



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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County of Sacramento

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, April 13, 2011

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

PAGE NUMBER

I. Call to Order/Roll Call

- Introduction of New Board Member:
Lisa Daniels, Head Start Policy Council

II. Consent Item

- | | | |
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| A. | Approval of Minutes of the October 10, 2010 Regular Meeting | 1-5 |
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III. Information Items

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| A. | Submission of an Application for Community Services Block Grant Discretionary Funding | 6-7 |
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“Preparing People for Success: in School, in Work, in Life”

B.	2012 – 2013 Community Services Block Grant Planning Calendar	8-9
C.	Community Services Block Grant Fiscal Monitoring Reports	10-16
	✓ Department of Human Assistance, County of Sacramento	
	✓ Francis House of Sacramento	
	✓ Greater Sacramento Urban League	
IV.	<u>Reports to the Board</u>	17
A.	Chair	
B.	Executive Director	
C.	Members of the Board	
D.	Public	
V.	<u>Public Hearing for the 2012 – 2013 Community Action Plan</u>	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: TUESDAY, APRIL 5, 2011

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE OCTOBER 13, 2010 MEETING

BACKGROUND:

Attached are the minutes of the October 13, 2010 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, October 13, 2010
10:00 a.m.

I. Call to Order/Roll Call

Ms. Denise Nelson called the meeting to order at 10:10 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Darby Patterson, Sacramento County Adult and Aging Commission
Patrice Hill, Head Start Policy Council
Starine Reese, United Way
Mary Benson, Child Action, Inc.
Beth White, Catholic Charities of Sacramento
Dana Mitchell, Human Rights/Fair Housing Commission
Alan Lange, Sacramento Hunger Coalition
Susan Hopkins, California Emergency Food Link
Sam Starks, SMUD (arrived at 10:16 a.m.)

Members Absent:

Blake Young, Sacramento Food Bank & Family Services
Marshall Graves, Alternate, Sacramento Food Bank & Family Services
Rosalind Garner, Alternate, Sacramento County Department of Health and
Human Services
Bert Bettis, Sacramento County Department of Health and Human Services

- Ms. Nelson welcomed Ms. Patrice Hill, a new board member representing the Head Start Policy Council.

II. Consent Item

- A. Approval of Minutes of the February 10, 2010 Regular Meeting

There were no questions or corrections.

Moved/Mitchell, second/White, to approve the February 10, 2010 minutes.
Voice Vote: Unanimous approval.

III. Action Item

- A. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2010

Ms. Cindy Sherwood-Green staff is requesting approval to extend the current CSBG program operators. Staff has conducted an examination of program operators and has determined that the majority of programs have been performing well.

With the exception of South County Services, staff recommends extending all CSBG delegate agreements for an additional year under the same terms, conditions, and funding amounts as provided in a chart distributed to board members.

On August 12, 2010, the SETA Governing Board approved an augmentation of \$188,000 for South County Services with CSBG funding made available through a One-Stop Share of Cost Agreement with the County Department of Human Assistance. A condition of the agreement was to ensure continuation of services to the Galt and River Delta communities that were previously funded by the County DHA. Based on the budget needs of South County Services, \$85,000 of the funding was used to augment South County Services' 2010 CSBG contract, and the remainder, \$103,000 is recommended for the 2011 CSBG contract. The original contract amount for South County Services was \$61,600 for the 2010 program year. With the augmentation, the total amount of recommended funding for South County Services for the 2011 program year is \$164,600.

Ms. Sherwood-Green reviewed the recommended extensions.

Moved/Reese, second/Benson, 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 Recovery Act Update

Mr. Bonanno reviewed the projects done with Recovery Act funds. The ARRA funding had more to do to with supplementing the resources already out on the street. Mr. Bonanno reviewed the areas where ARRA funds were utilized

Overall, SETA is on track to fully expending all allocated ARRA funding resulting in 9,157 unduplicated families being stabilized with a combined provision of 15,238 family services.

Ms. Patterson would like to have this program more publicly recognized. All we hear is the lack of services so everyone involved deserves the credit. She stated that this program is really remarkable.

- Verna Catalfano, Salvation Army: Ms. Catalfano stated that after a person leaves their program, they are visited to see how they are doing. The additional funding was utilized for follow-up services.

B. Community Services Block Grant Program Monitoring Reports

Ms. Deborah Hennessy was introduced. Ms. Hennessy is a staff member that visited and wrote the CSBG monitoring reports. Ms. Sherwood-Green distributed a newer monitoring report.

Ms. Mitchell inquired what inaccurate means in the report, and how will it be addressed?

Ms. Hennessy replied that a lot of the reports are put into a spreadsheet that all of the other program operators use. The program operator probably submitted an incomplete spreadsheet or submitted it in a wrong format. Mr. Starks suggested using 'incomplete' instead of inaccurate.

