



Sacramento
Employment and
Training
Agency

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
916-263-3800

Head Start
916-263-3804

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

DATE: Wednesday, November 10, 2004

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

I. Call to Order/Roll Call

II. Consent Items

A. Approval of Minutes of the October 29, 2003 and January 14, 2004 Meetings

III. Action Item

A. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2005 (Cindy Sherwood-Green)

IV. Information Items

A. Fiscal Monitoring Reports

- Elk Grove Unified School District
- Galt Community Concilio

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

- La Familia Counseling Center, Inc.
- Meadowview Community Action
- Paratransit, Inc.
- Sacramento Area Emergency Housing Center
- Sacramento Chinese Community Service Center, Inc.
- Traveler's Aid Society of Sacramento, Inc.
- Transitional Living and Community Support
- Visions Unlimited, Inc.

B. 2004 Community Services Block Grant State Monitoring Report

C. Community Services Block Grant Year-to-Date Expenditures

V. Reports to the Board

A. Chairperson

B. Executive Director

C. Members of the Board

D. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, NOVEMBER 4, 2004

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 29, 2003 AND JANUARY 14, 2004
MEETINGS

BACKGROUND:

Attached are the minutes of the October 29, 2003 and January 14, 2004 meetings for your review.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes as submitted.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Wednesday, October 29, 2003
8:30 a.m.

I. **Call to Order/Roll Call**: Ms. Mitchel called the meeting to order at 8:35 a.m.

Members Present:

Cliff Bales, South Sacramento Interfaith Partnership
Rex Albright, Rancho Cordova Chamber of Commerce
Mary Benson, Child Action, Inc.
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way
John Healey, California Emergency Foodlink
Albert Mills, Sacramento City/County Hunger Commission
Bert Bettis, County Department of Health and Human Services
Darlene Anderson, Head Start Policy Council
Barbara Clare, Galt Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District

II. **Consent Item**

A. Approval of Minutes of the August 13, 2003 Meeting

Minutes were reviewed. There were no questions or comments.

Moved/Lehman, second/Albright, to approve the minutes of the August 13, 2003 meeting as distributed.

Voice Vote: Unanimous approval with one abstention (Mitchell).

III. **Public Hearing – Presentation of Proposals by Bidders of 2004 CSBG Funding**

Ms. Mitchell reminded the vendors that there were three times as many requests for funds as funds are available. Ms. Mitchell reviewed how the funds are allocated according to funding source.

Ms. Darlene Anderson was welcomed to the Board.

The following programs spoke before the Community Action Board. Numbers indicate the proposal number.

1. County of Sacramento, Dept. of Health and Human Services: Marilyn Maginnis
2. Jewish Family Services of Sacramento: Judy Turtleaub

- 3 & 4. Visions Unlimited, Inc.: Peg Mapes
- 5. Galt Community Concilio, Inc.: Mary Lou Powers
- 6. Sacramento Area Emergency Housing Center: Bonnie Hyer
- 10. Grant Joint Union High School District: Andy Jones
- 11. Treat'em Like a King Foundation: Harold Pressley
- 15. Elk Grove Unified School District: Kim Parker
- 16. Paratransit, Inc.: J.D. Culver
- 17. North Sacramento School District: Norma Hamm
- 19. Slavic Community Center of Sacramento: Alex Chunestky
- 20. Transitional Living and Community Support, Inc.: Mary Nakamura
- 21. Voluntary Legal Services Program of Northern California: Vickie Jacobs
- 22. Sacramento Cottage Housing, Inc.: Scott Thurmond

Break at 10:10 a.m. 10:28 a.m.

