewed this partnership program that provides services to Head Start children and parents. This continues to be a very successful program and is performed in partnership with community based programs Waking the Village, and Birth and Beyond. CEPEP staff work with parents at Sacramento Works America's Job Centers to acquire the necessary skills to secure long-term employment. Mr. Bonanno stated that some parents are participating in a literacy program offered by United Way; these parents have made great strides in improving their literacy.

Ms. Davis-Jaffe reported that the Sacramento Workforce Development Board will be deciding on the Workforce Innovation and Opportunity Act for Adult, Dislocated Worker, and Youth funding recommendations in May.

B. Community Services Block Grant Fiscal Monitoring Reports

No findings have been reported by SETA's fiscal monitoring staff. All of the programs are working well and providing services as contracted.

IV. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick stated that the agency is taking significant steps to get into compliance with the required due dates for the Workforce Innovation and Opportunity Act (WIOA). The SETA Governing Board approved the Workforce Development Board (WDB) membership which went from a 41 to a 25 member board; these changes will take effect April 1, 2016. WIOA requires that a memorandum of understanding (MOU) be executed with all program partners to invest together in the programs. All partners to the MOU must identify any funding contributions and in-kind services they are providing to the partnership. The partners are currently meeting to develop an MOU. This is a significant change requiring all partners to come together and identify resources.

Staff just submitted a recertification of the WDB to the state; the local board has been designated a Local WDB. The new WIOA has a very strong emphasis on regional collaboration.

Staff is in the process of submitting a \$2 million grant request for a summer youth program. Staff will also work to secure available resources and target Head Start parents for employment-related training and other funded services.

C. Program Manager: Ms. Davis-Jaffe acknowledged Mr. Bonanno's outstanding work on the CEPEP program.

D. Members of the Board: No comments.

E. Public: No comments.

V. **Adjournment**: Meeting adjourned at 10:28 a.m.

ITEM III-A - ACTION

COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARD – DEVELOPMENT OF A MISSION STATEMENT

BACKGROUND:

SETA has begun the full implementation of 58 Community Services Block Grant (CSBG) Organizational Standards established through a partnership of Community Action Agencies and the U.S. Office of Community Services, a department of the Administration for Children and Families. These Standards represent agreed-upon best practices for Public Community Action Agencies like SETA and are mandated by the State of California, Department of Community Services and Development.

At the October 14, 2015 CAB meeting, there was discussion on the Organizational Standard and the necessity for a departmental mission statement. At that time the chair recommended that the board members submit mission statement drafts for consideration by the full board, at a subsequent meeting. To date no drafts have been received.

STANDARD

Standard 4.1 establishes that the Community Services Department, and specifically the Agency's Community Action Board (CAB), has a mission statement that addresses poverty and that all CSBG programs and services are aligned with the mission. This can be accomplished during a meeting of the entire board or by a subcommittee appointed by the chair, for that purpose. The results of the "Mission Statement" committee would then need to be approved by the CAB as an action item during a regularly scheduled public meeting, to allow for discussion and any input from the public.

Staff will be available to answer questions.

RECOMMENDATION:

Staff recommends the CAB establish a committee to develop a slate of mission statement drafts to be considered by the full board for adoption as the official SETA Community Services mission statement.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM IV-A - INFORMATION

STANDARD FOR BOARDS INTRODUCTION - VIDEO

BACKGROUND:

Staff will share one of 10 videos regarding the Standard for Boards.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM IV-B INFORMATION

PROGRAM OPERATOR MONTHLY REPORT – FIRST QUARTER

BACKGROUND:

Attached for your information are copies of the latest CSBG Program Operator Monthly reports through March 2016.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

Community Action Board
Delegate Agency Report Through March 31, 2016
First Quarter

FAMILY SELF-SUFFICIENCY AGENCIES	EXPENDITURES			Family Self-Sufficiency		Youth & Senior Support		Comments
	2016 BUDGET	Expended 1st Qtr.	Expended Rate	Enrolled	Employed	Enrolled	Progress Noted	
Family Self-Sufficiency - FSS Youth & Senior Support - YSS								
Children's Receiving Home - YSS (Youth)	\$28,500	\$4,750	17%			15	15	
DHHS - YSS (Seniors)	\$16,500	\$0	0%			13	13	
Folsom Cordova Comm. Partnership - FSS	\$60,000	\$5,474	9%	3	2			
La Familia Counseling Center - YSS (Youth)	\$55,000	\$12,566	23%			30	30	
Next Move Sacramento - FSS	\$60,000	\$0	0%	66	12			
Next Move Sacramento - YSS (Seniors)	\$25,000	\$2,893	12%			17	17	
Sacramento Self-Help Housing - FSS	\$20,000	\$0	0%	28	6			
Saint John's Program for Real Change - FSS	\$70,000	\$0	0%	19	3			
Visions Unlimited - YSS (Seniors)	\$35,000	\$12,015	34%			41	41	
Waking the Village - FSS	\$50,000	\$0	0%	8	1			
WIND Youth Services - FSS	\$60,000	\$8,995	15%	10	0			

