



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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County of Sacramento

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KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, May 10, 2006

TIME: 10:00 a.m.

PLACE: SETA - Shasta 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

- ✓ Introduction of New of Board Member: Donald Clark, Head Start Policy Council

II. Consent Item

- A. Approval of Minutes of the November 16, 2005 Special Meeting and December 15, 2005 Committee of the Whole

III. Action Item: None

IV. Information Items

- A. Update on Meadowview Community Action
- B. Correspondence from New Community Action Board Member, Donald Clark

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

- B. Correspondence from New Community Action Board Member, Donald Clark
- C. Expansion of Services for the Residents of Mather Community Campus
- D. Fiscal Monitoring Reports
 - Galt Community Concilio
 - Paratransit, Inc.
 - Sacramento Area Emergency Housing Center
 - Transitional Living and Community Support
 - Travelers Aid Society of Sacramento, Inc.
 - Visions Unlimited, Inc.
- E. Community Services Block Grant Expenditure Report
- F. Community Services Block Grant 2006 First Quarter Service Provision Report
- V. **Reports to the Board**
 - A. Chair
 - B. Executive Director
 - C. Members of the Board
 - D. Public

VI. **Adjournment**

DISTRIBUTION DATE: THURSDAY, MAY 4, 2006

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 16, 2005 MEETING AND
DECEMBER 14, 2005 COMMITTEE OF THE WHOLE MEETING

BACKGROUND:

Attached are the minutes of the November 16, 2005 special board meeting and the December 14, 2005 Committee of the Whole meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD
Minutes/Synopsis

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

Wednesday, November 16, 2005
8:30 a.m.

I. Call to Order/Roll Call: Ms. Mitchell called the meeting to order at 8:37 a.m.

Members Present:

Mary Benson, Child Action, Inc.
Rex Albright, Rancho Cordova Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way
Janet Foster, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
John Healey, California Emergency Foodlink
Bert Bettis, County Department of Health and Human Services
Barbara Clare, Galt Chamber of Commerce

II. Consent Item

A. Approval of Minutes of the August 24, 2005 and October 12, 2005 Meetings

The minutes were reviewed. There were no questions or corrections.

Moved/Lehman, second/Albright, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

IV. Action Items

1. TIMED ITEM: 9:00 A.M. and Public Hearing: Approval of Modifications to the Community Action Board Bylaws: No action taken on this item.

2. Election of Vice-Chair

Mr. Albright nominated Starine Reese to serve as vice chair.

Moved/Albright, second/Clare, to elect Starine Reese as vice chair.

Voice Vote: Unanimous approval.

V. Information Items

1. Newspaper articles: No comments.

2. Community Services Block Grant Fiscal Reports: No comments.

III. Public Hearing – Presentation of Proposals by Bidders

Mr. Victor Bonanno reported that SETA received 39 proposals in response to the Request for Proposals. A reading team, consisting of SETA staff and a staff member from the Department of Human Assistance, reviewed the proposals. There were 14 proposals submitted under “safety net” and 25 proposals under the “self sufficiency category”, with \$758,500 available to be allocated. The board agreed that half of the allocated funds would go to safety net programs and the remaining would go to self sufficiency. Some proposal recommendations come with stipulations that would make their funding contingent upon them.

Ms. Mitchell stated that in the past, the funding was split 60/40. The goal of CSBG is to move families to self sufficiency. As they move toward self sufficiency, if there is not a safety net to tide them over, it does not help the families. They need the safety net to keep them going. SETA as a safety net provider recognized a huge increase of people seeking out emergency services.

Speakers before the Board:

1. Mental Health Association: Donna Reynolds
2. In-Alliance: No show.
3. Paratransit: JD Culver.
4. Voluntary Legal Services: Vickie Jacobs
5. Legal Center for the Elderly and Disabled: No show.
6. Sacramento Area Emergency Housing: Mark Worth
7. Nor Cal Center on Deafness: No show.
8. City of Sacramento, RRR Day Care Program: Stephanie Wilson
9. Daren Maeda: Will be speaking later.
10. Galt Community Concilio: Mary Lou Powers
11. Salvation Army: Captain John Breckenridge
12. Sacramento Child Advocates: Robert Wilson
13. Waking the Village: Bridget Alexander
14. Francis House, Sacramento: Gregory Bunker, Executive Director.
15. Transitional Living and Community Services: Mary Nakamura
16. Transitional Living and Community Services SRO: Scott Becker
17. Legal Services of Northern California: Ann Fleanor
18. County of Sacramento, Department of Human Assistance: Katherine DeYoung
19. UCC Incorporated: No show.
20. Visions Unlimited Senior Program: Roleda Bates
21. Visions Unlimited: Helena Mosley
22. Stanford Home for Children, Eric
23. Child Abuse Prevention Council: No show.
24. Life Skills for Youth: Lorna Powell
25. Asian Resources: Connie Torres

