



Sacramento  
Employment and  
Training  
Agency

## GOVERNING BOARD

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Councilmember  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

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**KATHY KOSSICK**  
Executive Director

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

## REGULAR MEETING OF THE COMMUNITY ACTION BOARD

**DATE:** Wednesday, November 12, 2008

**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](http://www.seta.net).

### AGENDA

**I. Call to Order/Roll Call**

- Introduction of new board member – Sam Starks, representing SMUD

**II. Consent Item**

- A. Approval of Minutes of the May 14, 2008 Regular Meeting

**III. Action Item**

- A. Approval Community Services Block Grant Contract Extensions for Fiscal Year 2009

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

**IV. Information Items**

- A. Community Services Block Grant Program Monitoring Reports
- B. Community Services Block Grant Program Performance Report
- C. Community Services Block Grant Expenditure Report
- D. Community Services Block Grant Fiscal Monitoring Reports
- E. SETA Financial Literacy Project

**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, NOVEMBER 6, 2008**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 14, 2007 MEETING

BACKGROUND:

Attached are the minutes of the November 14, 2007 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

**REGULAR MEETING OF THE COMMUNITY ACTION BOARD**  
Minutes/Synopsis

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

Wednesday, May 14, 2008  
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:**

Steven Anderson, River City Community Services  
Rosalind Garner, Alternate, County Department of Health and Human Services  
John Healey, California Emergency Food Link  
Mary Benson, Child Action, Inc.  
Elizabeth Mitchell, Rio Linda School District  
Beth White, Catholic Charities of Sacramento  
Lynn Avery, Sacramento County Adult and Aging Commission  
Dana Mitchell, Human Rights/Fair Housing Commission  
Denise Nelson, Head Start Policy Council  
Kathy Ruiz, Head Start Policy Council

**Members Absent:**

Nina Nelson, Sacramento City/County Hunger Commission  
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission  
Starine Reese, United Way  
Donna Mobley, Alternate, United Way

II. **Consent Item**

- A. Approval of Minutes of the November 14, 2007 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/E. Mitchell, seconded/Benson, to approve the November 14, 2007 minutes.

Voice Vote: Unanimous approval.

III. **Action Items**

- A. Election of Officers

Ms. Mitchell stated that she will no longer be on the Community Action Board since she is no longer a school board member. The positions of Chair, Vice Chair and Secretary/Treasurer must be filled.

Ms. Denise Nelson and Ms. Kathy Ruiz offered to serve as Chair. Both nominees spoke of their interest in serving as Chair.

In response to an inquiry from Ms. E. Mitchell, Ms. Cindy Sherwood-Green clarified that the last time the CAB bylaws were updated, two slots were dedicated for Head Start representation. One slot, currently held by Ms. Ruiz, rotates and a second position is allowed but represented by the Low income sector. Ms. Denise Nelson is currently in the second slot which does not rotate.

A vote for Chair was taken:  
Denise Nelson: 9 votes  
Kathy Ruiz: 1 vote

Vice Chair: Ms. Ruiz offered to serve as Vice Chair.

Secretary/Treasurer: Ms. Mary Benson offered to serve as Secretary/Treasurer.

#### **IV. Information Item**

##### **A. Recognition of Outgoing CAB Chair, Elizabeth Mitchell**

Ms. Sherwood-Green notified board members of a certificate the Governing Board presented to Ms. Mitchell. Ms. Mary Benson stated that she has been on the board for a long time and has learned a lot from Ms. Mitchell. Ms. Benson stated that when Ms. Mitchell was 'under fire', she kept her temper; she made it easy for board members to make difficult funding recommendations.

Ms. Kathy Kossick stated that from the staff perspective, it is important to have a strong chair for a board and thanked Ms. Mitchell for her leadership.

Ms. Mitchell stated that her tenure on the CAB has been a very interesting experience learning about the different programs in the county. It can be frustrating not having enough funding to help young people become self sufficient. Elderly people also need support. It is a huge struggle to balance out the needs of a community. This has been a good experience.

##### **B. End-of-year Outcomes for the CSBG Discretionary Project**

Ms. Sherwood-Green introduced Mr. Victor Bonanno, Employment Training Supervisor. Mr. Bonanno spoke of the end-of-year discretionary grant for \$70,000. This program began in early 2007 to reach out to probationary youth, youth still incarcerated and foster youth to get them into college. The program offered pre-release and pre-emancipation planning for participants. Staff offered coordination of services, case management, counseling, education, and direct assistance in enrolling/applying for financial aid. Youth participants helped to develop their own support system.

The goal of the program was to enroll 30 high-risk youth in a college of their choice, with at least 21 completing their first college term successfully. Mr. Bonanno spoke of a study citing the increased income earned as people achieve higher education.

Mr. Daren Maeda worked with the youth participants and conducted outreach for the program. Students were provided books, lab fees and other services as needed to continue their education. The program ended March, 2008. Over 64 youth were engaged and enrolled in the program which is over 200% of expectations. Thirty-two of these students completed their first semester; 17 have continued to another term. Of the remaining participants, 12 dropped out and are either working full time, moved, or re-offended. Three youth came into the program late and are waiting to start the next college term. The cost is \$1,458 per student per term. The return on investment for our community is that social services dollars will not be expended as the youth reach self-sufficiency.

Mr. Manuel Ayon, program coordinator, spoke of his experience during the program. The youth participants he worked with felt more comfortable and were successful because they were working with people that have 'been there, done that'. The youth participants had many sources for financial resources for tuition and books. Participants were also offered assistance with housing and employment. They were offered assistance in every possible form in order for them to be successful. It was also important that a social network be created for the youth participants so they know they are not alone. Mr. Maeda has been looking for additional funding for this program.