- C. Community Services Block Grant Expenditure Reports: Ms. Sherwood-Green reviewed the reports; no questions or comments.

- D. Community Services Block Grant Fiscal Monitoring Report: No questions.

- E. Community Services Block Grant American Recovery and Reinvestment Act (ARRA) Earned Income Tax Credit (EITC) Report: SETA has been involved in this program for the past nine years. Volunteers have completed over 1,800 tax forms for low income residents.

- F. Community Services Block Grant Monitoring Report: No questions.

V. **Reports to the Board**

- A. Chair: No report.

- B. Executive Director: Ms. Kathy Kossick stated that at the last CAB meeting, board members were invited to go out to visit the CSBG-funded programs. She encouraged board members to visit the program operators prior to next year's funding cycle.

Ms. Kossick encouraged board members to use the web site www.careergps.com which was created in partnership with other program operators. Ms. Patterson asked for electronic information to be sent so board members can send it to their contacts. LEED is a partner in the development of this web site. This is valuable for people changing careers mid-stream.

- C. Members of the Board: Alan Lange spoke of the National Emergency Food and Shelter program. The Sacramento County area receives a little over \$1 million

for shelter assistance and emergency food. There are concerns that there will be cuts in the funding due to budget reductions. He will provide more information as he gets it; it could definitely affect the people that receive the services.

D. Public

➤ Greg Bunker, Executive Director, Francis House: Mr. Bunker thanked the board and SETA staff for doing a great job in spreading federal money out to those that need it. Their program is dreading this coming winter since it will be one of the worst for the homeless people; there is no winter overflow for homeless. The numbers of people in need has never been higher. Their rooms available for families will go from 12 to four.

➤ Sheri Newman, Staff Attorney, Senior Legal Services. Ms. Newman stated that their program was grateful for the funds received. The funds have helped many clients but they are not able to help all of the people that come to their program. Ms. Newman spoke of a client that they helped to avoid eviction by having their property taxes reassessed so the client could keep her house.

VI. Adjournment: The meeting adjourned at 10:50 a.m.

ITEM III – A – INFORMATION

SUBMISSION OF AN APPLICATION FOR COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDS

BACKGROUND:

On March 4, 2011, the State Department of Community Services and Development released a Request for Application (RFA) for Community Services Block Grant (CSBG) targeted Initiatives and Innovative Projects. One million dollars (\$1,000,000) is available for programs that will benefit low-income individuals, families and communities and demonstrate strong partnerships, innovation and sustainability. The program period is for thirteen months with a maximum award of \$100,000. The application due date was April 4, 2011.

Key target categories noted in the Request for Application included Foster Youth Development, Youth Development, and Food and Nutrition. SETA submitted an application in the Food and Nutrition category, with a focus on the subcategory of Obesity Prevention, targeting former foster youth, probationary youth, and Head Start youth and their families. SETA's Workforce Development and Child and Family Services Departments will collaborate on a Healthy Futures project that promotes wellness, better nutrition, and healthy living choices to two target groups at high risk of obesity and unhealthy lifestyle choices. If funded, the project will provide 80 participants and their families with case management and the skills, resources, and experiences necessary to avoid or overcome obesity and obesity-related health conditions. Two distinct groups will be served:

1. Head Start youth and their families residing in the Galt community, which has been identified as having the greatest percentage of overweight or obese children among the county's Head Start sites, and the least amount of available community resources. Youth selected will have been assessed as being overweight and at the highest risk for obesity.
2. Former foster youth and probationary youth who may not have positive family or other personal support systems available to support them in making healthy lifestyle choices and behaviors. Participants will be referred from partner organization, Linkage to Education, which provides assistance to foster and probation youth as they transition from institutional custody and care and into Sacramento area colleges. Individuals that participate in Linkage to Education's Smart Chicks project will be specifically targeted, including those who are single parents.

The project will be comprised of nutrition education, case management, physical activity and overall wellness components. Each participant family will receive the services of a

ITEM III-A – INFORMATION (continued)

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registered dietician who will develop an individualized family nutrition plan and follow-up services, participate in a variety of low-cost, fun, physical activity options, be encouraged to attend monthly events where they will learn various strategies to promote wellness within their family, and participate in preparing and enjoying a nutritious meal. Monthly events for the Head Start families will be conducted at the Galt Head Start site or at a local church. Events for the Linkage to Education participants will be conducted primarily at faith based sites. Field trips to farmers markets and incentives in the form of gift cards and necessary household supplies will be offered to all participants for attendance at monthly events, achieving planned individual benchmarks, and program completion.