Community Action Board
Delegate Agency Report Through March 31, 2016
First Quarter

SAFETY-NET AGENCIES	EXPENDITURES			Safety-Net Enrolled	Emergency Safety-Net Services Provided (A Percentage of Projected Quarterly Goals)								
	2016 BUDGET	Expended YTD	Expenditure Rate		Food	Eviction	1st Month Rent	Shelter (Motel)	Utilities	Senior Legal Advice	Employment Support	Bus Passes	Clothing Diapers
Folsom Cordova Community Partnership	\$ 60,000	\$5,474	9%	153	100% +	100% +		100% +	100% +		0%	100% +	100% +
Francis House	\$ 70,400	\$0	0%	52	86%			96%					
Lao Family Community Development	\$20,000	\$3,347	17%	15	100% +	100% +	0%	0%	50%		100% +	100% +	100% +
Legal Services of Northern California	\$20,000	\$3,998	20%	62						100%			
My Sister's House	\$26,100	\$6,557	25%	13		80%	100% +	100%					
Next Move Sacramento	\$ 15,200	\$0	0%	4					100%				
River City Food Bank	\$20,500	0	0%	323	100% +								
South County Services	\$27,700	\$15,526	56%	135	100% +	85%			100% +				
The Salvation Army	\$60,500	\$12,176	20%	83		60%	90%	100%	100% +				
Voluntary Legal Services Program	\$28,000	\$9,161	33%	147						100%	100% +	100% +	
Volunteers of America	\$7,600	\$2,442	32%	4		100%	100%	100%	100% +				

ITEM IV-C INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Mr. Mark Snaer

DATE: March 23, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: Desk Review of County of Sacramento
Department of Health and Human Services**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$27,500	1/1/15-12/31/15	7/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 2/22/16

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's		N/A		
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: County of Sacramento Department of Health and Human Services

Findings and General Observations:

- 1) The total costs as reported to SETA for the CSBG programs from July 1, 2015 to December 31, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Marie Jachino **DATE:** March 29, 2016
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	1/1/15-12/31/15	1/1/15-12/31/15
Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final <u>X</u> ____				

Date of review: Feb. 15, 2016 and follow up March 14, 2016

	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		

Memorandum
Fiscal Monitoring Findings
Page 2

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

MEMORANDUM

TO: Julie Aguilar Rogado
FROM: Tammi L. Kerch, SETA Fiscal Monitor

DATE: March 21, 2016

RE: On-Site Fiscal Monitoring of Legal Services of Northern California, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 20,000	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

Date of review: March 1, 2016 desk audit

	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: Legal Services of Northern California, Inc.

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: Mr. Derrell Roberts **DATE:** April 21, 2016
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Roberts Family Development Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$20,000	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 2/24/16

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X		X	
2	Internal Control	X		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: Roberts Family Development Center

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2015 to December 31, 2015 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) We have noted issues with approval of time sheets. Out of 16 time sheets reviewed, 6 time sheets had no supervisor signature and 1 time sheet had no employee or supervisor signature. While these issues do not have any material effect on the program expenses, proper procedures to insure internal control were not consistently followed.

Recommendations for Corrective Action:

- 1) The RFDC should develop and implement written policies and procedures to strengthen its internal controls. This includes written procedures to ensure time sheets are reviewed and approved by an authorized person.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Steffanic **DATE:** May 12, 2016

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	1/1/15-12/31/15	4/1/15-12/31/15
CSBG	Safety Net	\$10,200	1/1/15-12/31/15	4/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 3/21/15

	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 April 1, 2015 to December 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:** March 9, 2016
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 PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 206,805	1/1/15-12/31/15	3/1/15-12/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 7, 2016

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			

Memorandum
Fiscal Monitoring Findings
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Program Operator: South County Services, Inc.

Findings and General Observations:

The total costs as reported to SETA CSBG program 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. Roleda Bates

DATE: April 27, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$50,000	1/1/15-12/31/15	6/1/15-12/31/15
Monitoring Purpose:				
	Initial	Follow-up	Special	Final
Date of review: 4/1/16				

	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: Visions Unlimited, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from June 1, 2015 to December 31, 2015 for the CSBG program has been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Victoria Jacobs **DATE:** March 30, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 28,000	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: March 11, 2016 desk audit

	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		N/A		
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: Voluntary Legal Services of Northern California

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. 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.