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Agency

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, November 12, 2014

TIME: 10:00 a.m.

PLACE: 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 Members:
 - ✓ Anthony Garcia, Child Action
 - ✓ Donald Migge, California Community Credit Union
 - ✓ Cole Forstedt, United Way
 - ✓ Geoffrey Ross, Sacramento Housing and Redevelopment Agency

- II. Consent Item**
 - A. Approval of Minutes of the November 20, 2013 Meeting 1-4

- III. Action Item**
 - A. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2015 5-8

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

IV. Information Items

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| A. | Community Services Block Grant Program Performance Report | 9-12 |
| B. | Community Services Block Grant Program Monitoring Reports | 13 |
| C. | Community Services Block Grant Expenditure Report | 14-17 |
| D. | Community Services Block Grant Fiscal Monitoring Reports | 18-43 |
| | ➤ Children's Receiving Home | |
| | ➤ Folsom Cordova Community Partnership (2 reports) | |
| | ➤ Francis House of Sacramento | |
| | ➤ La Familia Counseling Center (2 reports) | |
| | ➤ River City Food Bank | |
| | ➤ Roberts Family Development Center | |
| | ➤ Sacramento Area Emergency Housing Center (2 reports) | |
| | ➤ South County Services, Inc. (2 reports) | |
| | ➤ Traveler's Aid Emergency Assistance Agency | |
| | ➤ Visions Unlimited, Inc. | |

V. Reports to the Board

44

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

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 5, 2014

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 20, 2013 MEETING

BACKGROUND:

Attached are the minutes of the November 20, 2013 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF PRESENTER: Cindy Sherwood-Green

SPECIAL 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 20, 2013
8:30 a.m.

- I. **Call to Order/Roll Call:** Ms. Nelson called the meeting to order at 10:03 a.m.

Members Present:

Denise Nelson, Head Start Policy Council
Mary Benson, Child Action, Inc.
John Healey, California Emergency Food Link
Alan Lange, Community Link
Dana Mitchell, Human Rights/Fair Housing
Blake Young, Sacramento Food Bank & Family Services
Sam Starks, SMUD

Members Absent:

Tom Bennett, United Way
Nicolas Johnson, Sacramento County Adult & Aging Commission
LaTasha Windham, Head Start Policy Council
Debra Morrow, Sacramento County Department of Health and Human Services

While waiting for a quorum, Ms. Nelson reviewed the information items.

V. **Information Items**

- A. **2013 Community Services Block Grant (CSBG) Program Operator Monitoring Reports**

Ms. Sherwood-Green stated that these are routine monitoring reports required by the State. There is nothing substantial to report.

- B. **Community Services Block Grant (CSBG) Plan VS. Actual Report**

The monitoring reports were reviewed in the binder. These reports show the service provider's planned activities versus the actual activities provided.

- C. **Community Services Block Grant (CSBG) Fiscal Reports**

The State fiscal report is current as of the end of October.

- D. **Fiscal Monitoring Reports:** There were no questions or comments.

II. Public Hearing – Presentation of Proposals by Bidders

Ms. Nelson reviewed the process by which the public testimony would be heard. Those speaking before the board:

1. Daren Maeda, Linkage to Education:
2. Tanya Kravchuk, Children's Receiving Home:
3. Oralia Bermudes, La Familia Counseling Center
4. Parisa Ijadi-Maghsoodi, Legal Services of Northern California, Senior Legal Hotline

A quorum was achieved at 10:18 a.m.

II. Consent Item

- A. Approval of Minutes of the August 14, 2013 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Benson, to approve the August 14, 2013 minutes.
Voice Vote: Unanimous approval.

IV. Action Item

- A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2014

Public testimony continued:

5. Vicki Jacobs, Voluntary legal services program
6. Iyasha Lewis, Francis House Center
7. Mark Snaer, Sacramento Senior Companions

Ms. Sherwood-Green went over the proposal review process. There were 29 proposals received requesting \$1.5 million. A team of ten readers evaluated, scored, and ranked each proposal. The estimated funding for the next year is \$800,000. Approximately 60% was allocated to safety net, and 40% family self-sufficiency. Ms. Sherwood-Green reviewed how the proposals were ranked.

