



**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

**KATHY KOSSICK**  
Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

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

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, January 14, 2009

**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**

**II. Consent Item**

A. Approval of Minutes of the November 12, 2008 Meeting

**III. Action Items:** No items.

**IV. Information Items**

A. Presentation by the Sacramento Children's Coalition on the Sacramento County 2008 Children's Report Card

B. Fiscal Monitoring Reports

- Department of Human Assistance
- Travelers Aid Society of Sacramento, Inc.

C. 2008 Community Services Block Grant Desk Review Report

D. Community Services Block Grant Expenditure Report

**V. Reports to the Board**

A. Chair

B. Executive Director

C. Members of the Board

D. Public

**VI. Adjournment**

**DISTRIBUTION DATE: TUESDAY, JANUARY 6, 2009**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 12, 2008 MEETING

BACKGROUND:

Attached are the minutes of the November 12, 2008 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, November 12, 2008  
10:00 a.m.

**I. Call to Order/Roll Call:** Ms. Kathy Ruiz called the meeting to order at 10:05 a.m.

**Members Present:**

Steven Anderson, River City Community Services  
Rosalind Garner, Alternate, County Department of Health and Human Services  
Mary Benson, Child Action, Inc.  
Beth White, Catholic Charities of Sacramento  
Lynn Avery, Sacramento County Adult and Aging Commission  
Kathy Ruiz, Head Start Policy Council  
Starine Reese, United Way  
Sam Starks, SMUD (arrived 10:15 a.m.)

**Members Absent:**

Nina Nelson, Sacramento City/County Hunger Commission  
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission  
Donna Mobley, Alternate, United Way  
Dana Mitchell, Human Rights/Fair Housing Commission  
Denise Nelson, Head Start Policy Council  
John Healey, California Emergency Food Link

- Introduction of new board member – Sam Starks, representing SMUD: Done later in the meeting.

**II. Consent Item**

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

The minutes were reviewed.

Moved/Benson, second/Ruiz, to approve the minutes of the May 14 meeting.  
Motion passed.

**III. Action Item**

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

Ms. Cindy Sherwood-Green stated that CSBG subgrants end on December 31. SETA has the option to extend the contracts for an additional year until 12/09.

The recommendation is based on a review of program operators' performance. Program reviews were completed by planning/monitoring/fiscal staff. Staff recommends contract extensions for all programs. Ms. Sherwood-Green reviewed the various reports available for the Board. Some programs needed to make some corrections and appear to be doing so. Staff also recommends Daren Maeda to continue as a SETA consultant for an additional year at \$30,000.

Moved/Benson, second/Anderson, to 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.

Voice Vote: Unanimous approval.

#### **IV. Information Items**

- A. Community Services Block Grant Program Monitoring Reports: No questions or comments.
- B. Community Services Block Grant Program Performance Report: No questions or comments.
- C. Community Services Block Grant Expenditure Report: No questions or comments.
- D. Community Services Block Grant Fiscal Monitoring Reports: No questions or comments.
- E. SETA Financial Literacy Project

Ms. Sherwood-Green stated that SETA received a small grant to develop a new project. She introduced Mr. Victor Bonanno, ETA Supervisor. Mr. Bonanno stated that in May of 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 partnered with Linkage to Education to develop a program focusing on foster youth and formerly incarcerated youth. The proposal was submitted and funded.

SETA is partnering California Financial Corporation to provide 12 financial literacy workshops to 30 young adults. Classes offered include how to avoid financial scams, finances for college, and basic financial information. The purpose is to give students basic knowledge of financial issues so they can handle their money well. Students will be connected with a financial institution of their choice to save money. SETA will match their savings up to \$500 if they

complete all program components. Some of the students will be in school and unable to work and save money. These students can perform community service and be eligible for the matching funds. Ultimately, these young people will be able to pass along financial knowledge to their own families.

Ms. Sherwood-Green explained that the California Department of Community Services and Development monitors CSBG funds for the State of California. This is the body that we report to regarding CSBG funds. Ms. Garner stated that there was a state program that matched funds to youth who saved money to start a business. Mr. Bonanno stated that he was not aware of any program but will investigate.