- 26. Sacramento County Department of Health and Human Services: Mary Horton
- 27. LaFamilia Counseling Center: Oralia Bermudez

Break from 10:20 until 10:31 a.m.

- 28. Travelers Aid: Elnor Tilson
- 29. St. John Shelter for Women and Children: Mary Ellen Ferguson
- 30 & 31. WIND Youth Services: Bob Ekstrom
- 32. My Sister's House: No show
- 33. Sacramento Chinese Community Services Center: Henry Kloczkowski
- 34. Elk Grove Unified School District: Kim Parker
- 36. Sacramento Cottage Housing: Robert Tobin
- 37. Greater Sacramento Urban League: Cinnamon Ratley
- 38. Meadowview Community Action, Priscilla Smith
- 39. Chemical Dependence Center for Women: No show.
- 35. Sacramento Self-Help Housing: John Foley
- 9. Linkage to Education: Daren Maeda

Took a break at 11:15 a.m. to 12:07 p.m.

- 3. Approval of Community Service Block Grant Funding Recommendations for Fiscal Year 2006

Safety Net Services: Special Opportunity.

Staff was asked why Salvation Army was chosen as opposed to the other programs. Mr. Bonanno stated that these services are currently provided by SETA. Services provided include emergency food, emergency transportation, emergency transitional shelter, and utility assistance. Staff receives 20-40 calls a day requesting these services. We provide not only the money/services but also provide the guidance to families to get the additional resources that they need.

SETA decided to take the entire process and the funding and offer it through an RFP to another agency. In looking at Special Opportunities proposals, SETA wanted to make sure that: 1) the program had the experience to handle this volume of traffic; 2) make sure the program had a large enough infrastructure to make the services available every day; 3) make sure it was a group that made services available county wide; and 4) make sure that the program was not broken up into smaller components.

Salvation Army 'filled the bill' for the services. The readers scored a proposal slightly higher but the program was not willing to take ALL of the services needed.

Information will be provided to the community that services will be provided by Salvation Army. Salvation Army wants to provide a seamless transition of services to ensure no one is left out. Info Line is the first source line of services.

Mr. Bonanno stated that most of the services that are provided to clients are 'once in a lifetime' services. New people are always being served. SETA staff may visit with Salvation Army staff to show them how we provide services to ensure that there will be a seamless method of services.

Family Self-Sufficiency: Homeless Families

Both of the programs that submitted proposals have a track record with SETA and provide services well. Mr. Healey asked why both of the proposals being recommended for funding when they are ranked third place. Mr. Bonanno stated that the proposal was broken down into component parts this year. Staff was better able to screen and evaluate the proposals that were received. Many of the agencies have 'boiler plate' proposals that were just 'plugged' into the new format. Only one program actually adhered to the different RFP components that were expected.

Safety Net Services

Mr. Bonanno stated that, in response to the CAB's interest of having new programs, there are four new programs recommended for funding.

The Salvation Army has a funding stipulation recommending that they use this funding toward any special staffing needed for the special opportunity program.

Mr. Bonanno spoke of an issue with the Travelers Aid proposal that will appear before the Governing Board on 11/21. The program was not aware of the mandatory attendance of the offeror's conference due to a staff error. Travelers Aid submitted a proposal and will be considered for funding unless the Governing Board decides otherwise. If the Governing Board does not approve the review of Travelers Aid's proposal, additional dollars may be available for the other programs.

Moved/Healy, second/Albright, to reduce safety net funding recommendation for Salvation Army by \$3,000 and move to Francis House.