Two new programs are being recommended for funding: Roberts Family Development Center and Sacramento Self-Help Housing.

Ms. Sherwood-Green stated that staff is not yet sure about funding; sequestration may decrease funding by 8%. The SETA Governing Board will review and take action on this item at its December 5 meeting.

Moved/Mitchell, second/Benson, to approve staff funding recommendations for the Fiscal Year 2014 Community Services Block Grant.

Voice Vote: Unanimous approval.

Approve continued funding for Daren Maeda.

Moved/Young, second/Healey, to approve the continued funding of Daren Maeda as a SETA Consultant for an additional year in the amount of \$30,000.

Voice Vote: Unanimous approval.

Mr. Lange asked for explanation regarding approval of Daren Maeda as a SETA Consultant

VI. Reports to the Board

A. Chair: None.

B. Executive Director: Ms. Kossick stated that all career centers statewide are being required to tag ourselves as 'America's Job Center of California.' Ms. Kossick distributed an updated brochure.

C. Program Manager: Ms. Sherwood-Green stated that the board probably will not meet again until next year. SETA is a Covered California grantee and since August 1, 2014, 30,000 individuals have already been informed of the program.

D. Members of the Board: Ms. Dana Mitchell announced that this is her last meeting. The Human Rights/Fair Housing Commission has been dissolved.

Mr. Starks reminded everyone that the Martin Luther King March will be held January 20, 2014.

Mr. Young announced that the Fun Run sponsored by Sacramento Food Bank and Family Services is coming in in January. He urged everyone to participate.

Ms. Benson reported that she will be retiring in January but she will remain on board to represent Child Action.

E. Public: No comments.

VII. Adjournment: The meeting was adjourned at 10:48 a.m.

ITEM III-A - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT CONTRACT EXTENSIONS FOR FISCAL YEAR 2015

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, 2014.

SETA's Community Services and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September, 2014. Staff have determined that the majority of 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 chart. Staff also recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, at the same funding level allocated in the current fiscal year, \$30,000.

In June, 2014, the SETA Governing Board approved an augmentation of \$119,314 for South County Services, which was made available through the One Stop Share of Cost Agreement with the County Department of Human Assistance. This funding increased South County Services' total CSBG allocation to \$184,314. The additional funding allowed South County Services to continue the provision of safety-net services from July 1, 2014 through December 31, 2014 in the underserved Galt/River Delta communities. Staff recommends approval to extend South County Services' initial CSBG contract allocation of \$65,000 and, in addition, permit South County Services to carry over any unused amount remaining of the \$119,314 augmentation into the 2015 program year.

The SETA Governing Board will consider this item at its December 4, 2014 meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-A – ACTION (continued)
Page 2

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 at \$30,000.
3. Permit South County Services to carry over any unused amount remaining of the \$119,314 augmentation into the 2015 program year.

STAFF PRESENTER: Cindy Sherwood-Green

SETA 2014 CSBG SUBCONTRACTORS

Agency	CSBG Funded Services Offered	2014 CSBG Funding
Children's Receiving Home	Independent living and support services for foster and emancipated foster youth	\$28,500
County of Sacramento Department of Health and Human Services	Senior companion services for frail and elderly seniors	\$27,500
Elk Grove Food Bank Services	Food distribution	\$20,000
Folsom Cordova Community Partnership	Food, diapers, shelter, utilities, eviction avoidance, employment supports and transportation assistance	\$24,000
Francis House of Sacramento	Food, shelter and transportation assistance	\$70,400
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	\$24,200
Hmong Women's Heritage Association	Health management assistance for South East Asian seniors	\$23,800
La Familia Counseling Center	Alternative services for at-risk youth (Project Reach)	\$55,000
Legal Services of Northern California	Legal assistance to seniors and grandparent caregivers	\$20,000
My Sister's House	Eviction avoidance, utilities and rental assistance	\$34,000
River City Food Bank	Food distribution	\$20,500
Roberts Family Development Center	Case management of residents living in the Twin Rivers housing complex	\$20,000
Sacramento Area Emergency Housing Center (Next Move)	Shelter and housing services for homeless families and individuals	\$58,000
Sacramento Area Emergency Housing Center (Next Move)	Rental assistance, shelter, utilities, eviction avoidance, transportation and employment supports	\$10,200
Sacramento Self-Help Housing	Assistance maintaining current housing or obtaining safe and affordable housing	\$20,000
South County Services	Food, eviction avoidance, utilities and transportation assistance	\$65,000 + \$119,314
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	\$60,500
Travelers Aid Emergency Assistance Agency	Food, shelter, utilities and eviction avoidance	\$70,000
Visions Unlimited	Independent living assistance for frail and elderly seniors	\$50,000

