



Sacramento
Employment and
Training
Agency

**SPECIAL 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

DATE: Wednesday, August 24, 2005

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.

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Sacramento, CA 95815

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916-263-3800

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916-263-3804

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AGENDA

I. Call to Order/Roll Call

- Introduction of New Board Member: Amy Noakes, Adult & Aging Commission

II. Consent Item

- A. Approval of Minutes of the June 1, 2005 Meeting

III. Action Item

- A. Approval of the Community Services Block Grant Request for Proposals for Fiscal Year 2006

IV. Information Items

- A. Fiscal Monitoring Report
 - Sacramento Chinese Community Service Center, Inc.

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

- B. Community Services Block May-June 2005 Fiscal Report
- C. Community Services Block Grant 2005 Mid-Year Report
- D. Correspondence from California/Nevada Community Action Partnership
- E. Report from the July 29, 2005 Community Action Board Retreat

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: TUESDAY, AUGUST 16, 2005

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 1, 2005 MEETING

BACKGROUND:

Attached are the minutes of the June 1, 2005 meeting 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

June 1, 2005
10:30 a.m.

I. Call to Order/Roll Call: Ms. Mitchell called the meeting to order at 10:37 a.m.

Members Present:

Mary Benson, Child Action, Inc.
Rex Albright, Rancho Cordova Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District
John Healey, California Emergency Foodlink
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way

Members Absent:

Antonette Dinges, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission
Barbara Clare, Galt Chamber of Commerce
Bert Bettis, County Department of Health and Human Services
Reginald Williams, County Commission on Aging

II. Consent Item

A. Approval of Minutes of the May 11, 2005 Meeting

Moved/Albright, second/Benson, to approve the minutes as distributed.
Voice Vote: Unanimous approval.

III. Action Item

A. Approval of the 2006-2007 Community Services Block Grant Community Action Plan

Ms. Cindy Sherwood Green reviewed the Community Action Plan. A summary of each of the presenters at the public hearings was included in this document.

Mr. Victor Bonanno stated that SETA as an agency has elected to achieve goal 1 and goal 6, which includes services to Youth, seniors, homeless and low income families.

There are some minor clerical errors that will be corrected prior to the plan being submitted. Nothing substantive will be changed. Ms. Sherwood-Green stated

that there are copies of the Community Action Plan available for pickup by the public; no additional comments have been received.

Moved/Lehman, second/Healey, to approve the Community Action Plan.
Voice Vote: Unanimous approval.

IV. Information Items

A. Fiscal Monitoring Reports: There were no questions or comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked the CAB for their work in the development of the plan.

C. Members of the Board

Mr. Albright requested that we look at the funding for Paratransit and find out if they can find other sources of funding. Just because they have historically been funded by SETA does not mean that they need to be funded again. He stated that there is funding with other transportation-type programs but feels that Paratransit is not looking for it. Paratransit has not proven to him that they have tried. They need to show some effort to seek other funding.

Ms. Barbara Lehman asked if there was a mandatory workshop for operators. Staff replied that mandatory bidders workshops were not required. Ms. Lehman stated that there should be some proof of partnerships and there should be some indication that partnerships will receive priority in funding.

Ms. Reese supported Mr. Albright's concern. She stated that there should not be a sense of entitlement from the programs. Each program should be seen with fresh eyes.

Mr. Healey stated that Senior Gleaners and the Sacramento Food Bank are the two 'official' food banks in the area. They are looking at the overlapping services and seeking to do co-application for funds. It may be better to cut back the number of programs to a number that can be served better.

The likely date for the board retreat is July 29. Staff is waiting to hear from the facilitator.

D. Public: There probably won't be a board meeting until August.

VI. Adjournment: Meeting adjourned at 11:10 a.m.

ITEM III-A- ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR FISCAL YEAR 2006

BACKGROUND:

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

On June 2, 2005, the SETA Governing Board approved the 2006/07 Community Action Plan. Although the two-year Plan represents the period from January 1, 2006 through December 31, 2007, funding through SETA's contract with CSD is made annually. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the 2006/2007 Community Action Plan.