In response to a question from Ms. Reese, Ms. Sherwood-Green stated that 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

Mr. Sam Starks, SMUD, was welcomed to the board. Mr. Starks is representing the Public Sector on the CAB.

## **V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Sherwood-Green stated that there will not be a board meeting in December; the next meeting will be January 14, 2009, 10:00 a.m. The Children's Report Card will be presented at the January meeting.

Ms. Kathy Kossick thanked members that attended SETA's 30<sup>th</sup> anniversary. Kathy Ruiz offered an excellent success story at the anniversary event.

Ms. Sherwood-Green stated that the CSBG planning process for 2010-2011 will begin in the spring; these will be very long meetings and board members are urged to attend.

C. Members of the Board: No report.

D. Public: No comments.

**VI. Adjournment:** Meeting adjourned at 10:21 a.m.

ITEM IV-A - INFORMATION

PRESENTATION BY THE SACRAMENTO CHILDREN'S COALITION ON THE  
SACRAMENTO COUNTY 2008 CHILDREN'S REPORT CARD

BACKGROUND:

The Children's Report Card for Sacramento County was recently published by the Sacramento County Children's Coalition, an advisory body to the Board of Supervisors, which makes recommendations that promote the health and well-being of children, youth and families in Sacramento County. The Children's Report Card provides a comprehensive overview of youth in our community in areas of demographics, economics, education, health, safety, and social and emotional well-being.

A representative of the Sacramento County Children's Coalition will make a presentation on the Children's Report Card and will be available to answer questions.

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.





**Program Operator:** Department of Human Assistance

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2007 to June 30, 2008 for the WIA and CALWORKS and from January 1, 2008 to September 30, 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. Elnor F. Tillson**

**DATE: December 12, 2008**

**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	\$ 80,658	01/1/07-12/31/07	01/1/07-12/31/07
CSBG	Safety Net	69,000	01/1/08-12/31/08	01/1/08-09/30/08

**Monitoring Purpose: Initial  X  Follow-Up   Special   Final  X**

**Date of review: Nov. 6 & 7, 2008**

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
<b>1</b> Accounting Systems/Records	<b>X</b>			
<b>2</b> Internal Control	<b>X</b>			
<b>3</b> Bank Reconciliation	<b>X</b>			
<b>4</b> Disbursement Control	<b>X</b>			
<b>5</b> Staff Timesheets/Payroll	<b>X</b>			
<b>6</b> Fringe Benefits	<b>X</b>			
<b>7</b> Participant Payroll	<b>N/A</b>			
<b>8</b> OJT Contracts/Files/Payment	<b>N/A</b>			
<b>9</b> Indirect Cost Allocation	<b>N/A</b>			
<b>10</b> Adherence to Budget	<b>X</b>			
<b>11</b> In-Kind Contribution	<b>N/A</b>			
<b>12</b> Equipment Records	<b>N/A</b>			

**Program Operator: Travelers Aid Society of Sacramento, Inc.**

**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 September 30, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
2. In our review of the check deposits, we have noted that in some cases there was a time lag between the payment of the reimbursement and the deposit of the check. To enhance internal control, we recommend that procedures be implemented to ensure that the checks are deposited in a timely manner.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM – IV - C – INFORMATION

2008 COMMUNITY SERVICES BLOCK GRANT (CSBG) DESK REVIEW REPORT

BACKGROUND:

Attached for your information is the most recent Desk Review Report, conducted by the State Department of Community Services and Development, which describes SETA's compliance with administrative and programmatic operations of the 2008 CSBG contract.

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

700 North 10th Street, Room 258  
Sacramento, CA 95814-0338  
(916) 341-4200  
(916) 341-4203 (FAX)  
(916) 327-6318 (TDD)



orig - Robin  
cc: Rich P  
CSG

October 30, 2008

Kathy Kossic, Executive Director  
Sacramento Employment and Training Agency (SETA)  
925 Del Paso Boulevard  
Sacramento, CA 95815

**SUBJECT: 2008 DESK REVIEW REPORT: C-08-054**

Dear Ms. Kossik:

On October 30, 2008, a Desk Review was conducted for Sacramento Employment and Training Agency. Review of the appropriate documents provided the Department of Community Services and Development (CSD) the opportunity to analyze the administrative and programmatic operations for the CSBG contract.