Voluntary Legal Services of Northern California	Driver's license and criminal record expungement workshops	\$28,000
Volunteers of America	Utilities, eviction avoidance and rental assistance for veterans	\$7,519.02
Waking the Village	Transitional housing, guidance and support services for homeless parenting youth	\$42,500
Wind Youth Services	Prepared meals and hygiene supplies for homeless youth	\$20,381

ITEM IV –A- 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, 2014.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

**2014 CSBG Family Self-Sufficiency Program
Third Quarter Plan vs. Actual**

(Actual services and expenditures should be at approximately 75% for this period)

Family Self-Sufficiency Program Operator	Planned Services	Planned Services through 12/31/14	Actual Services as of 9/30/14	% of Planned Services	2014 CSBG Budget	% Expended as of 9/30/14	COMMENTS
Children's Receiving Home of Sacramento	Independent living services and support services for foster youth and emancipated foster youth	24	26	108%	\$28,500	70%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
County of Sacramento DHHS	Senior companion services for frail and elderly seniors	24	27	112%	\$27,500	72%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
Hmong Women's Heritage Association	Health management services for South East Asian seniors	51	40	78%	\$23,800	77%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
La Familia Counseling Center	Alternative services for at-risk youth (Project Reach)	40	31	77%	\$55,000	64%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Roberts Family Development Center	Case management of families living in the Twin Rivers housing complex	126	27	21%	\$20,000	51%	This agency has expanded outreach to include Marina Vista housing complex to meet annual service projections.
Sacramento Area Emergency Housing Center (Next Move)	Shelter and housing services for homeless families and individuals	378	200	53%	\$58,000	68%	To compensate for reduced shelter activity during shelter construction, housing services have been expanded to meet annual projections.
Sacramento Self-Help Housing	Assists families in maintaining current housing or obtaining safe and affordable housing.	160	60	37%	\$20,000	59%	Outreach at the job centers was increased during the 3 rd qtr. and annual projections are expected to be met.
Visions Unlimited (Seniors)	Independent living assistance for frail and elderly seniors	85	84	99%	\$50,000	78%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Waking the Village	Transitional housing, guidance and support services for homeless parenting youth	16	15	94%	\$42,500	13%	This agency is on track to meet its annual service projections by the end of the contract period. It utilized other funding sources for the first half of the program year, but is expected to fully expend CSBG funding by the end of the contract period.

**2014 CSBG Safety-Net Program
Third Quarter Plan vs. Actual**

(Actual services and expenditures should be at approximately 75% for this period)

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/14	Actual Services as of 9/30/14	% of Planned Services	2014 CSBG Budget	% Expended as of 9/30/14	COMMENTS
Elk Grove Food Bank	Food distribution	252	446	177%	\$20,000	77%	This agency has met or exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
Folsom/Cordova Community Partnership	Food, transportation, shelter, utilities, eviction avoidance, employ supports and diapers	430	416	97%	\$24,000	67%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Francis House of Sacramento	Food, shelter and transportation assistance	624	409	66%	\$70,400	68%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Greater Sacramento Urban League	Utilities, eviction avoidance and transportation assistance	74	16	22%	\$24,200	17%	This agency has been approved to reserve its Safety-Net services for its Training Center students only.
Legal Services of Northern CA	Legal aid to seniors and grandparent caregivers	725	585	81%	\$20,000	54%	This agency is on track to meet its annual service projections expend its funding by the end of the contract period.
My Sister's House	Eviction avoidance, utilities and rental assistance	58	32	55%	\$34,000	60%	This agency is confident that projections will be met and that contract funding will be fully expended.
River City Food Bank	Food distribution	2,645	3,017	114%	\$20,500	100%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.
Sacramento Area Emergency Housing Center (Next Move)	Rental assistance, shelter, utilities, eviction avoidance, transportation and employment supports	65	46	71%	\$10,200	77%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
South County Services	Food, eviction avoidance, utilities and transportation	727	222	31%	\$65,000 + \$119,314 augmentation	55%	South County Services received a CSBG funding augmentation in June. A contract extension recommendation has been requested to allow South County Services to carry over unexpended funding.
The Salvation Army	Shelter, eviction avoidance, utilities and rental assistance	312	314	101%	\$60,500	85%	This agency has exceeded its annual service projections and is on track to expend its funding by the end of the contract period.