- 25. Traveler's Aid Society, Of Sacramento, Inc.: Elnor Tilson
- 27 & 28. Cross Roads Diversified Services, Inc.: Danny Marquez
- 29. Meadowview Community Action, Inc.: Lorene Edmonson
- 32. County of Sacramento, Department of Human Assistance: Kathrine DeYoung
- 35. Sacramento Chinese Community Service Center: Henry Kozklozski
- 36. Sacramento Child Advocates, Inc.: Mike Hansell
- 38. Volunteers in Victim Assistance: Carol McDonnell
- 39. La Familia Counseling Center, Inc.: Oralia Bermudez
- 40. WIND Youth Center: Bud Eckstrom
- 41. Center Unified School District, Center Adult School: Allison Collier
- 42. St. John's Shelter for Women and Children: Mary Ellen Ferguson
- 43 & 44. Greater Sacramento Urban League: Jody Morgan
- 45. Sacramento Self Help Housing Corporation: John Foley
- 48. Hmong Women's Heritage Center: Speaker didn't give her name.
- 23. Legal Services of Northern California: David Mandel
- 37. Francis House of Sacramento: Debra Dunham

The Board took a lunch break from 12:10 – 1:10 p.m. Ms. Mitchell called the meeting back to order at 1:15 p.m.

- 34. Mexican American Alcoholism Program: Speaker didn't give her name.

IV. Action Item

- A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2004

Ms. Cindy Sherwood-Green stated that a team of 10 readers reviewed all of the proposals. Readers were given a standardized tool that was utilized during the deliberations.

Safety Net Services Funds

A question was raised as to why was St. John's Shelter was funded so modestly. Mr. Bonanno replied that this is first-time funding and because there is no history with funding this program, SETA would like to move ahead cautiously.

Mr. Albright suggested that the funds allocated to Paratransit be eliminated and distributed to the other programs.

Moved/Albright, second/Lehman, to reduce Francis House by \$5,000, reduce Greater Sacramento Urban League by \$10,000, reduce MCA by \$2,000 and increase the Galt Concilio by \$15,000 and Traveler's Aide by \$2,000, and bring this portion to 1/3 of the available funding. Funds will be identified later in the meeting.

Ms. Mitchell stated that there has always been a shortage of programs submitting proposals for the north area.

Substitute motion: Moved/Healey, second/Mills, to accept staff funding recommendations for Safety Net Programs with no changes in the funding recommendations.

Roll Call Vote: Aye: 4 (Anderson, Bettis, Healey, Mills), Nay: 7. Motion Failed.

Vote on the original motion: Roll Call Vote: Aye: 7, Nay 4 (Bettis, Healey, Mills, Mitchell). Motion passed.

Family Self Sufficiency Funds:

Barbara Lehman discussed funding for Visions Unlimited. In addition, Ms. Lehman asked that there be some verification of program collaboration provided during the funding cycle to ensure there actually is collaboration among the program operators.

Mr. Albright left at 3:25 p.m.

Mr. Healey asked that for future funding processes, the programs be required to identify that they DO collaborations and what steps will they do throughout the year to increase funding through other areas. It is crucial for programs to have funding from other sources than SETA. Ms. Anderson wants to ensure that the school districts are 'pulling their weight' with regard to funding and services provided.

Moved/Lehman, second/Bales, to move \$5,000 from Cottage Housing in Family Self-Sufficiency and transfer the funds to Safety Net Services, adopt staff recommendation as recommended with inclusion of mechanism on how the programs are leveraging program funds.

Ms. Anderson stated that if the board took the funds from Elk Grove, it would force them to look elsewhere for funds. By making people look for funding elsewhere, it would not be as much of a shock to them when they do not get funding. Ms Anderson feels that there should be a timeframe for programs to move on from being reliant on CSBG funding.

When asked why the City of Sacramento Parks and Recreation's dementia program scored low, Ms. Sherwood-Green stated that the City did not include a description for their case management programs. This is an education program, offering 8-week education programs for the caregivers.

Amendment to the Motion: Moved/Bettis, second/Lehman, to accept staff recommendations, and take \$30,000 from Elk Grove and move it to the City Parks & Rec. dementia program, and take \$5,000 from Sacramento Cottage Housing and move it to Safety Net Services

Roll Call Vote: Aye: 6, Nay 4 (Healey, Mills, Reese, Mitchell).