Roll Call Vote: Aye: 6 (Albright, Benson, Foster, Healey, Lehman, Reese), Nay: 4 (Bettis, Clare, Nelson, Mitchell), Abstentions: 0

Ms. Lehman is concerned that My Sister's House being forced to include everyone will dilute the program. This program is foremost for Asian/Pacific Islander women. Mr. Bonanno said that there are several components in their program. The outreach component is the safety net program which should be

open to all. Ms. Mitchell asked if part of the stipulation is due to non discrimination. Ms. Sherwood Green said that it is important that no one be turned away per CSBG guidelines. My Sister's House stated in its proposal that all ethnicities would be served.

Family Self Sufficiency: Youth Services

The proposals recommended for funding were reviewed. Last year, Sacramento Chinese Community Services Center and WIND Youth Services had discrepancies in their monitoring reports. The problems have been corrected. The problems were looked at as a substantial problem. There was concern expressed that there is a drastic cut in funding for the Sacramento Chinese Community Services Center. Mr. Bonanno stated that this program had problems, and they did not have full enrollment.

Family Self-Sufficiency: Seniors/Disabled

Mr. Bonanno reviewed Transitional Living and Community Support and stated that that there were some flaws in their proposal. Progress for the families is measured using the old family development matrix design rather than the National Performance Indicators.

Mr. Healey stated that he was interested in funding Triple R Adult Day program. He stated that if the CAB lowered the funding on each program by 10%, it would not be enough to fund another program.

Moved/Albright, second/Healey, to take the funds from Paratransit and redirect it to other programs.

Mr. Albright stated that the purpose of this motion is because Paratransit has other sources of funding. Funding is available through Regional Transit and Paratransit does not go after it. Ms. Bettis stated that next to housing, transportation is one of the greatest needs for seniors.

There was discussion regarding asking Paratransit what sources of funding they have pursued. Ms. Reese stated that the CAB should discuss this situation with Paratransit and find out why they have not gone out for other funding. Mr. Albright stated that this is the third time he has brought it up and wants to know why Paratransit has not provided the information.

Ms. Mitchell suggested that \$34,000 be set aside and that the CAB should deal with this issue later.

Mr. Albright wants Paratransit to prove that there are no other funding sources available to them.

Roll Call Vote: Aye: 4 (Albright, Healey, Lehman, Nelson), Nay: 6 (Benson, Bettis, Clare, Foster, Reese, Mitchell), Abstentions: 0

Moved/Lehman, second/Nelson, to remove \$34,000 from Paratransit and split the funding between NorCal Center on Deafness and Triple R Adult Day program.

Roll Call Vote: Aye: 4 (Albright, Healey, Lehman, Nelson), Nay: 6 (Benson, Bettis, Clare, Foster, Reese, Mitchell), Abstentions: 0

Ms. Mitchell suggested that for the next funding cycle, proposers answer questions regarding other available funding sources that they have so that we can find out what other options are available. Ms. Sherwood-Green stated that this information is included in the proposals but there is no narrative requirement to describe an agency's leveraged funds. Mr. Bonanno suggested that a question be asked in the RFP, "What applications have you submitted for additional funding? Have they been applied for, and, if so, were you funded?" This information will be provided to board members in the future.

Mr. Healey asked that the following questions be added: Can you provide services for less funding? What would happen if there is no funding? Are there other programs that provide services similar to what you provide?

Ms. Bettis suggested that we ask Paratransit what other funds are available and ask that they provide this information to staff. Ms. Mitchell asked if it would be appropriate to ask Paratransit to make a verbal presentation about what they are doing. Ms. Benson stated that when programs present their proposals to the CAB, that is the time that we have to ask questions from these programs. We should have asked those questions earlier.

Moved/Bettis, second/Lehman, to approve the funding recommendations under the Family Self Sufficiency category for youth and seniors/disabled.

Roll Call Vote: Aye: 9, Nay 1 (Albright), Abstentions: 0

Moved/Healey, second/Benson, to approve the funding recommendations under the Safety Net category, including change in funding for Francis House.

Roll Call Vote: Aye: 9, Nay 1 (Albright), Abstentions: 0

Moved/Nelson, second/Clare, to recommend the following programs for funding should additional funding be received: NorCal Center on Deafness, Sacramento Chinese Community Service Center, Stanford Home, and Triple R Adult Day program (in alphabetical order).

Roll Call Vote: Aye: 10, Nay: 0, Abstentions: 0

Moved/Mitchell, second/Reese, to approve the allocation of \$30,000 for Daren Maeda as a SETA consultant.

Voice Vote: Unanimous approval.

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Members of the Board: No report.
- D. Public: No comments.