Safety-Net Program Operator	Planned Services	Planned Services through 12/31/14	Actual Services as of 9/30/14	% of Planned Services	2014 CSBG Budget	% Expended as of 9/30/14	COMMENTS
Travelers Aid Emergency Assistance Agency	Food, shelter, utilities and eviction avoidance	345	153	44%	\$70,000	58%	This agency is in the process of adjusting resources from low demand services to high demand services to meet annual projections and expenditure expectations for the contract period.
Voluntary Legal Services Northern CA	License and criminal record expungement workshops	460	391	85%	\$28,000	73%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.
Volunteers of America	Utilities, eviction avoidance and rental assistance for veterans	17	10	59%	\$7,519.02	0%	This agency is on track to meet its annual service projections by the end of the contract period. It utilized other funding sources for the first 3 quarters of the year and is expected to fully expend CSBG funding by the end of the contract period.
WIND Youth Services	Prepared meals for homeless youth	1,000	766	77%	\$20,381	67%	This agency is on track to meet its annual service projections and expend its funding by the end of the contract period.

ITEM IV – B- INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROGRAM MONITORING REPORTS

BACKGROUND:

Submitted under separate cover for your information are program monitoring reports for the Fiscal Year 2014 Community Services Block Grant program operators.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the latest Community Services Block Grant expenditure report.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

COMMUNITY SERVICES BLOCK GRANT (CSBG) EXPENDITURE REPORT

Contractor: Sacramento Employment & Training Agency		Contract Number: 14F-3033	Report Period: SEP - OCT 2014	Advance Request:	Adjustment ¹ <input type="checkbox"/> C
Prepared By (Print Name/Title): Tammy Tu-Nguyen - Accountant II, Sup.		E-mail Address: ttunguyen@delpaso.seta.net		Telephone Number: (916) 263-5437	Fax Number: (916) 263-6124
Section 10 - ADMINISTRATIVE COSTS					REPORT PERIOD EXPENDITURES
1	Salaries and Wages				\$24,232.36
2	Fringe Benefits				\$10,331.09
3	Operating Expenses & Equipment				
4	Out of State Travel				
5	Subcontractor Services				
6	Other Costs				\$12,819.63
7	Subtotal Administrative Costs				\$ 47,383.08
Section 20 - PROGRAM COSTS					
8	Salaries and Wages				\$47,724.40
9	Fringe Benefits				\$23,968.98
10	Operating Expenses & Equipment				\$4,182.87
11	Out of State Travel				
12	Subcontractor Services				\$99,261.83
13	Other Costs				\$25,552.37
14	Subtotal Program Costs				\$ 200,690.45
Section 30 - TOTAL PROGRAM SUPPORT COSTS					
15	<i>How much of the Total Administrative Costs reported in Section 10-Administrative Cost was expended for Program Support activities?</i>				\$ 37,051.99
Section 40 - TOTAL EXPENDITURES FOR REPORTING PERIOD					
16	Total Expenditures (Lines 7 and 14)				\$ 248,073.53
Section 50 - ADVANCE REPAYMENT					
17	Advance Repayment				\$ 117,194.00
Section 60 - TOTAL COSTS					
18	Total Reimbursement (after advance repayment has been applied)				\$ 130,879.53
CONTRACTOR'S CERTIFICATION					
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:	
LORETTA SU / FISCAL CHIEF					
CSD ACCOUNTING USE ONLY					
Payment:			PCA#:		
Approved By:			Date:		