Outcomes of the project include:

- Better overall physical wellness, which will be measured by weight loss and lowered blood pressure.
- Increased awareness of healthy food options, which will be measured by the number of events attended, pre and post tests, and changes in diet.
- Decreased social isolation, as measured by increased participation in project events.
- Improved mental health, which will be measured by increased self-esteem, confidence, and improved body image, as noted by follow-up case management sessions.
- Greater awareness of community resources.

Staff will be available to answer questions.

ITEM III- B – INFORMATION

2012 – 2013 COMMUNITY SERVICES BLOCK GRANT PLANNING CALENDAR

BACKGROUND:

Attached for your information is the calendar of important dates and events for the development of the 2012 – 2013 Community Services Block Grant Community Action Plan.

Staff will be available to answer questions.

PLANNING CALENDAR
FOR THE 2012 -2013 CSBG
COMMUNITY ACTION PLAN

<u>DATE</u>	<u>EVENT</u>
April 8, 9, 10, 2011 and May 6, 7, 8, 2011	Publish notice of CSBG Public Hearings in the Sacramento Bee newspaper
April 13, 2011 (Wednesday) 10:00 A.M. – 12:00 P.M.	First Public Hearing before the Community Action Board (SETA Board Room)
May 11, 2011 (Wednesday) 10:00 A.M. – 12:00 P.M.	Second Public Hearing before the Community Action Board (SETA Board Room)
May 25, 2011 (Wednesday) 3:00 P.M.	Draft Community Action Plan completed and available for public review
May 31, 2011 (Tuesday) 10:00 A.M. – 12:00 P.M.	Special CAB Meeting Final approval of Community Action Plan (SETA Board Room)
June 2, 2011 (Thursday) 10:00 A.M.	SETA Governing Board approval of the Community Action Plan. Required Board and Executive Director signatures obtained. (SETA Board Room)
June 30, 2011	Community Action Plan due at the State Department of Community Services and Development

ITEM III-C – 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.

MEMORANDUM

TO: Mr. Paul Lake **DATE:** October 25, 2010
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Department of Human Assistance,
 County of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 240,000	7/1/09-06/30/10	7/1/09-06/30/10
CALWORKS	Homeless	105,515	7/1/09-09/30/09	7/1/09-09/30/09
CSBG	Family Self-Sufficiency	26,000	1/1/10-12/31/10	1/1/10-06/30/10

Monitoring Purpose: Initial __X (CSBG) Final_X (WIA/Calworks)
Date of review: 10/19/10

	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
County of Sacramento

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2009 to June 30, 2010 for WIA, July 1, 2009 to September 30, 2009 for CALWORKS and from January 1, 2010 to June 30, 2010 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) There are no corrective actions required.

cc: Kathy Kossick
Governing Board

TO: Mr. Greg Bunker

DATE: December 2, 2010

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Francis House of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN/ARRA	\$ 75,496	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	Safety Net	\$ 65,000	1/1/09-12/31/09	1/1/09-9/31/09
CSBG	SN/ARRA	\$ 75,062	1/1/10-9/30/10	1/1/10-9/30/10
CSBG	Safety Net	\$ 70,400	1/1/10-9/30/10	1/1/10-9/30/10

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

Date of review: August 10, 2010

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

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

MEMORANDUM

TO: Mr. David DeLuz **DATE:** November 16, 2010
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/ARRA	Safety Net	\$ 44,276	7/1/09-12/31/09	7/1/09- 12/31/09
CSBG	Safety Net	\$ 20,000	1/1/09-12/31/09	1/1/09- 12/31/09
WIA/ARRA	SYE	\$ 34,036	5/1/09-9/30/09	5/1/09-9/30/09

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: June 15-19, 2009 and various follow up dates.

	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		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 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 appeared to be in order and there are no adjustments required.

Recommendations for Corrective Action:

Based on this review, we have the following observations and recommendations:

Develop a policy and procedure to outline Advance Pay processes. However, SETA recommends that this practice stop altogether, as it can create problems during overlap of fiscal years and create significant problems when employees terminate their employment. **SETA funds cannot be used, if this practice is continued. A draft version of the policy and procedures, dated 12.1.09, is currently being reviewed by David DeLuz**

SETA's review of DOL federal overtime pay laws and a comparison of other subgrantees classification systems bring GSUL's use of exempt status into question. SETA recommends GSUL conduct an in-depth review of all job descriptions to determine Exempt/Non-Exempt status. **David DeLuz is currently reviewing this matter.**

SETA recommends that a full review be done of the employee handbook; as it contained handwritten additions and outdated forms to Sections 1, 4, 5, and 6.

cc: Kathy Kossick
Governing Board

ITEM IV - 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 Executive Director's Report also allows the opportunity for the Executive 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.