



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

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
916-263-3800

Head Start
916-263-3804

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

DATE: Wednesday, June 1, 2005

TIME: **10:30 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 Item**
 - A. Approval of Minutes of the May 11, 2005 Meeting
- III. **Action Item**
 - A. Approval of the 2006-2007 Community Services Block Grant Community Action Plan
- IV. **Information Items**
 - A. Fiscal Monitoring Reports
 - Paratransit, Inc.
 - Transitional Living and Community Support
 - Traveler's Aid Society of Sacramento, Inc.

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

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 25, 2005

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 11, 2005 MEETING

BACKGROUND:

Attached are the minutes of the May 11, 2005 meeting for your review.

RECOMMENDATION:

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

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

May 11, 2005
10:00 a.m.

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

Members Present:

Antonette Dinges, Head Start Policy Council
Mary Benson-Simmons, Child Action, Inc.
Rex Albright, Rancho Cordova Chamber of Commerce
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
Elizabeth Mitchell, Rio Linda School District
John Healey, California Emergency Foodlink

Members Absent:

Barbara Lehman, Human Rights/Fair Housing Commission
Nina Nelson, Sacramento City/County Hunger Commission (alternate present)
Barbara Clare, Galt Chamber of Commerce
Bert Bettis, County Department of Health and Human Services
Reginald Williams, County Commission on Aging
Starine Reese, United Way

II. **Consent Item**

B. Approval of Minutes of the April 13, 2005 Meeting

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

III. **Information Item**

A. Fiscal Monitoring Report: No questions.

B. **DISCUSSION ITEM:** Community Action Board Retreat

Ms. Mitchell stated that because the board has changed over the year, there is a suggestion of having a board retreat.

Ms. Sherwood Green stated that this would be a good opportunity to have a retreat in order to get board members to work as a team. Ms. Mitchell stated that it is a good idea for board members to understand our role in the agency. This would be a one day event probably at a different location. Staff is looking at July

or later for the retreat. The facilitator that has been contacted has suggested Fridays for the retreat. The retreat will be around six hours, from 9-3 p.m. Alternates will be invited as well. It was suggested that board members e-mail topics or questions to staff.

IV. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Sherwood Green distributed information regarding Community Action Month and Partnership for Prosperity. Also, information regarding the allocation of CSBG funds in the state.

Ms. Elizabeth Mitchell read the Governor's proclamation on the Community Action Month.

- C. Members of the Board: No comments.
- D. Public: No comments.

V. Public Hearing for the 2006-2007 Community Action Plan

Mr. David Lyons, State of California, Employment Development Department, Labor Market Information Division: Mr. Lyons spoke of the latest employment trends in the greater Sacramento region. His organization collects information on the employment and training trends in the area. New web site: www.labormarketinfo.edd.ca.gov

Tina Glover, Community Services Planning Council: Ms. Glover presented recent data depicting demographic and social indicators of low-income individuals and families in Sacramento County. She also distributed information on the Info Line services.

Speakers before the Board:

1. **Joseph Gentile, Sacramento Resident:** Had to leave before the testimony began.
2. **Louis Baum Sr., Program Director, Francis House:** There is a great need for shelters and beds. They have utilized the funds received from SETA to rent rooms for their customers. They receive 10-15 calls per day from people looking for shelter and have served a number of families in the area by providing motel vouchers. He requests that funding continue to be available for this program.
3. **David Mandel, Supervising Attorney, Senior Legal Services:** Mr. Mandel provided an example of the services they provide: an 84 year old man that has

been harassed by debt collectors. In this case it was found that the senior did not owe anything. After calls and letters to the collection agency, this program got the problem cleared up. In another example: a man living on a houseboat in a marina has a problem with the lease. Senior Legal Services worked with the man and with the other residents of the marina. This assisted not only the man but others to get the problem solved. Another woman who did not speak English needed some medical equipment and they assisted getting the medical equipment.