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

CSBG 2014 ADMINISTRATIVE/PROGRAM COSTS											
EXPENDITURES FOR PERIOD ENDED		SEP - OCT 2014									
CONTRACT # 14F-3033		TERM:	JAN 1 - DEC 31 2014								
ADMINISTRATIVE COSTS		EXPENDITURE	BUDGET	%	FUNDS	FEB	APR	JUNE	AUG	OCT	TOTAL
ACCOUNTS	BUDGET	COMPASS	YTD EXPEND		REMAINING	REPORT	REPORT	REPORT	REPORT	REPORT	TOTAL
Salaries & Wages	62,386.00	100,156.93	45,027.70	72.2%	17,358.30	5,790.17	15,005.17			24,232.36	45,027.70
Fringe Benefits	27,231.00	49,038.47	19,408.09	71.3%	7,822.91	2,527.33	6,549.67			10,331.09	19,408.09
Operating Expense and Equipm.	5,000.00	5,000.00	5,000.00	100.0%	-	750.00	2,362.00	1,888.00		-	5,000.00
Out of State Travel	-	-	-		-	-	-	-		-	-
Subcontractor Services	-	-	-		-	-	-	-		-	-
Other costs	35,000.00	29,340.33	24,486.29	70.0%	10,513.71	833.33	10,833.33			12,819.63	24,486.29
ADMIN TOTALS	129,617.00	183,535.73	93,922.08	72.5%	35,694.92	9,900.83	34,750.17	1,888.00	-	47,383.08	93,922.08
PROGRAM COSTS											
Salaries & Wages	319,904.00	132,436.07	187,565.30	58.6%	132,338.70	46,783.00	58,756.10		34,301.80	47,724.40	187,565.30
Fringe Benefits	139,639.00	68,412.06	98,042.44	70.2%	41,596.56	20,420.83	26,349.70		27,302.93	23,968.98	98,042.44
Operating Expense and Equipm.	54,549.00	46,872.04	46,872.04	85.9%	7,676.96	12,725.95	16,379.70	2,842.03	10,741.49	4,182.87	46,872.04
Out of State Travel	4,000.00	2,372.00	2,372.00		1,628.00	-	-	-	2,372.00	-	2,372.00
Subcontractor Services	830,000.00	569,705.62	569,705.62	68.6%	260,294.38	64,431.67	121,822.62	123,305.83	160,883.67	99,261.83	569,705.62
Other costs	165,000.00	137,124.36	141,978.40	86.0%	23,021.60	35,335.22	42,851.71	2,454.04	35,785.06	25,552.37	141,978.40
PROGRAM TOTALS	1,513,092.00	956,922.15	1,046,535.80	69.2%	466,556.20	179,696.67	266,159.83	128,601.90	271,386.95	200,690.45	1,046,535.80
GRAND TOTAL	1,642,709.00	1,140,457.88	1,140,457.88	69.4%	502,251.12	189,597.50	300,910.00	130,489.90	271,386.95	248,073.53	1,140,457.88
						1,140,457.88					

