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Agency

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, April 11, 2007

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**
 - Introduction of New Board Members: Lynn Avery and Ronald Montez
- II. **Consent Item**
 - A. Approval of Minutes of the November 8, 2006 Regular Meeting
- III. **Action Item:** None.
- IV. **Information Items**
 - A. Community Services Block Grant Fiscal Monitoring Reports
 - Elk Grove Unified School District

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

- Francis House of Sacramento
- Paratransit, Inc.
- Sacramento Area Emergency Housing Center
- The Salvation Army – SAC Metro
- South County Services
- Visions Unlimited, Inc.

B. Community Services Block Grant Expenditure Reports

V. Reports to the Board

A. Chair

B. Executive Director

C. Members of the Board

D. Public

VI. Public Hearing for the 2008-2009 Community Action Plan

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 5, 2007

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 8, 2006 MEETING

BACKGROUND:

Attached are the minutes of the November 8, 2006 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

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

Wednesday, November 8, 2006
10:00 a.m.

I. Call to Order/Roll Call: Ms. Mitchell called the meeting to order at 10:09 a.m.

Members Present:

Mary Benson, Child Action, Inc.
Donald Clark, Head Start Policy Council
John Healey, California Emergency Food Link
Elizabeth Mitchell, Rio Linda School District
Denise Nelson, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission
Starine Reese, United Way

Members Absent:

Bert Bettis, County Department of Health and Human Services
Dana Mitchell, Human Rights/Fair Housing Commission

II. Consent Item

A. Approval of Minutes of the August 9, 2006 Regular Meeting

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

III. Presentation by DHA staff on the use of Community Development Block Grant (CDBG) funding– Joe Farelly and Janine Brown

Mr. Joe Farelly, Department of Human Assistance, described how DHA uses leveraged funds to increase the services available in Sacramento County. Most of the DHA community services programs are discretionary, not mandated, and funded largely by a complex matrix of a number of different funding sources.

Many of the grants DHA administers require a match, and the CSBG funds are matched with DHA and CDBG funds. DHA administers alcohol detox programs and several senior nutrition programs including Meals on Wheels for home delivery meals and congregate meal programs. There are multiple dining sites throughout the county. A comprehensive plan is required every year and submitted to the Department of Housing and Urban Development (HUD).

Mr. Mike Andreozzi of DHA reported that the alcohol detox program consists of three separate components:

1) A 72-hour hold program is set up for participants in lieu of jail. It is not designed as a recovery program; however, some people subsequently go into the recovery program. The goal is to take the burden off the jail where costs per person are much higher.

2) A voluntary 60-day recovery program is available for participants who complete the 72-hour hold program. The average age is 44 years, and 99% of the participants are homeless. Some people go from this program to a long-term recovery program.

3) The serial inebriate program targets people that go to detox or jail 25 times in a 12-month period. The District Attorney prosecutes them and offers a 120 day jail time or a 90-day recovery program. A vast majority of the participants are single, with no family attachments.

Ms. Janine Brown, Senior Nutrition Program Manager, reported that the state provides funding for the local programs that is equivalent to \$3.50 per meal per senior. It costs \$8.00 to serve a meal, and 15% of each meal is funded out of CDBG funds. Every incorporated city in the county pays \$2.00 for each person fed through the senior nutrition program. The program covers the entire county.

Most of the homebound program participants are over 75 years of age and have to be contacted by staff on a quarterly basis to determine their needs. The seniors that are not as frail or as needy are offered a frozen meal program, where five frozen meals are delivered on a weekly basis. Ms. Brown stated that the meals are delivered by volunteers and some by paid drivers. Congregate meal programs provide socialization for the seniors and seniors with pets can have pet food delivered.

Ms. Mitchell stated that it is important to keep the services to seniors available to keep them out of nursing homes. Every month seniors are kept out of a nursing home, money is saved in the long run.

IV. Action Items

A. Approval of Termination of Delegate Agreement with Meadowview Community Action, Inc. and Allocate Unspent Funding Balance to Travelers Aid

Ms. Cindy Sherwood-Green reported that earlier in the year, there was optimism that Meadowview Community Action (MCA) would have sufficient funding, staff and space to continue its program. SETA was able to execute MCA's CSBG contract and SETA staff provided MCA staff with technical assistance. Since then, program and fiscal monitors have had a difficult time monitoring MCA.

There were 11 appointments made and subsequently canceled. As of October 10, the contract was suspended.

Ms. Benson stated that this report showed that SETA tried everything possible to make this work. In addition, she appreciates the fact that Travelers Aid is willing to accept the funds and provide the services needed.