Moved/Reese, second/Lehman, add \$5,000 to the Galt Concilio for Safety Net Services.

Roll Call Vote: Aye: 4 (Bales, Clare, Lehman, Reese), Nay: 6. Motion failed.

Moved/Bettis, second/Mills, to add \$5,000 to Traveler's Aid for Safety Net Services.

Roll Call Vote: Aye: 10, Nay: 0, Abstentions: 0. Motion passed.

V. Information Items

- A. Fiscal Monitoring Report: No comments.
- B. Year-to-Date Expenditures: No comments.

VI. Reports to the Board

- A. Chairperson: No report.
- B. Executive Director: Ms. Kossick thanked the board VERY much for their time during this funding process.
- C. Members of the Board: No comments.
- D. Public: No comments.

VII. Adjournment: Meeting adjourned at 4:03 p.m.

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Wednesday, January 14, 2004
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Mitchell called the meeting to order as a Committee of the Whole at 10:04 a.m.

Members Present:

Cliff Bales, South Sacramento Interfaith Partnership
Rex Albright, Rancho Cordova Chamber of Commerce
John Healey, California Emergency Foodlink
Darlene Anderson, Head Start Policy Council
Barbara Clare, Galt Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District

Members Absent:

Mary Benson, Child Action, Inc.
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way
Bert Bettis, County Department of Health and Human Services

II. **Consent Item**

- A. Approval of Minutes of the October 29, 2003 Special Meeting: No action taken due to no quorum present.

III. **Action Item**

- A. Approval of WIND Youth Center's Request to Change its 2004 Community Services Block Grant Contract from Family Self-Sufficiency to Safety-Net

Ms. Cindy Sherwood Green stated that there might be a procurement issue with this item. Staff is requesting that the board authorize this modification pending state approval.

Ms. Purdy stated that staff is requesting that the CAB hear the item and that a determination be made that the CAB move this program to Safety Net from Family Self-sufficiency. If so, staff would go to the state and ask for a change in our procurement policy. Ms. Purdy explained the procurement process. WIND Youth Center submitted a proposal for Family Self-Sufficiency only. However, staff thought that the program would have more success under Safety Net. Family Self-sufficiency would not be the best activity since there is a requirement of ongoing case management and tracking the progress of a client. This would

set WIND up for a poor evaluation since the kids tend to be very transitory. The whole idea behind Safety Net is emergency services which is specifically what WIND does.

Mr. Bales inquired why this modification was done in 1998 and not allowed now. Ms. Purdy replied that when it was identified as a problem, WIND requested a change in funding categories and this was allowed. This time the modification is being recommended as a way to prevent WIND from having negative evaluations.

Ms. Sherwood-Green discussed the history of WIND and the reporting requirements. She suggested that they move to Safety Net and they were successful. WIND wants to continue serving this population and staff does not want the reporting requirements prevent them from having a good monitoring report. WIND has a good case management system in place but the kids are transient.

Mr. Bob Ekstrom, WIND Youth Center, stated that the program has case management services, particularly through the shelter. There are a number of kids that come to them for crisis services and it would be easier to demonstrate provision of service and a wider use of the money if WIND were allowed to move into Safety Net services.

Ms. Sherwood-Green stated that in the RFP, a certain amount of dollars were set aside for Safety Net and this would change if the move was approved. If it is approved, it would change it by 2%.

Mr. Ekstrom stated that there is a way to justify the lower numbers if they are funded under Family Self-sufficiency. It can be explained that the kids that they service are very transitory. They will keep track of the services provided under Family Self-sufficiency and later justify the lower numbers if needed.

Mr. Healey stated that this is a scenario that will make it easier for the agency to do business and provide services. This should not be a problem for the WIND to figure out ...they should just do the job of providing services to kids.