The Desk Review did not identify any programmatic or administrative compliance issues. The CSBG program appears to be progressing according to the approved contract.

If you have questions regarding this report, please call me at (916) 341-4261, or e-mail your concerns to [dlongjel@csd.ca.gov](mailto:dlongjel@csd.ca.gov).

Sincerely,

DIAMOND LONGJEL  
Field Representative

cc: Pamela Harrison, Division Chief  
Field Operations Unit

**STATE OF CALIFORNIA**  
**Department of Community Services and Development**  
**Desk Review Report C-08-051**  
**Community Services Block Grant Program**

**Sacramento Employment and Training Agency (SETA)**      925 Del Paso Boulevard  
 Sacramento, CA 95815

October 24, 2008

**Date of Review**

**Purpose of Review**    Compliance Review for CSBG Contracts

<b>Contract Info</b>	<b>Contract #</b>	<b>Term</b>	<b>Amount</b>	<b>Purpose</b>
	08F- 4934	1/1/08- 12/31/08	\$1,487,677	CAA

October 29, 2008

**Report Date**

<b>Agency Operation and Compliance Activities</b>	<b>Reviewed</b>	<b>In Compliance?</b>		<b>Comments</b>
		<b>Yes</b>	<b>No</b>	
Bylaws		Yes		Reviews of the bylaws indicate that it contained all pertinent information.
Board Minutes		Yes		A review of the board minutes indicated that the tripartite board was actively involved in a variety of programs related to the agency.
Tripartite Board		Yes		The tripartite board has a full board.
Programmatic Reporting and Progress CSBG 08F- 4934		Yes		A review of the agency's Mid-Year Report indicates that the agency has achieved or exceeded most of its projections.
Fiscal Reporting CSBG 08F- 4934		Yes		A review of the agency's payment history from January 2008 – August 2008 indicated that all expenditure reports were submitted

**STATE OF CALIFORNIA**  
**Department of Community Services and Development**  
**Desk Review Report C-08-051**  
**Community Services Block Grant Program**

		timely.
Annual Audit	Yes	Per consultation with Audit Unit and review of Audit Transmittal Report TR07-614 (FYE) 12/31/06 confirmed that the review did not disclose any findings requiring corrective action.

<b>Prior Findings/Issues</b>	There was no prior finding.
<b>Findings and Corrective Action Plan</b>	There was no finding.
<b>Recommendations</b>	There was no recommendation.
<b>Observations</b>	SETA subcontracts with approximately 22 agencies throughout Sacramento County.
<b>Training and Technical Assistance</b>	No T&TA recommended at this time.
<b>Contact Info</b>	If you have any questions or need assistance in responding to the items discussed in this report, please contact me at: 916-341-4261 or <a href="mailto:dlongjel@csd.ca.gov">dlongjel@csd.ca.gov</a> .



ITEM IV-D-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 September and October, 2008.

Staff will be available to answer questions.

**COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT**

Contractor: Sacramento Employment & Training Agency		Contract Number: 08F-4934	Report Period: SEP - OCT 2008	Advance Request: \$152,818.25	Adjustment <sup>1</sup> <input type="checkbox"/>
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124
<b>Section 10 - ADMINISTRATIVE COSTS</b>					<b>REPORT PERIOD EXPENDITURES</b>
1	Salaries and Wages				
2	Fringe Benefits				
3	Operating Expenses & Equipment				
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				
7	Subtotal Administrative Costs				\$
<b>Section 20 - PROGRAM COSTS</b>					
8	Salaries and Wages				
9	Fringe Benefits				
10	Operating Expenses & Equipment				
11	Out of State Travel				
12	Subcontractor Services				\$127,469.82
13	Other Costs				
14	Subtotal Program Costs				\$ 127,469.82
<b>Section 30 - TOTAL PROGRAM SUPPORT COSTS</b>					
15	How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?				\$
<b>Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD</b>					
16	Total Expenditures (Lines 7 and 14)				\$ 127,469.82
<b>Section 50 - ADVANCE REPAYMENT</b>					
17	Advance Repayment				\$ 92,979.82
<b>Section 60 - TOTAL COSTS</b>					
18	Total Reimbursement (after advance repayment has been applied)				\$ 34,490.00
<b>CONTRACTOR'S CERTIFICATION</b>					
I hereby certify under penalty of perjury that I am the duly appointed, qualified, and acting officer of the herein named Agency, Department, Board, Commission, Office or Institution, and that to the best of my knowledge, the actual expenditures and activities made during this reporting period contained within this document are in all respects true, correct, and in accordance with the purpose, terms and conditions of the contract referenced above, Federal and State Regulations or other statutes.					
Authorized Person (Print Name/Title):		Signature:		Date:	
ROY KIM / FISCAL MANAGER					
<b>CSD ACCOUNTING USE ONLY</b>					
Payment:			PCA#:		
Approved By:			Date:		