Ms. Ann Fazil, board chair of MCA and Ms. Carlita Lawson, MCA staff person, spoke before the board. Ms. Fazil received no cooperation from the former MCA staff members to acquire information needed to close out the books. She does not have an objection for Travelers Aid to receive the funds because it is important for the services to continue to the community members. Ms. Fazil asked that the funds that are owed to MCA be paid.

Ms. Carlita Lawson spoke of two bills from MCA's Head Start program that need to be paid by SETA. There is \$26,000 owing for modulars, and \$11,000 for the Kaiser medical that was supposed to be transferred to SETA.

Ms. Fazil spoke of reimbursement of phones and computers through American Express. There was no evidence found that there was reimbursement of the computers and phones. Ms. Sherwood-Green stated that there were a number of attempts from our fiscal staff to view documentations to reimburse them. SETA staff was not getting cooperation to account for the expenditures.

Mr. Greg Tayros, fiscal monitor, reported that he attempted to make several appointments with Ms. Fazil.

Staff recommends the termination of MCA's delegate agreement with SETA and the transfer of unspent funds to Travelers Aid to ensure the services are provided to the community.

Ms. Elnor Tilson, Travelers Aid Emergency Assistance, reported she leverages her FEMA funds with CSBG funds and there will not be one cent left at the end of December. She spends FEMA funds before spending CSBG funds. She gets 40 calls a day but has only enough funding to assist 6 people a day.

Moved/D. Nelson, second/N. Nelson, to approve the termination MCA's delegate agreement and augment Travelers Aid's delegate agreement by \$22,581.

Vote: Aye: 5 (Benson, D. Nelson, N. Nelson, Reese, and Mitchell)

Nay: 0

Abstentions: 2 (Healey and Clark)

- B. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2007 and Funding Augmentation for Travelers Aid

Mr. Victor Bonanno reported this is a contract extension for one additional year. Planning and fiscal staff have reviewed the programs prior to the recommendation for funding extensions. Mr. Clark inquired whether the recommendations are in line with the CSBG reauthorization and asked if staff have looked at the reauthorization and compare with the recommendations. Ms. Sherwood-Green replied that the reauthorization has kicked in and SETA is in compliance.

Moved/D. Nelson, second/Healey, to approve the following recommendations:

1. Extend all CSBG subcontracts for an additional one year term
 2. Maintain Daren Maeda as a SETA consultant for an additional year; and
 3. Augment Travelers Aid for an additional \$32,000 for the 2007 program year.
- Voice vote: unanimous approval.

V. Information Items: No comments on the following information items:

- A. Community Services Block Grant Program Monitoring Reports
- B. Community Services Block Grant Program Performance Reports
- C. Community Services Block Grant Year to Date Expenditure Reports
- D. Community Services Block Grant Fiscal Monitoring Reports

VI. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Members of the Board: No comments.
- D. Public: Ms. Sherwood-Green stated that there will not be a meeting in December. The new public hearing and funding cycle will begin next year.

VII. Adjournment: Meeting adjourned at 12:11 p.m.

ITEM IV-A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information is a copy of the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2006 to December 31, 2006 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

Program Operator: Francis House

Findings and General Observations:

The total costs as reported to SETA for CSBG have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: PARATRANSIT, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2006 to December 31, 2006 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

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2006 to December 31, 2006 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. Verna Catalfano **DATE:** February 20, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of The Salvation Army – SAC Metro

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 50,000	2/1/06-12/31/06	2/1/06-12/31/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: January 31 and February 5, 2007

	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	Cost Allocation	X		X	
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: The Salvation Army

Findings and General Observations:

The total costs as reported to SETA for CSBG – Safety Net have been traced to the subgrantee’s fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

It has been agreed that The Salvation Army will put their cost allocation plan in writing as it pertains to salaries. Their methodology is sound; however there is no documentation at this time to substantiate what is being done.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** March 15, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of South County Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/06-12/31/06	01/1/06-12/31/06

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X
Date of review: 2/26/07

	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: South County Services

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2006 to December 31, 2006 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. Margaret Mapes **DATE:** February 28, 2007
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.	\$ 47,000	1/01/06-12/31/06	1/01/06-12/31/06
CSBG-Seniors	Family-Self-Suff.	42,000	1/01/06-12/31/06	1/01/06-12/31/06

Monitoring Purpose: Initial ___ Follow-Up___ Special ___ Final X
Date of review: 2/16/07

	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: Visions Unlimited, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2006 to December 31, 2006 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

ITEM IV – B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORTS

BACKGROUND:

Attached for your information are the most recent Community Services Block Grant fiscal reports for the months of January and February, 2007.

Staff will be available to answer questions.

ITEM VI - 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.