Ms. Sherwood-Green stated that in 2003, WIND was very successful in their Safety Net component. Under Family Self-sufficiency, it may be more difficult to have the same rate of success because there are different expectations for the program to achieve.

Mr. Ekstrom stated that doing the program under Family Self-sufficiency will be more of a challenge but is doable. Their numbers may be lower. They will continue to provide Safety Net services to the kids.

Moved/Healey, second/Bales, to approve, as a committee of the whole, moving WIND funding from Family Self-Sufficiency to Safety Net. This approval is contingent upon receiving state approval.

Ms. Purdy stated that if the state denies our request, WIND will be held to the requirements for Family self-sufficiency for which they contracted. Either way, the program will remain funded.

Ms. Anderson inquired what is the difficulty in working with WIND to get the feedback and other groups that they partner with. Mr. Ekstrom stated that they have done a significant amount of work in tracking the cases. It is more the reality of the population and the fact that the kids are difficult to track.

Mr. Healy stated that there is an assumption that there are other programs providing these services. A lot of other programs are already impacted with services and as much as Foodlink wants to do expansion, it is a struggle to keep the doors open. It's more difficult to do collaborations with budgets being stretched so tightly.

Ms. Purdy and Ms. Sherwood-Green will be presenting an item to the board to look at the Family Self-sufficiency component and consideration to modify this category. The board will be asked what services are important and where should we put our funds in the future. Family self-sufficiency is important but there are a lot of people falling through the cracks. There has been a tremendous need for emergency services.

Vote on the motion: Unanimous approval of the committee of the whole.

IV. Information Items

- A. Fiscal Monitoring Report: No comments.
- B. Year-to-Date Expenditures: No comments.

W. Reports to the Board

- A. Chairperson: No report.
- B. Executive Director: No report.
- C. Members of the Board: It was announced that Ms. Hogan recently received a letter of resignation from Albert Mills. In addition, the Adult and Aging Commission has yet to choose a representative to the CAB.
- D. Public: No comments.

VII. Adjournment – The meeting adjourned at 10:43 a.m.

ITEM III - A - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT CONTRACT EXTENSIONS FOR FISCAL YEAR 2005

BACKGROUND:

SETA's Delegate Agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing Delegate Agreement ends on December 31, 2004.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2004. Staff has determined that all CSBG program operators have been performing satisfactory, with most meeting or exceeding outcome goals and/or service levels as prescribed in their Delegate Agreements. Conditions causing some program operators to perform below prescribed service and expenditure levels have been evaluated and corrective actions taken. Staff recommends extending all CSBG Delegate Agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts. In addition, staff recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in Fiscal Year 2004, \$30,000.

The SETA Governing Board will consider this item at its November 18, 2004 meeting.

Staff will be available to answer questions.

RECOMMENDATION

Approve staff recommended contract extensions for all CSBG program operators for the 2005 Fiscal year and maintain Daren Maeda as a SETA consultant for an additional year as listed on the attached chart.

2004 CSBG Safety-Net

Program Operator	Comments
Francis House	Francis House has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Galt Community Concilio Inc.	Galt Concilio has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Greater Sacramento Urban League Corporation, Inc.	Greater Sacramento Urban League has continued to provide all contracted services to the targeted population and comply with federal, state and local requirements.
Legal Services of Northern California (Senior Legal Hotline)	Legal Services of Northern California provides both direct (legal advice to individuals) and indirect (outreach and phone information) services. CSBG eligibility is determined for clients that receive direct service only. Legal Services has continued to provide all contracted services to the targeted population and comply with federal, state and local requirements.
Meadowview Community Action, Inc.	Meadowview Community Action (MCA) provides both direct (food vouchers, bus passes, and utility assistance) and indirect services (information and referrals to community resources). CSBG eligibility is determined for clients that receive direct services only. MCA's low performance (29% of plan for direct services) is expected to increase in the next few months after the agency's FEMA funding allocation has been expended. It is anticipated that MCA will meet its contracted goals by December 31, 2004.
St John's Shelter	As a new CSBG provider in 2004, St. John's Shelter experienced a late program start-up due to contract issues and submitted several late programmatic and fiscal reports. St. John's Shelter has demonstrated its commitment to improve its reporting process and is now current with all reports.
Travelers Aid Society of Sacramento, Inc.	Expenditures are somewhat below plan as of September 30, 2004. As need for services increases during the holiday season, program staff anticipate 100% expenditure by December 31, 2004.
Voluntary Legal Services of Northern California	Voluntary Legal Services of Northern California has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.