4. **Cinnamon Rackley, Assistant Director of Programs, Greater Sacramento Urban League:** Their program uses the safety net services to provide emergency transportation, emergency rent, and utility service payments to families in Del Paso Heights. They are seeing an influx of people needing help with utility payments and are seeing an increase in clients who can't pay their raised rents and are facing eviction.
5. **Beverly Valley, Student at Greater Sacramento Urban League:** She spoke of utilizing services at Urban League to continue her education and thanked Urban League for the services.
6. **Bonnie Hyer, Executive Director, Sacramento Area Emergency Housing Center:** This program places families in permanent housing. In addition, follow-up services are provided to the clients to help to keep them in the housing. They are able to advocate for the client when a crisis comes up. They also negotiate for deposit payments. The biggest gap that they found is a problem with a lack of deposit money. She is advocating for a deposit program so that people can get into housing. Another gap is rental assistance so that people can continue to have housing even when they have medical problems.
7. **Alvin A. Fincher, Program Coordinator, Sacramento Housing Alliance:** They address the needs for the low income community. This program also provides information to local program operators. Their main thrust is to dispel myths surrounding affordable housing. There is a crisis in the area regarding affordable housing. They are available to make presentations on their services. They do not support any particular project....they just support affordable housing in the Sacramento area. There is a need to fill the gap in informing people about the myths of affordable housing.
8. **Daren Maeda, Executive Director, Linkage to Education:** This program serves young people that are being emancipated from the foster youth services as well as kids that are transitioning out of the juvenile justice system. The needs of these kids are HUGE. It is critical that these kids access a college education. The community colleges offer academic pursuits as well as employment opportunities. Focusing on college retention is also a critical element for a youth to succeed. Trade schools are not always viable because the costs are high and they do not offer transferable credits.

9. **Will Tift, Planner, Area 4 on Aging:** This agency receives senior funding and provides meals on wheels, legal services and other programs. Every four years they do a comprehensive needs assessment for the area. They just completed it and it was found that the greatest needs are:

- 1) Transportation, door to door
- 2) Honest, affordable in-home care.
- 3) Housing
- 4) Respite care for caregivers.

Poverty among seniors is caused from 1) medical bills, people living longer and not planning financially for that; 2) the increasing cost of housing; and 3) crime in the form of financial abuse and fraud/identity theft.

10. **Donald Clark, Director of Health and Temperance Ministry, Capitol City Seventh Day Adventist Church:** This program was awarded funds to do an innovative health program called Five a Day, which means five target fruits and/or vegetables consumed by their residents. They urged the expansion of this grant. The need is so huge in the South Sacramento area and they want to expand to adjacent areas. This program is being coordinated with the Sacramento Cancer Association. The innovation comes in with a program with the Seventh Day Adventist programs. The program based at the Weimar program is called CHIP (Coronary Health Improvement Program).

11. **Ann Brown, Guidance Counselor, Elk Grove Unified School District:** She prepares foster youth to prepare for their emancipation. The foster youth aging out of the program have a very difficult time when they don't have a support system. There are 934 foster youth enrolled in the Elk Grove program and there are 200 who are not identified as foster youth due to the stigma of foster youth. 347, or 28%, are at the high school level. 99 are seniors eligible for emancipation. This program addresses education, employment and housing. The first thing that they do is enroll them in the South County Career Center. They can always come back to the career center for assistance. The kids know that there is always help for them at the career centers.

12. **JD Culver, Director of Mobility Options, Paratransit, Inc.** This program serves mostly elderly and disabled folks and provides mobility training services to this population. Paratransit is a safety net program for people that are unable to use the Regional Transit system. The gap is with people that don't use Regional Transit because they don't know how to ride a bus, read a bus schedule, or are afraid of such a large vehicle. Their goal is to provide as many transportation options for the people that they serve. Mobility training is an individualized program to the customer. Most of the training is done one-on-one although they can train groups of people. There is a growing need to train people that don't speak English, such as Bosnian or Hmong, but are not elderly or disabled.