Of the CSBG funding expected for the 2006 program year, \$758,500 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the Plan. Fifty percent (50%) of the available funds (\$379,250) are planned for each of the two categories of services, Family Self-Sufficiency, outcome-based services designed to move clients toward self-sufficiency, and emergency Safety-Net services for families in crisis.

For the 2006 program year, additional funding has been allocated to the Safety-Net category because of the great demand for services requested by families to offset the rising cost of many basic needs, such as utilities and rental housing. The RFP includes a new opportunity for proposers to apply for \$50,000 of the available Safety-Net funds to assume a direct services project currently operated by SETA staff.

At the recommendation of the Community Action Board, proposers will have a greater responsibility to describe and document collaborative partnerships in the 2006 RFP. This will be accomplished by the submission of signatures of an authorized representative of the collaborating agency on a required form included in the RFP that verifies the manner of collaboration.

The process and criteria for selecting agency partners to help implement SETA's Community Action Plan are outlined in the draft CSBG Request For Proposals (RFP) for the 2006 Fiscal Year sent under separate cover.

The SETA Governing Board will make a final determination on the approval of the CSBG RFP at its December 1, 2005 meeting.

RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2006 Fiscal Year.

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: Mr. Henry Kloczkowski **DATE:** July 5, 2005
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 | \$228 ,168 | 07/01/2004-06/30/2005 | 07/01/2004-05/31/2005 |
| WIA | YCP | \$113,370 | 07/01/2004-06/30/2005 | 07/01/2004-05/31/2005 |
| WIA | WFF | \$40,694 | 05/01/2003-06/30/2005 | 05/01/2003-05/31/2005 |
| WIA | CPF | \$7,280 | 12/01/2003-11/30/2004 | 12/01/2003-11/30/2004 |
| WIA | OJT(DHA) | \$29,452 | 07/01/2004-06/30/2005 | 07/01/2004-05/31/2005 |
| WIA | OJT(Adult) | \$150,000 | 07/01/2004-06/30/2005 | 07/01/2004-05/31/2005 |
| CSBG | FSS | \$59,000 | 01/01/2005-12/31/2005 | 01/01/2005-05/31/2005 |

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: June 7, 2005 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: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

(1) The subgrantee (SCCSC) has signed a subcontract with Crossroads Diversified Services to provide Universal Services under the SETA subgrant no. 052301OY(E). The subcontract is for the period July 1, 2004 through June 30, 2005 for the amount of \$51,000. According to the subcontract, Crossroads Diversified Services is required to conform with the recordkeeping and reporting requirements of the SETA at the contractor's expense, and to provide SCCSC with all necessary documentation and information.

A review of the fiscal records disclosed that Crossroads Diversified Services has only submitted invoices to SCCSC for reimbursements. The backup documents, staff time sheets and expenditure records were not available for review during the on-site fiscal monitoring visit.

Recommendations:

(1) The subgrantee needs to review and reconcile the expenditures incurred by the subcontractor to ensure that the costs charged to the SETA contract are reasonable and allowable. Any disallowed costs incurred by the subcontractor may adversely affect SCCSC since SCCSC is responsible for all the costs charged to the SETA contract -subgrant no. 052301OY(E).

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT MAY-JUNE, 2005 FISCAL REPORT

BACKGROUND:

Attached is a copy of the Community Services Block Grant fiscal report for the period of May through June, 2005.

Staff will be available to answer questions.

ITEM IV-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2005 MID-YEAR REPORT

BACKGROUND:

Attached for your information is the Community Services Block Grant 2005 Mid-Year Report for the period of January through June, 2005.

Staff will be available to answer questions.

ITEM IV-D – INFORMATION

CORRESPONDENCE FROM THE CALIFORNIA/NEVADA COMMUNITY ACTION
PARTNERSHIP

BACKGROUND:

Attached for your information is correspondence from the California/Nevada Community Action Partnership (Cal-Neva) that presents an update of Cal-Neva's AB 444 Advisory Committee recommendations on future modifications to the CSBG funding system.

ITEM IV-E – INFORMATION

CAB RETREAT REPORT

BACKGROUND:

Submitted under separate cover is the final report of the July 29, 2005 Community Action Board retreat.

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 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 Chair, if they wish to speak.