2004 CSBG Self-Sufficiency

Program Operator	Comments
County of Sacramento, DHA	County of Sacramento, DHA has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Elk Grove Unified School District	Elk Grove Unified School District has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
La Familia Counseling Center, Inc.	When client files were reviewed, several deficiencies were noted. Technical assistance was provided and the program is currently working closely with SETA staff to ensure that client files contain required forms and adequate documentation of services provided.
Linkage to Education	Daren Maeda, SETA consultant, has continued to provide all proposed services, to the targeted population and comply with federal, state, and local requirements.
Mental Health Assoc., Sacramento Chapter, Inc.	Client enrollments are slightly below plan. As eleven Senior Companion volunteers were recently hired, program staff anticipate an immediate increase in enrollments and services provided.
Paratransit, Inc.	Paratransit has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Sacramento Area Emergency Housing Center	SAEHC's Monthly Client Matrix Outcomes Reports submitted to SETA during the current program year do not support the goals identified in their subgrant agreement. SETA staff provided technical assistance and SAEHC is currently working on ensuring reporting forms accurately reflect client progress.
Sacramento Chinese Community Service Center, Inc.	During the 6/29/04 on-site monitoring review, and 7/27/04 follow-up review it was noted that client files did not contain required back-up documentation to support CSBG eligibility. SETA staff issued two requests for immediate corrective action to SCCSC on 7/1/04 and 7/29/04. SCCSC staff made corrections to all CSBG client files.
Sacramento Cottage Housing, Inc.	Sacramento Cottage Housing has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Transitional Living and Community Support, Inc.	Transitional Living and Community Support has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Visions Unlimited, Inc. (Senior Program)	Visions has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Visions Unlimited, Inc. (Youth Program)	Program staff are currently working with SETA staff to ensure participant files contain required forms and adequate documentation of services provided.
Works in New Directions, Inc. (WIND Youth Ctr.)	Program staff are currently working closely with SETA staff to ensure participant files contain required elements of case management, and adequate documentation of services provided.

2004 CSBG Safety-Net Plan vs. Actual

Program Operator	Planned Services	Planned Client Contacts through 12/31/04	Actual Client Contacts as of 9/30/04	% of Planned Client Contacts as of 9/30/04	2004 CSBG Budget \$	% Expended as of 9/30/04	2005 Funding Recommendations
Francis House of Sacramento	Emergency support for shelter, food and transportation services	897	1,553	173%	20,000	74.3%	Extend annual funding at 2004 level
Galt Community Concilio, Inc.	Food baskets, motel vouchers, rental assistance, transportation assistance, information & referrals	3,727	2,558	69%	55,000	76.4%	Extend annual funding at 2004 level
Greater Sacramento Urban League Corporation, Inc.	Transportation, utility payment and rent/mortgage assistance	125	83	66%	20,000	75.7% as of 8/30/04	Extend annual funding at 2004 level
Legal Services of Northern CA (Senior Legal Hotline)	Legal advice and outreach to low-income seniors, non-English speakers and grandparent caregivers	1296* 6,739**	1224* 15,025**	94%* 222%**	20,000	72.6% as of 8/30/04	Extend annual funding at 2004 level
Meadowview Community Action	Food vouchers, utility and transportation assistance, information and referrals	425* 277**	122* 608**	29%* 45%**	32,000	72.1%	Extend annual funding at 2004 level
St. John's Shelter for Women and Children	Food and shelter, counseling and referral services for women and children in unsafe living environment	9,150	7,174	78%	26,750	81.4%	Extend annual funding at 2004 level
Travelers Aid Society	Shelter, referrals and counseling	689	568	82%	37,000	59.3%	Extend annual funding at 2004 level
Voluntary Legal Services Program of Northern California	Diagnose legal issues & assist with forms and referrals, expungement workshops at career centers	360	661	184%	25,000	70.6%	Extend annual funding at 2004 level