VII. Adjournment: Meeting adjourned at 2:40 p.m.

COMMITTEE OF THE WHOLE OF THE COMMUNITY ACTION BOARD
Minutes/Synopsis

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

Wednesday, December 14, 2005
10:00 a.m.

I. Call to Order/Roll Call: Ms. Mitchell called the committee to order at 10:15 a.m.

Members Present:

Rex Albright, Rancho Cordova Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District
Starine Reese, United Way
Janet Foster, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission

Members Absent:

Mary Benson, Child Action, Inc.
Barbara Lehman, Human Rights/Fair Housing Commission
John Healey, California Emergency Foodlink
Bert Bettis, County Department of Health and Human Services
Barbara Clare, Galt Chamber of Commerce

II. Consent Item

B. Approval of Minutes of the November 16, 2005 Meeting: No action taken.

III. Action Item

1. **TIMED ITEM: 10:00 A.M. and Public Hearing:** Approval of Modifications to the Community Action Board Bylaws

Ms. Sherwood-Green stated that new federal guidance will put more emphasis on low-income membership. Some of the changes in the bylaws reflect the changes in that representatives representing the low-income sector must be low income. This also represents the fact that there has been difficulty in the recruitment of CAB members. Selection of members will be every three years rather than every year. Legal counsel was involved in the modifications of these bylaws.

Transportation costs for low-income representatives need to be arranged. Two options would be car pooling or the agency that the member is representing could provide transportation. Ms. Sherwood-Green stated that there is a provision in the CAB bylaws where compensation for CAB low-income representatives is available. Compensation can be provided for a member where it is warranted.

Mr. Albright asked that the incorporated cities within Sacramento be included (City of Rancho Cordova, City of Citrus Heights, City of Folsom, City of Isleton, City of Galt, City of Elk Grove). Mr. Albright asked about the representation of the SETA Governing Board. Does this board represent the whole county?

The CAB has the ability to change the target areas. We could readjust these target areas. Ms. Nelson suggested perhaps having a person specifically representing the targeted area.

There are no actual wording changes. The governance issue regarding the city/county representation was the only concern.

IV. **Information Items:** None.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Members were thanked for their participation during the funding process. Ms. Sherwood-Green reported that the agency will be closed the last week of December.

C. Members of the Board: Mr. Albright stated that he received the Paratransit letter but Mr. Culver did not answer the question. He would still like to know what other sources of income Paratransit has been looking for, where they have applied, beside Regional transit, and the result.

Ms. Reese said that Mr. Culver's letter was very hard to follow. No funding is forever. If we have been funding this program year after year, what happens if we do not fund it next year. Will the services stop? What are they doing to ensure that they are sustainable? Ms. Sherwood-Green stated that we ask for leveraged funding in the RFP, not sustainable funding. Ms. Sherwood-Green asked if there any other organizations that might fall into the same thing as Paratransit. A question will be added in the next funding cycle: How do you propose to maintain the services if your funding request is turned down?

On the quarterly reports, it was requested to grid out the reports of the quarterly data to show which of the CSBG programs consistently serve more than their contracted goals. The board requested additional information to be included in the next funding cycle to determine which programs have other funding sources.

D. Public: None.

VI. **Adjournment:** Meeting adjourned at 11:09 a.m.

ITEM IV-A – INFORMATION

UPDATE ON MEADOWVIEW COMMUNITY ACTION

BACKGROUND:

Meadowview Community Action (MCA) was awarded \$32,000 in Community Services Block Grant (CSBG) Safety-Net funding for the 2006 program year to provide the following services:

1. Emergency rental assistance for families with an eviction notice,
2. Food vouchers at a local grocery store, and
3. Payments to SMUD or PG&E to prevent utility shutoff.

A small percentage of the funding would pay for staffing.

In February, 2006, MCA returned its Head Start grant to SETA. MCA's Executive Director, bookkeeper, and Head Start staff positions were funded through March 31, 2006 at which time they were laid off. Currently, MCA is staffed by volunteer members of its Board of Directors. MCA is committed to continue its CSBG program and provide services through the 2006 program year.

SETA was notified that MCA's required insurance expired on February 1, 2006 and on April 13, 2006, all insurance except for Fidelity and Depositor's Forgery coverage was renewed. SETA is currently working with MCA to obtain the missing insurance coverage. At this time, MCA can be reimbursed only for services provided in January, 2006, when its complete insurance coverage was in place. Once the proper insurance certificates are on file with SETA's Contracts Unit, MCA's program performance may continue, pending compliance with all terms of its corrective action plan.