<sup>1</sup> Insert only increases or decreases on each line item being revised using + or - sign.

CSBG 2008 ADMINISTRATIVE/PROGRAM COSTS												
EXPENDITURES FOR PERIOD ENDED SEP - OCT 2008												
CONTRACT # 08F-4934												
ADMINISTRATIVE COSTS	BUDGET	EXPENDITURE		YTD EXPEND	BUDGET %	FUNDS REMAINING	FEB REPORT	APR REPORT	JUNE REPORT	AUG REPORT	OCT REPORT	TOTAL
		COMPASS	COMPASS									
Salaries & Wages	61,438.00	123,216.98		62,428.68	101.6%	(990.68)	16,052.50	26,308.33	20,067.85	1,097.44		63,526.12
Fringe Benefits	23,346.00	52,279.39		23,346.00	100.0%	-	6,010.73	8,135.85	8,101.98	239.94		22,488.50
Operating Expense and E	17,203.00	21,493.71		17,203.00	100.0%	-	3,629.21	9,018.88	4,314.97	-		16,963.06
Out of State Travel	-	-		-	-	-	-	-	-	-		-
Subcontractor Services	-	-		-	-	-	-	-	-	-		-
Other costs	-	-		-	-	-	-	-	-	-		-
<b>ADMIN TOTALS</b>	<b>101,987.00</b>	<b>196,990.08</b>		<b>102,977.68</b>	<b>101.0%</b>	<b>(990.68)</b>	<b>25,692.44</b>	<b>43,463.06</b>	<b>32,484.80</b>	<b>1,337.38</b>	<b>-</b>	<b>102,977.68</b>
<b>PROGRAM COSTS</b>												
Salaries & Wages	241,400.00	219,141.96		241,400.00	100.0%	-	44,900.59	77,208.67	66,903.40	52,387.34		241,400.00
Fringe Benefits	91,732.00	76,263.83		91,732.00	100.0%	-	16,552.93	16,980.41	41,370.44	16,828.22		91,732.00
Operating Expense and E	93,480.00	136,542.19		93,480.00	100.0%	-	13,943.30	7,781.96	27,069.00	44,685.74		93,480.00
Out of State Travel	4,000.00	-		-	0.0%	4,000.00	-	-	-	-		-
Subcontractor Services	800,000.00	607,502.91		607,502.91	75.9%	192,497.09	73,355.96	170,570.31	150,960.09	85,146.73	127,469.82	607,502.91
Other costs	155,078.00	260,835.12		156,185.56	100.7%	(1,107.56)	77,218.42	78,967.14	-	-		156,185.56
<b>PROGRAM TOTALS</b>	<b>1,385,690.00</b>	<b>1,300,286.01</b>		<b>1,190,300.47</b>	<b>85.9%</b>	<b>195,389.53</b>	<b>225,971.20</b>	<b>351,508.49</b>	<b>286,302.93</b>	<b>199,048.03</b>	<b>127,469.82</b>	<b>1,190,300.47</b>
<b>GRAND TOTAL</b>	<b>1,487,677.00</b>	<b>1,497,276.09</b>		<b>1,293,278.15</b>	<b>86.9%</b>	<b>194,998.85</b>	<b>251,663.64</b>	<b>394,971.55</b>	<b>318,787.73</b>	<b>200,385.41</b>	<b>127,469.82</b>	<b>1,293,278.15</b>