C. 2-1-1 Funding and Implementation Update

Mr. Bonanno distributed a pamphlet on 2-1-1 line to call for information on community services programs in the area.

D. Community Services Block Grant Fiscal Report: No additional comments.

E. Community Services Block Grant 2007 Annual Programmatic Report: No additional comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: No comments.

C. Members of the Board: No comments.

D. Public: Ms. Sherwood-Green distributed a copy of a proclamation from the Office of the Governor that May is Community Action Month. The publicity surrounding

this is that low-income people continue to need services to assist them to become self sufficient.

Ms. Rosalind Garner spoke of the 6<sup>th</sup> Annual Centenarian Dinner which is a fundraiser for the Sacramento County Senior and Adult Services Division. Forty centenarians will be honored at this dinner. She has information for those interested in attending.

Ms. Sherwood-Green reminded the board that SETA received a small grant for disaster preparedness. Staff has prepared 5,000 packets for distribution to career centers, Head Start centers, and Community Services Block Grant program providers. Mr. Bonanno distributed packets to board members. Magnets have been ordered and will be distributed when they arrive.

Board members were asked to gather for a group picture which will be hung in the hallway.

Ms. Mitchell stated that there probably will not be another meeting until October or November of this year; staff will keep board members informed of upcoming meeting dates.

**VI. Adjournment:** Meeting adjourned at 10:39 a.m.

ITEM III-A - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT  
CONTRACT EXTENSIONS FOR FISCAL YEAR 2009

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2008.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2008. Staff have determined that CSBG program operators have been performing satisfactorily and many have exceeded outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some program operators to perform below planned service and expenditure levels have been evaluated and corrective actions have been taken where appropriate.

Staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts. Staff also recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in Fiscal Year 2008, \$30,000.

The SETA Governing Board will consider this item at its December 4, 2008 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term.
2. Maintain Daren Maeda as a SETA consultant for an additional year.



ITEM IV- A – INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM MONITORING REPORTS

BACKGROUND:

Attached for your information are monitoring reports for the Fiscal Year 2008 Community Services Block Grant program operators.

Staff will be available to answer questions.

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM PERFORMANCE REPORT

BACKGROUND:

Attached for your information is the CSBG program operator 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 September 30, 2008.

Staff will be available to answer questions.

ITEM IV-C – 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 July and August, 2008.

Staff will be available to answer questions.

ITEM IV-D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

ITEM IV-E – 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.

MEMORANDUM

**TO:** Mr. Bruce Wagstaff **DATE:** June 24, 2008  
**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)	\$ 86,500	7/1/07-06/30/08	7/1/07-02/29/08
WIA-Title I	One-Stop(D. W.)	20,000	7/1/07-06/30/08	7/1/07-02/29/08
CALWORKS	Homeless	426,800	7/1/07-06/30/08	7/1/07-02/29/08
CSBG	Family Self-Sufficiency	26,000	1/1/08-12/31/08	1/1/08-02/29/08

**Monitoring Purpose:** Initial  Follow-Up \_\_\_\_\_ Final \_\_\_\_\_  
**Date of review:** 5/14-15/08

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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, 2007 to February 29, 2008 for the WIA and CALWORKS and from January 1, 2008 to February 29, 2008 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:** Ms. Nilda Valmores **DATE:** July 31, 2008  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of My Sister's House

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	Safety Net	\$ 21,500	2/16/07-12/31/07	2/16/07-12/31/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** June 30, 2008

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	Supportive Services/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		



**Program Operator:** My Sister's 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: Sacramento Area Emergency Housing Center**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2007 to December 31, 2007 and from January 1, 2008 to July 31, 2008 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. Roleda Bates **DATE:** September 19, 2008  
**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-Seniors	Family-Self-Suff	\$ 55,000	1/01/08-12/31/08	1/01/08-06/30/08
CSBG-Youth	Family Self-Suff.	47,000	1/01/07-12/31/07	1/01/07-12/31/07
CSBG-Seniors	Family-Self-Suff.	42,000	1/01/07-12/31/07	1/01/07-12/31/07

**Monitoring Purpose:** Initial  X  Follow-Up   Special   Final  X   
**Date of review:** 8/21-22/08

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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, 2007 to December 31, 2007 for the 2007 CSBG program and from January 1, 2008 to June 30, 2008 for the 2008 CSBG program 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 – E – INFORMATION

### SETA FINANCIAL LITERACY PROJECT

#### BACKGROUND:

On May 1, 2008, the California Department of Community Services and Development (CSD) released an Asset Building Initiative Request for Proposal to encourage Community Services Block Grant funded entities to promote and utilize asset building as a strategy to help low-income individuals and families move out of poverty. SETA submitted an application for \$25,000, the maximum amount available, and was notified that our application for the SETA Financial Literacy Project was one of 17 successful applications statewide.

The SETA Financial Literacy Project will target 30 former foster and incarcerated youth between the ages of 18 and 25 who are referred and screened by a partner to this project, Linkage to Education. The youth will develop fiscal competency through a series of financial literacy workshops facilitated by California Capital Financial Development Corporation.

The participants will be provided with the following services:

- An individual financial assessment
- Financial literacy training on various topics
- Development of an individual financial plan
- Become connected with a financial institution of their choosing
- Begin a savings or investment account
- Project matched funds of up to \$500 per participant upon completion of all other program components

The term of the pilot project is one year, from October 1, 2008 through September 30, 2009.

## 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.