13. **John Foley, Executive Director, Sacramento Self-Help Housing:** There is a housing crisis in the Sacramento region. There is not affordable housing for a lot of very low income people. The average studio rent is \$558 per month and this is still very high for people who are on public assistance. The housing crisis is beyond the Community Action Board's ability to deal with it. The Sacramento County Board of Supervisors just passed an initiative for housing to be provided for extremely low income people. In the mean time, it's helpful to offer deposit money to people to get into apartments. It's a good idea to provide crisis support to people that need it. Please keep housing in mind as a critical need for people to help get them out of poverty. He provided information regarding this program.
14. **Linda Jones:** Ms. Jones is a person with a disability working with Transitional Living and Community Support. She stated that this organization provides assistance with budgeting. Because of this information she is able to maintain her housing. They escort her to her health appointments and take her to food closets. The agency has been very good to her. The greatest needs are: affording housing, services to mentally ill people, and affordable and accessible transportation.
15. **Mary Nakamura, Program Coordinator, Transitional Living and Community Support, Inc.:** They provide services to mental disabled people. A survey was sent out and ½ of the people responded ranked areas of concern as follows: 1) safe, affordable, permanent housing, 2) help in a crisis. Because of high caseloads in the county mental health program, it is difficult to provide good services to the clients. One of the unmet needs is lack of availability of timely services/responses from the case managers to the customers. There is a need for more bilingual/bicultural medical staff. There is a need for emergency shelter for people coming out of foster care and these people are falling through the cracks.
16. **Anabel Ayala, Parent, La Familia Counseling Center:** She and her family receive services through La Familia. They have helped her children in the transition of teenage years. She is hoping that there will be more funds for La Familia because there are a lot of teenagers that need their services. The funding is needed so that the programs continue. This program helps with jobs, shelter, and whatever the kids/families need.
17. **Oralia Bermudez, Deputy Director/Program Manager, La Familia Counseling Center:** This program works specifically with youth that are in serious risk of joining gangs. The kids are many times exposed to drugs and negative behavior. Many of the kids are dropping out and this needs to be addressed as early as possible. Ms. Bermudez introduced Jose Rivas. Mr. Rivas said that La Familia has helped him to keep out of gangs. He participates in activities and sports, all of which help to keep him out of trouble.

18. **Seth Francois, President, Board of Directors, Citizens Acting Collectively:** This program receives a lot of requests from community based organizations to assist them. This program goes after corporate waste. They take the corporate waste and distribute it to non-profit organizations. So far, they have helped out 20 organizations and have donated out about \$80,000 worth of materials. They are now at a point where they need funds for a warehouse to keep this material. They are seeking funds from other organizations to assist in locating a warehouse.

Ms. Mitchell thanked all of the speakers and stated that it appears that the needs are overwhelming. It seems that housing is one of the very greatest needs. The CAB will have to figure out how to solve the problem in a rapidly growing area. We will consider all of the testimony to assist how to help families transition into self sufficiency.

Ms. Mitchell stated that the Request for Proposals will be released later in the summer.

Ms. Cindy Sherwood-Green stated that the comments will be included in the Community Action Plan. A draft plan will be available on May 27. On Wednesday, June 1 there will be a special meeting of the Community Action Board to approve the plan. The SETA Governing Board will approve the plan at their June 2 meeting.

Ms. Robin Purdy announced that the June 1 meeting will be held at 10:30 a.m. because of a lengthy meeting scheduled prior to the CAB meeting.

Mr. Healey reported that the National Association of Letter carriers is doing a food drive on Saturday, May 14. He urged people to place a bag of food by your mail box; the food donated will benefit all of the food closets in the area.

- VI. **Adjournment:** The meeting was adjourned at 12:11 p.m.

ITEM III – A -ACTION

APPROVAL OF THE 2006/2007 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2006/07 Community Services Block Grant Community Action Plan. A locally determined plan for the use of Community Services Block Grant funds is a requirement for funding by the State Department of Community Services and Development (CSD). This two-year draft Plan represents the period from January 1, 2006 through December 31, 2007. Our contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2006 is not known at this time. Copies of the draft Plan have been made available to the public for their comments.

The draft Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, an analysis of the latest available demographic data and studies, the latest reports on the 2000 census, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

As we plan for the year 2006, the goal of self-sufficiency has become the expected outcome of the programs administered by SETA, funded by the Community Services Block Grant, Workforce Investment Act, Job Training Partnership Act, Refugee Employment Social Services, and the Targeted Assistance program for refugees.

For the year 2006, SETA continues to plan its focus its CSBG services on frail elderly, the disabled, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, non-custodial parents, and other low-income families with an emphasis on neighborhood-based programs which promote self-sufficiency. Approximately 40% of available funds are planned for Safety-net or one-time emergency services, and 60% are planned for outcome-based services designed to move clients toward self-sufficiency. CSBG services will continue to be closely linked to the One-Stop Career Centers and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

The Community Action Plan will be considered by the SETA Governing Board for final approval on June 2, 2005.

RECOMMENDATION:

Review and approve the 2006/07 Community Services Block Grant Community Action Plan.

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.

Program Operator: PARATRANSIT, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jane Ginsberg **DATE:** May 9, 2005
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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 38,000	01/1/04-12/31/04	01/1/04-12/31/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 4/28/05

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

Program Operator: Transitional Living & Community Support

Findings and General Observations:

- 3) The total costs as reported to SETA from January 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 4) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: May 9, 2005

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 PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/04-12/31/04	01/1/04-12/31/04

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:

- 5) The total costs as reported to SETA from January 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 6) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

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 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.