MCA's current corrective action plan describes the conditions that must be met by May 31, 2006 in order to commence CSBG service provision. They include:

- having adequate agency funding to support and leverage its CSBG program operation;
- having sufficient staff hired or volunteers in place to provide services to clients;
- having the ability to submit timely program and fiscal reports to SETA;
- having Fidelity and Depositor's Forgery insurance coverage

Failure to meet the terms of MCA's corrective action plan would result in deobligation of CSBG funding.

For the past 17 years, MCA has been the primary source of assistance to the low-income residents of the Meadowview community. It is SETA's intent to provide ongoing

technical assistance to MCA and strengthen its ability to implement the CSBG program by training new and existing staff and volunteers on CSBG program requirements.

ITEM IV-B - INFORMATION

CORRESPONDENCE FROM NEW COMMUNITY ACTION BOARD MEMBER,
DONALD CLARK

BACKGROUND:

Attached for your information are two letters from Community Action Board member, Donald Clark.

ITEM IV-C – INFORMATION

EXPANSION OF SERVICES FOR THE RESIDENTS OF MATHER COMMUNITY CAMPUS

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) is responsible for the implementation and oversight of the Sacramento Works One Stop Career Center system. The Workforce Investment Act requires that all One-Stop system partners contribute a fair share of the operating costs of the One-Stop system in proportion to the use of the system be individuals attributable to each partner's program.

The Sacramento County Department of Human Assistance (DHA) has contracted with SETA to fund the full range of One-Stop services for CalWORKs and other low-income families as its share of operating cost contribution for the year ending June 30, 2006. Because the funding has to be fully expended by June 30, 2006, it will be used to pay expenses that are budgeted in other funding sources administered by SETA, such as the Community Services Block Grant (CSBG). The CSBG expenditures, in turn, will be extended for an addition three to six month period into the next funding cycle. This process benefits the community and the CSBG program by greatly increasing the amount of funding available to CSBG-eligible clients.

DHA has requested that a portion of the funding be used to implement an incentive program for the residents of Mather Community Campus (MCC) through the adjacent Mather One-Stop Career Center. The incentive program will begin on June 1, 2006, and will serve up to 230 clients per year. Two hundred twenty thousand dollars (\$220,000) has been allocated to the incentive program. The residents, both singles and families, are by federal definition "homeless" because of their residence in a HUD Transitional Housing Program. MCC takes a comprehensive approach to stabilize the residents so that they can maintain a job and secure permanent housing. SETA will be utilizing CSBG to fund incentives for up to four (4) benchmarks attained through the program, such as completed a job training program, obtained a job, and maintained continuous employment for three months, based upon the client's Employment Plan. Each benchmark will be valued at \$150 and will be "banked" for the client to be used upon move out for first month's rental assistance or on practical items that contribute to stability. In addition, gift certificates, in the form of Scrip, will be presented to program clients upon successful accomplishment of an interim activity that is in addition to the pre-set planned benchmarks. Books, tuition, training fees and emergency support services will also be available to the residents.

A SETA CSBG Neighborhood Services Coordinator will be working with MCC case managers to administer the incentives and enroll the clients into the Family Self Sufficiency component of the CSBG program.

Staff from the Department of Human Assistance will be in attendance to answer questions.

ITEM IV-D - 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. Marylou Powers **DATE:** March 14, 2006

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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial _____ Follow-Up _____ Special _____ Final X
Date of review: 3/7/06

	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:

- 1) The total costs as reported to SETA from January 1, 2005 to December 31, 2005 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: Mr. Bill Durant **DATE:** February 1, 2006
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	\$ 34,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X____
Date of review: 1/31 /06

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		

Memorandum
Fiscal Monitoring Findings

Program Operator: PARATRANSIT, Inc.

Findings and General Observations:

The total costs as reported to SETA from January 1, 2005 to December 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order. There are no findings.

Recommendations for Corrective Action:

1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bonnie Hyer **DATE:** January 12, 2006
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	\$ 50,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 1/11/06

	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:

- 3) The total costs as reported to SETA from January 1, 2005 to December 31, 2005 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. Jane Ginsberg **DATE:** February 9, 2006
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	\$ 38,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X
Date of review: 2/8 /06

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 In direct 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:

The total costs as reported to SETA from January 1, 2005 to December 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order. There are no findings.