* CSBG client eligibility determined (direct services)

**CSBG client eligibility not determined (information and referrals or indirect services)

2004 CSBG Family Self-sufficiency

Plan vs. Actual

Program Operator	Planned Services	Planned Client Enrollment through 12/31/04	Actual Clients Enrolled as of 9/30/04	% of Planned Enrolled as of 9/30/04	2004 CSBG Budget \$	% Expended as of 9/30/04	2005 Funding Recommendations
County of Sacramento DHA	Senior companion services for frail and elderly	37	35	95%	26,000	73.1%	Extend annual funding at 2004 level
Elk Grove JUHSD Foster Youth	Case management and academic enrichment services to former and current foster youth	31	45	145%	30,000	70.2%	Extend annual funding at 2004 level
La Familia Counseling Center	Case management and alternative services for at-risk youth	69	51	74%	67,000	63.3%	Extend annual funding at 2004 level
Mental Health Association	Peer counseling for frail and elderly seniors	95	59	62%	33,750	75.2% as of 8/30/04	Extend annual funding at 2004 level
Paratransit	Transportation access training for the elderly and disabled	94	132	140%	34,000	90.6%	Extend annual funding at 2004 level
Sacramento Area Emergency Housing Center, Inc.	Emergency shelter and housing assistance for individuals and families	182	202	110%	50,000	76.1%	Extend annual funding at 2004 level
Sacramento Chinese Community Service Center	Services for Asian at-risk youth and family support	92	61	66%	59,000	59.6%	Extend annual funding at 2004 level
Sacramento Cottage Housing, Inc.	Support/referral services for homeless individuals and families in transitional housing	57	88	154%	18,000	78.3%	Extend annual funding at 2004 level
Transitional Living & Community Support, Inc.	Support and independent living skills assistance for mentally ill adults living in co-op housing	24	21	88%	38,000	73.8%	Extend annual funding at 2004 level
Visions Unlimited	Health services, case management and independent living assistance for seniors	78	58	74%	42,000	67.1%	Extend annual funding at 2004 level
Visions Unlimited	Assist at-risk youth to remain in school with counseling/support	50	90	180%	45,000	92.7%	Extend annual funding at 2004 level
WIND Youth Services	Varied emergency services for homeless youth including information, crisis, counseling	125	102	82%	30,000	75.0%	Extend annual funding at 2004 level

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Cathy Burt **DATE:** February 24, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove USD

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$ 30,000	01/1/03-12/31/03	01/1/03-12/31/03

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X
Date of review: 2/13/04

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	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: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** February 5, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Galt Community Concilio

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 63,827	01/1/03-12/31/03	01/1/03-12/31/03

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: 1/14/04

	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Galt Community Concilio

Findings and General Observations:

- 2) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 3) The unaudited Balance Sheet as of December 31, 2003 shows total current liabilities of \$ 1,047,763.34 and total current assets of \$ 158,860.50 or excess of current liabilities over current assets by \$ 888,902.84. The Balance Sheet also shows a negative fund balance of \$323,980.91. On January 27, 2004, the organization filed for bankruptcy under Chapter 11, although it will be three to four months before a restructuring plan will be submitted to the court. Please provide SETA with updated information on any developments pertaining to the bankruptcy filing.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Anita Barnes **DATE: May 26, 2004**
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of La Familia Counseling Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	YY	\$186,887	07/01/2003-06/30/2004	07/01/2003-03/31/2004
WIA	OY	\$143,201	07/01/2003-06/30/2004	07/01/2003-03/31/2004
WIA	OJT-Adult	\$149,600	07/01/2003-06/30/2004	07/01/2003-04/30/2004
WIA	Career Center-Adult	\$45,000	07/01/2003-06/30/2004	07/01/2003-03/31/2004
WIA	Career Center-DW	\$45,000	07/01/2003-06/30/2004	07/01/2003-03/31/2004
WIA	OJT-CALWORKS	\$30,400	07/01/2003-06/30/2004	07/01/2003-04/30/2004
CSBG	FSS	\$67,000	01/01/2003-12/31/2003	01/01/2003-12/31/2003
CSBG	FSS	\$67,000	01/01/2003-12/31/2004	01/01/2003-03/31/2004

Monitoring Purpose: Initial Follow-up Special Final
Date of review: March 16, 2004 and various dates
Period Covered: See above

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	X	
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	X			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			
13 Program Income	N/A			

Program Operator: La Familia Counseling Center, Inc.

Findings and General Observations:

- (1) The reported total Adult-OJT employer reimbursement for March, 2004 was overstated by \$2,000 because the payment to S.P.M.H. had already been charged to the CALWORKS contract in March. Necessary adjustments have been made on the April fiscal claim to correct the overstated cost.
- (2) Backup documents for the participant workshop (check #9302) were not available for review during the fiscal visit. The subgrantee's accountant is aware of the problem and agreed to contact the vendor/service provider for the invoice.

Recommendation:

- (1) Invoices, timesheets, backup documents and cost allocation worksheets needed to be properly maintained to support the expenditures charged to the SETA funded contracts. The lack of proper documentation may result in questioned costs in future audit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Donna Mobley **DATE:** February 2, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Meadowview Community Action

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Headstart	Basic, Quality Impv., COLA	\$ 1,504,093	9/30/02-9/29/03	9/30/02-9/29/03
Headstart	T & TA	7,500	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Prog. Impv.	24,500	9/30/02-9/29/03	9/30/02-9/29/03
CSBG	Safety Net	32,000	1/1/03-12/31/03	1/1/03-12/31/03

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Various dates

	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 Budget	X			
11	In-Kind Contribution	X			
12	Equipment Records	X			

Program Operator: Meadowview Community Action

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2002 to September 29, 2003 for Head Start and from January 1, 2003 to December 31, 2003 for CSBG have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) MCA over-reported expenditures by \$424.91 due to an error in the payment of a vendor's invoice.
- 3) Based on unaudited Profit and Loss statement, MCA incurred an operating loss of \$ 13,631.93 from January 1 to December 31, 2003 . The Balance Sheet as of December 31, 2003 shows total current assets of \$ 118,537.39 and current liabilities of \$ 226,935.77 . The current liabilities exceeded the current assets by \$ 108,398.38 primarily due to the loan with Wells Fargo which has a balance of \$ 93,772.95 as of December 31, 2003.
- 4) On September 12, 2003, MCA filed a claim against the Non-Profit Directors and Officer's Insurance policy for \$100,000. In the claim, MCA indicated that the organization incurred a loss in September, 2000 due to the action of the then Program Manager, who extended the Head Start school year by a month resulting in unbudgeted expenses which were not reimbursed. This caused MCA to maximize its \$100,000 credit line with Wells Fargo. Please provide SETA with information on the result of this claim filed with your insurance company.
- 5) MCA conducted fund raising activities last year and the funds raised helped the organization to keep up with the interest payments on the loan but not enough to substantially pay down the loan principal. The negative current ratio of almost 2 to 1 (\$2 current liabilities for every \$1 of current asset) as of December 31, 2003 indicates an urgent need to raise funds to reverse this trend . Please provide SETA with your fund raising plans for the current year.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$424.91 from non-SETA funds and adjust your records.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Mr. Bill Durant **DATE:** February 23, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of PARATRANSIT, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$ 31,535	01/1/03-12/31/03	01/1/03-12/31/03

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 2/11/04

	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: PARATRANSIT, Inc.

