



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 8, 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 Members: **Steve Anderson**, River City Community Services and **Beth White**, Catholic Charities of Sacramento

II. Consent Item

- A. Approval of Minutes of the May 30, 2007 Special Meeting

III. Action Item

- A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for Fiscal Year 2008

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

IV. Information Item

- A. Community Services Block Grant 2007 Mid-Year Report
- B. Community Services Block Grant Expenditure Report
- C. Community Services Block Grant 2007 Service Provision Report
- D. Fiscal Monitoring Reports
 - Department of Human Assistance
 - Greater Sacramento Urban League

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, AUGUST 3, 2007

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE MAY 30, 2007 MEETING

BACKGROUND:

Attached are the minutes of the May 30, 2007 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, May 30, 2007
10:00 a.m.

I. Call to Order/Roll Call

Ms. Elizabeth Mitchell called the meeting to order at 10:00 a.m.

Members Present:

Starine Reese, United Way
Bert Bettis, County Department of Health and Human Services
John Healey, California Emergency Food Link
Ronald Montez, Head Start Policy Council
Mary Benson, Child Action, Inc.
Elizabeth Mitchell, Rio Linda School District
Denise Nelson, Head Start Policy Council
Dana Mitchell, Human Rights/Fair Housing Commission

Members Absent:

Nina Nelson, Sacramento City/County Hunger Commission
Lynn Avery, Sacramento County Adult and Aging Commission

II. Consent Item

B. Approval of Minutes of the May 9, 2007 Regular Meeting

Moved/Nelson, second/Benson, to approve the minutes of the May 9, 2007 meeting as distributed.

Voice Vote: Unanimous approval.

III. Action Item

A. Approval of the 2008/2009 Community Services Block Grant Community Action Plan

Mr. Victor Bonanno stated that this Community Action Plan covers the period January 2007 through December 2009 and helps the Agency to prioritize services to be procured through the RFP. Although this is a two-year plan, SETA contracts with Community Services Department (CSD) on an annual basis. The action plan is a result of an extensive needs assessment from two public hearings plus the latest census bureau demographics. Staff also reviewed a number of publications on trends and recent conditions of low income residents. The goal of the plan is self sufficiency. For 2008, SETA continues its focus on

services to frail, homebound elderly, disabled, at-risk youth, homeless individuals and families, with an emphasis on neighborhood based services.

The areas that are in particular need for services are shown in the plan. Updated ZIP code information will be available and presented in 2008. Twelve national performance indicators were looked at to determine community needs.

Staff reported on the volunteer hours used to leverage the funding. These volunteer hours come from the seniors that work in the senior programs and it projected that 40,000 have been leveraged. Staff has not reported on volunteer hours until now. This way the Agency can evaluate the opportunity to leverage funds.

Ms. Dana Mitchell arrived at 10:20 a.m.

Ms. Reese inquired whether staff anticipates any new agencies to meet the goals. Mr. Bonanno inquired that staff certainly hopes so; the Agency is looking forward to new and innovative programs.

Mr. Montez inquired about the process. Ms. Elizabeth Mitchell replied that the plan will be approved today, go to the SETA Governing Board for approval, and after that the plan will be used to write the RFP to get programs with services needed in the community.

An RFP will be released to get operators to assist in the provision of services. When proposals are received copies will be sent to board members. Staff will also review and make funding recommendations that will be brought to the CAB.

Moved/D. Nelson, second/Montez, approve the 2008/09 Community Services Block Grant Community Action Plan.

Voice vote: Unanimous approval.

Mr. Healey acknowledged the time and effort that went into developing this 'depressing' document.

IV. Information Item

- A. Community Services Block Grant Fiscal Monitoring Reports: No comments.

V. Reports to the Board

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

- D. Public: At the last meeting, Mr. Healey suggested that staff draft a letter addressed to law enforcement agencies. Mr. Bonanno distributed a draft letter for review by the board. Mr. Healey suggested a copy of the letter be sent to the woman at YWCA so she knows the Board followed through on her suggestion.

Mr. King Tunson was introduced to the Board. He will be assisting with CSBG planning and procurement.

- VI. **Adjournment**: Meeting adjourned at 11:01 a.m.

ITEM III- A - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR FISCAL YEAR 2008

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 7, 2007, the SETA Governing Board approved the 2008/09 Community Action Plan. Although the two-year Plan represents the period from January 1, 2008 through December 31, 2009, 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 2008/2009 Community Action Plan.

Of the CSBG funding expected for the 2006 program year, \$800,000 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 (\$400,000) 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.

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 2008 Fiscal Year that has been sent under separate cover.

The SETA Governing Board will make a final determination on the approval of the CSBG RFP at its December 6, 2007 meeting.

RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2008 Fiscal Year.

ITEM IV-A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2007 MID-YEAR REPORT

BACKGROUND:

Attached for your information is the Community Services Block Grant 2007 mid-year report for the period of January 1, 2007 through June 30, 2007.

Staff will be available to answer questions.

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the latest Community Services Block Grant expenditure report for the period of May – June, 2007.

Staff will be available to answer questions.

ITEM IV-C- INFORMATION

COMMUNITY SERVICES BLOCK GRANT 2007 SERVICE PROVISION REPORT

BACKGROUND:

Attached for your information is the CSBG 2007 Service Provision report that describes actual services provided and the number of clients served by CSBG program operators compared to their planned, contracted goals for the period of January 1 through June 30, 2007.

Staff will be available to answer questions.

ITEM IV-D – INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr Bruce Wagstaff **DATE:** June 19, 2007

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 80,000	7/1/06-06/30/07	7/1/06-03/31/07
WIA-Title I	One-Stop(D. W.)	25,000	7/1/06-06/30/07	7/1/06-03/31/07
CALWORKS	Homeless	405,183	7/1/06-06/30/07	7/1/06-03/31/07
CSBG	Family Self-Sufficiency	26,000	1/1/06-12/31/06	1/1/06-12/31/06

Monitoring Purpose: Initial _ (WIA/CALWORKS) Final _(CSBG)
 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		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		N/A		
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to March 31, 2007 for the WIA and CALWORKS and from January 1, 2006 to December 31, 2006 for CSBG 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. James Shelby **DATE:** May 9, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1/1/06-12/31/06	1/1/06-12/31/06
WIA	OSS/Adult	\$ 50,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OJT/Adult	\$ 144,790	7/1/05-6/30/06	7/1/05-6/30/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: March 19, 20, 21 & Apr 25, 2006

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X		X	
2	Internal Control		X		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	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and 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.

SETA did however observe an issue with accrued expenses verses actual expenses. GSUL was unable to provide documentation on all accrued expenses that were invoiced to other equipment. In addition, the salary line item was overspent. The expenditures on the salary line item offset the undocumented accrued expenses.

During this grant there was staff turnover with the accounting personnel.

The SETA fiscal monitor has provided technical assistance to GSUL accounting staff to ensure costs are claimed to the correct budgeted line item.

Recommendations for Corrective Action:

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

However, it is recommended that GSUL look into the internal controls and accounting methods to ensure all costs are realized and accounted for on the correct budgeted line item.

cc: Kathy Kossick
Governing Board

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.