CSBG 2008 ADMINISTRATIVE/PROGRAM COSTS		SEP - OCT 2008							
EXPENDITURES FOR PERIOD ENDED									
CONTRACT # 08F-4934									
		2008							
DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURES COMPASS	YTD EXPENDITURE	% BUDGET	FUND REMAINING		
COUNTY OF SACRAMENTO DHHS	4750328321	FSS	19,134	19,134.00	19,134.00	100.0%	-		
COUNTY OF SACRAMENTO DHA	4750328322	FSS	26,000	19,034.00	19,034.00	73.2%	6,966.00		
ELK GROVE USD	4750328323	FSS	14,250	10,072.00	10,072.00	70.7%	4,178.00		
LA FAMILIA COUNSELING	4750328324	FSS	61,444	40,133.33	40,133.33	65.3%	21,310.67		
LEGAL SERVICES OF NORTHERN CA	4750328325	FSS	20,000	15,958.61	15,958.61	79.8%	4,041.39		
MY SISTER'S HOUSE	4750328326	FSS	32,750	21,459.13	21,459.13	65.5%	11,290.87		
PARATRANSIT	4750328327	FSS	34,000	34,000.00	34,000.00	100.0%	-		
SACTO. AREA EMERGENCY HOUSING	4750328328	FSS	59,650	47,437.27	47,437.27	79.5%	12,212.73		
VISIONS UNLIMITED (SENIORS)	4750328329	FSS	55,000	28,931.75	28,931.75	52.6%	26,068.25		
WAKING THE VILLAGE	4750328330	FSS	36,400	36,400.00	36,400.00	100.0%	-		
WIND YOUTH SERVICES	4750328331	FSS	38,722	32,270.00	32,270.00	83.3%	6,452.00		
FRANCIS HOUSE OF SACRAMENTO	4750328341	SN	65,000	54,166.60	54,166.60	83.3%	10,833.40		
GREATER SACRAMENTO URBAN LEA	4750328342	SN	20,000	15,809.81	15,809.81	79.0%	4,190.19		
FOLSOM CORDOVA COMM PARTNER	4750328343	SN	21,500	15,069.76	15,069.76	70.1%	6,430.24		
HOUSING NOW	4750328344	SN	20,000	18,216.97	18,216.97	91.1%	1,783.03		
LEGAL SERVICES OF NORTHERN CA	4750328345	SN	20,000	15,869.14	15,869.14	79.3%	4,130.86		
SACTO. AREA EMERGENCY HOUSING	4750328346	SN	12,550	5,547.39	5,547.39	44.2%	7,002.61		
SALVATION ARMY	4750328347	SN	67,000	62,553.06	62,553.06	93.4%	4,446.94		
SOUTH COUNTY SERVICES	4750328348	SN	60,000	41,339.71	41,339.71	68.9%	18,660.29		
TRAVELERS AID	4750328349	SN	69,000	36,926.31	36,926.31	53.5%	32,073.69		
VOLUNTARY LEGAL SERV of NORTH	4750328350	SN	25,000	18,344.07	18,344.07	73.4%	6,655.93		
WIND YOUTH SERVICES	4750328351	SN	22,600	18,830.00	18,830.00	83.3%	3,770.00		
<b>TOTAL DELEGATE AGENCY</b>			<b>800,000</b>	<b>607,503</b>	<b>607,502.91</b>	<b>75.9%</b>	<b>192,497.09</b>		
<b>TOTAL PROGRAM</b>			<b>585,690</b>	<b>582,798</b>	<b>582,797.56</b>	<b>99.5%</b>	<b>2,892.44</b>		
<b>TOTAL ADMIN</b>			<b>101,987</b>	<b>102,978</b>	<b>102,977.68</b>	<b>101.0%</b>	<b>(990.68)</b>		
<b>GRAND TOTAL</b>			<b>1,487,677</b>	<b>1,293,278</b>	<b>1,293,278.15</b>	<b>86.9%</b>	<b>194,398.85</b>		

## 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.