CSBG 2014 ADMINISTRATIVE/PROGRAM COSTS					
EXPENDITURES FOR PERIOD ENDED		SEP - OCT 2014			
CONTRACT # 14F-3033					
		2014			
DELEGATE AGENCY	ACTIVITY	BUDGET	EXPENDITURE	% BUDGET	FUND
			COMPASS		REMAINING
COUNTY OF SACRAMENTO DHHS	FSS	27,500	19,934.29	72.5%	7,565.71
HMONG WOMAN'S HERITAGE ASSOCIA	FSS	23,800	18,317.45	77.0%	5,482.55
VISIONS UNLIMITED (SENIORS)	FSS	50,000	38,799.00	77.6%	11,201.00
WAKING THE VILLAGE	FSS	42,500	5,382.50	12.7%	37,117.50
CHILDREN'S RECEIVING HOME	FSS	28,500	19,997.36	70.2%	8,502.64
LA FAMILIA COUNSELING	FSS	55,000	35,046.21	63.7%	19,953.79
SAC. AREA EMERGENCY HOUSING CEN	FSS	58,000	39,272.00	67.7%	18,728.00
ROBERTS FAMILY DEVELOPMENT CEN	FSS	20,000	10,200.78	51.0%	9,799.22
SACRAMENTO SELF HELP HOUSING	FSS	20,000	11,896.44	59.5%	8,103.56
SAC. AREA EMERGENCY HOUSING CEN	SN	10,200	7,812.68	76.6%	2,387.32
FOLSOM CORDOVA COMM PARTNERSH	SN	24,000	15,963.22	66.5%	8,036.78
FRANCIS HOUSE OF SACRAMENTO	SN	70,400	47,655.60	67.7%	22,744.40
GREATER SACRAMENTO URBAN LEAGU	SN	24,200	4,195.00	17.3%	20,005.00
LEGAL SERVICES OF NORTHERN CA	SN	20,000	10,875.16	54.4%	9,124.84
RIVER CITY FOOD BANK	SN	20,500	20,500.00	100.0%	-
ELK GROVE FOOD BANK SERVICES	SN	20,000	15,421.78	77.1%	4,578.22
SALVATION ARMY	SN	60,500	51,650.30	85.4%	8,849.70
VOLUNTARY LEGAL SERVICES OF NOR	SN	28,000	20,509.20	73.2%	7,490.80
MY SISTER'S HOUSE	SN	34,000	20,568.62	60.5%	13,431.38
SOUTH COUNTY SERVICES	SN	184,314	101,466.81	55.1%	82,847.19
TRAVELERS AID	SN	70,000	40,657.22	58.1%	29,342.78
VOLUNTEERS OF AMERICA-GREATER S	SN	7,519	-	0.0%	7,519.00
WIND YOUTH SERVICES	SN	20,381	13,584.00	66.7%	6,797.00
TOTAL DELEGATE AGENCY		919,314	569,705.62	62.0%	349,608.38
TOTAL PROGRAM		593,778	476,830.18	80.3%	116,947.82
TOTAL ADMIN		129,617	93,922.08	72.5%	35,694.92
GRAND TOTAL		1,642,709	1,140,457.88	69.4%	502,251.12

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.

STAFF PRESENTER: Cindy Sherwood-Green

MEMORANDUM

TO: Rich Ryan **DATE:** January 16, 2014

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Children’s Receiving Home of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 28,000	1/1/12-12/31/12	1/1/12-12/31/12
CSBG	SN	\$ 28,000	1/1/13-12/31/13	1/1/12-9/30/13

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Oct. 10, 2013

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: Children's Receiving Home of Sacramento

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. Robert Sanger **DATE: November 20, 2013**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWorks	\$267,198	7/1/12-6/30/13	7/1/12-6/30/13
WIA	OJT Adult	\$192,126	7/1/12-6/30/13	7/1/12-6/30/13
CSBG	Safety Net	\$24,000	1/1/12-12/31/12	1/1/12-12/31/12
CSBG	Safety Net	\$24,000	1/1/13-12/31/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: 11/13-11/14/13

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	X			

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2012 to June 30, 2013 for the WIA OJT programs, and from January 1, 2012 to June 30, 2013 for the CSBG Safety Net program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: October 3, 2014**
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT CalWorks	\$309,344	7/1/13-6/30/14	7/1/13-6/30/14
WIA	OJT Adult	\$246,414	7/1/13-6/30/14	7/1/13-6/30/14
WIA	OJT DW	\$76,554	7/1/13-6/30/14	7/1/13-6/30/14
CSBG	Safety Net	\$24,000	1/1/13-12/31/13	7/1/13-12/31/13
CSBG	Safety Net	\$24,000	1/1/14-12/31/14	1/1/14-6/30/14
DHHS	Covered California	\$92,508	7/1/13-12/31/14	7/1/13-6/30/14

Monitoring Purpose: Initial Follow-up Special Final
 Date of review: September 18-19, 2014

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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 Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	X			

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

The total costs as reported to SETA from July 1, 2013 to June 30, 2014 for the WIA OJT programs, from July 1, 2013 to June 30, 2014 for the CSBG Safety Net program, and from July 1, 2013 to June 30, 2014 for the Covered California program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Faith Whitmore **DATE:** December 12, 2013
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	Safety Net	\$ 70,400	1/1/13-12/31/13	1/1/13-9/30/13
CSBG	Safety Net	\$ 70,400	1/1/12-12/31/12	11/1/12-12/31/12