Recommendations for Corrective Action:

1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: January 26, 2006

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	\$ 55,000	01/1/05-12/31/05	01/1/05-12/31/05

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

Date of review: January 20, 2006

	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, 2005 to December 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 6) There are no major findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Margaret Mapes **DATE:** January 17, 2006
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.	\$ 45,000	1/01/05-12/31/05	1/01/05-12/31/05
CSBG-Seniors	Family-Self-Suff.	42,000	1/01/05-12/31/05	1/01/05-12/31/05

Monitoring Purpose: Initial ___ Follow-Up___ Special ___ Final X
Date of review: 1/13/06

	AREAS EXAMINED	COMMENTS/RECOMMENDATIONS			
		SATISFACTORY		YES	NO
		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: Visions Unlimited, Inc.

Findings and General Observations:

- 7) The total costs as reported to SETA from January 1, 2005 to December 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 8) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-E – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the latest Community Services Block Grant fiscal report for the period of January – February, 2006.

Staff will be available to answer questions.

ITEM IV- F – INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2006 FIRST QUARTER SERVICE
PROVISION REPORT

BACKGROUND:

Attached for your information is the Community Services Block Grant 2006 first quarter service provision report for the period of January 1, 2006 through June 30, 2006.

Staff will be available to answer questions.

**2006 CSBG Program Year Service Provision
1st Quarter - January 1, 2006 through March 31, 2006
PLAN / ACTUAL**

	Housing in Support of Employ Stability (1.2-H)	Senior Citizens (6.1-A)	Individuals with Disabilities (6.1-B)	Formerly Incarcerated Youth in College (6.3-B-6)	Homeless Youth in Safe Shelter or Housing (6.3-B-7)	Food (6.2-A)	Emergency Payments Utilities (6.2-B)	Emergency Payments Motel (6.2-B)	Emergency Payments Eviction (6.2-B)	Temporary Shelter (6.2-C)	Direct Legal Assistance (6.2-F)	Internet Based Legal Assistance (6.2-F)	Transportation (6.2-G)	Youth Programs (6.3-B-5)
Department of Human Assistance		20 / 30												
Department of Health and Human Services														0 / 6
Elk Grove Unified School District														8 / 15
Francis House						14 / 44		36 / 36					48 / 44	
Galt Concilio							5 / 5	17 / 1	12 / 7					56 / 38
Greater Sacramento Urban League							23 / 29		2 / 3					30 / 37
La Familia Counseling Center														10 / 18
Legal Services of Northern California											450 / 371	1550 / 137,933		
Linkage to Education (Consultant)				32 Y-T-D										
Meadowview Community Action	CONTRACT PENDING													
Mental Health Association		25 / 65												
My Sister's House							1 / 0		1 / 0				1 / 3	

**2006 CSBG Program Year Service Provision
1st Quarter - January 1, 2006 through March 31, 2006
PLAN / ACTUAL**

	Housing in Support of Employ Stability (1.2-H)	Senior Citizens (6.1-A)	Individuals with Disabilities (6.1-B)	Formerly Incarcerated Youth in College (6.3-B-6)	Homeless Youth in Safe Shelter or Housing (6.3-B-7)	Food (6.2-A)	Emergency Payments Utilities (6.2-B)	Emergency Payments Motel (6.2-B)	Emergency Payments Eviction (6.2-B)	Temporary Shelter (6.2-C)	Direct Legal Assistance (6.2-F)	Internet Based Legal Assistance (6.2-F)	Transportation (6.2-G)	Youth Programs (6.3-B-5)
Paratransit		3 / 13	18 / 32											
Sacramento Cottage Housing	65 / 66													
Sacramento Area Emergency Housing										27 / 70				
St. John's Shelter for Women and Children										115 / 146				
The Salvation Army							35 / 37	5 / 5	9 / 9					
Travelers Aid								8 / 5	25 / 2					
Visions Unlimited Seniors		69 / 68												
Visions Unlimited Youth														15 / 10
Voluntary Legal Services											105 / 200			
Waking the Village										4 / 0			1 / 3	
WIND Youth Services (Safety Net)						2500 / 2930					15 / 18		45 / 107	
WIND Youth Services (Self-Sufficiency)					30 / 70									

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.