Findings and General Observations:

- 4) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 5) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bonnie Hyer **DATE:** February 10, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacto Area Emer. Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$ 60,000	01/1/03-12/31/03	01/1/03-12/31/03

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 1/27/04

	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 6) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 7) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** May 25, 2004
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY	\$224,128	07/01/2003-06/30/2004	07/01/2002-02/29/2004
WIA	YCP	\$110,159	07/01/2003-06/30/2004	07/01/2002-02/29/2004
WIA	FYM	\$40,694	07/01/2003-06/30/2004	07/01/2002-02/29/2004
WIA	OJT	\$150,000	07/01/2003-06/30/2004	07/01/2002-02/29/2004
RESS	VESL/ES	\$106,574	10/01/2002-03/31/2004	10/01/2002-03/31/2004
CSBG	FSS	\$58,861	01/01/2003-12/31/2003	01/01/2003-12/31/2003
CSBG	FSS	\$59,000	01/01/2004-12/31/2004	01/01/2004-04/30/2004

Monitoring Purpose: Initial Follow-up Special Final
Date of review: April 6, 2004 and various dates
Period Covered: See above

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		X	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 Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			
13 Program Income	N/A			

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

- (1) A review of the February, 2004 bank reconciliation statements disclosed an imbalance of \$810. Further analysis of the fiscal records indicated that the check #7029 issued to K.F.H.P. in the amount of \$4,522 was erroneously cashed by the vendor and the bank for \$3,712 back in October, 2003.

Recommendations:

- (1) Monthly bank reconciliation statements should be reviewed by the program director on a monthly basis to insure all the cash deposits and check disbursements are properly accounted for.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: March 8, 2004

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 60,000	01/1/03-12/31/03	01/1/03-12/31/03
CSBG	Safety Net	60,000	01/1/02-12/31/02	01/1/02-12/31/02

Monitoring Purpose: Initial _____ **Follow-Up** ____ **Special** ____ **Final** X__
Date of review: Various dates

	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

- 8) The total costs as reported to SETA from January 1, 2002 to December 31, 2002 and from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 9) There are no major findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jane Ginsberg **DATE:** February 13, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Transitional Living & Comm. Support

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$ 35,871	01/1/03-12/31/03	01/1/03-12/31/03

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 1/29/04

	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Transitional Living & Community Support

Findings and General Observations:

- 10) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 11) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Margaret Mapes **DATE:** February 6, 2004
FROM: Greg P. Tayros, 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-Youth	Family Self-Suff.	\$ 64,876	1/01/03-12/31/03	1/01/03-12/31/03
CSBG-Seniors	Family-Self-Suff.	38,196	1/01/03-12/31/03	1/01/03-12/31/03

Monitoring Purpose: Initial ___ Follow-Up___ Special ___ Final X___
Date of review: 1/22/04

	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	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:

- 12) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 13) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

2004 COMMUNITY SERVICES BLOCK GRANT STATE MONITORING REPORT

BACKGROUND:

Attached for your information is the latest monitoring report of SETA's Community Services Block Grant contract from the State Department of Community Services and Development.

Staff will be available to answer questions.

ITEM IV-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT YEAR-TO-DATE EXPENDITURES

BACKGROUND:

Attached for your information is the latest Community Services Block Grant fiscal report of expenditures for the months of September and October, 2004.

Staff will be available to answer questions.

ITEM V - REPORTS TO THE BOARD

A. CHAIRPERSON'S REPORT

The Chairperson 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 Chairperson 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 Director's Report also allows the opportunity for the Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. MEMBERS OF THE BOARD

This item provides the opportunity for SETA Community Action Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

D. PUBLIC PARTICIPATION

Participation of the general public at SETA Community Action Board meetings is encouraged. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.