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Oct. 2 and follow-up Dec. 9, 2013

	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: Rachel Rios **DATE:** June 24, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/13-6/30/14	7/1/13-12/31/13
WIA	OOS	\$ 293,940	7/1/13-6/30/14	7/1/13-12/31/13
WIA	CW/ABE	\$ 75,655	7/1/13-6/30/14	7/1/13-12/31/13
WIA	DW/TC	\$ 18,914	7/1/13-6/30/14	7/1/13-12/31/13
WIA	Ad /TC	\$ 56,741	7/1/13-6/30/14	7/1/13-12/31/13
DHHS	Covered CA	\$ 135,733	7/1/13-12/31/14	7/1/13-12/31/13
WIA	OJT/Adult	\$ 217,835	7/1/13-6/30/14	7/1/13-12/31/13
WIA	OJT/Adult	\$ 37,890	7/1/13-6/30/14	7/1/13-12/31/13
WIA	OJT/CW	\$ 329,247	7/1/13-6/30/14	7/1/13-12/31/13
WIA	Ad/carryover	\$ 54,000	7/1/13-6/30/14	7/1/13-12/31/13
WIA	DW/carryover	\$ 6,000	7/1/13-6/30/14	7/1/13-12/31/13

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: April 14 – 18, 2014

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	X			
8 OJT Contracts/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		

MEMORANDUM

TO: Rachel Rios **DATE:** June 24, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 71,500	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OOS	\$ 293,940	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OSS/Adult	\$ 255,791	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OSS/DW	\$ 85,264	7/1/12-6/30/13	1/1/13-6/30/13
WIA/25%	OSS/DW	\$ 30,000	3/1/13-6/30/13	3/1/13-6/30/13
WIA	OJT/Adult	\$ 217,835	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OJT/CW	\$ 329,247	7/1/12-6/30/13	1/1/13-6/30/13
CSBG	FSS	\$ 55,000	1/1/13-12/31/13	2/1/13-12/31/13

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X ___
Date of review: April 14 – 18, 2014

	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	X			
8	OJT Contracts/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: La Familia Counseling Center

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.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mrs. Eileen Thomas **DATE:** September 3, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$20,000	1/1/13-12/31/13	1/1/13-12/31/13
CSBG	Safety Net	\$20,500	1/1/14-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 8/14/14

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation's	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	N/A			
6 Fringe Benefits	N/A			
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: River City Food Bank

Findings and General Observations:

River City Food Bank claimed the entire amount of the grant by May 31, 2014. The total costs as reported to SETA for the CSBG program contract years of January 1, 2013 to December 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Darrell Roberts **DATE:** October 9, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Roberts Family Development Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$20,000	1/1/14-12/31/14	1/1/14-6/30/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 9/5/14

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X		X	
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X		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: Roberts Family Development Center

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2014 to June 30, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.
2. We have noted that there are minor issues with supporting documentation. Specific examples include not all supporting documents were attached to expenditures reviewed but were provided when asked. These expenditures were tested and appropriate individuals were knowledgeable and could answer any questions regarding the missing data. While these issues do not have any material effect on the program expenses, it is recommended that Roberts Family Development Center develop and implement more thorough written documentation standards and have management ensure that these standards are being met.
3. Upon review of several bank statements it was noted that there were overdraft fees charged to cover insufficient funds in the main checking account. While this had no material effect on the SETA funded program, there is an internal control issue that needs to be addressed. We recommend that cash management policies and procedures are reviewed to ensure adequate funds are available for all outstanding commitments.
4. We have noted that the federal payroll tax payments could not be reconciled to the payroll tax liability amounts due. Additionally, the federal tax payments are consistently paid late. For each late payment the agency pays a self-assessed late fee which is not charged to the SETA funded program. We recommend that the federal payroll tax liabilities be paid on time and reconciled to actual liabilities due.

Recommendations for Corrective Action:

- 1) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure adequate funds are available for all outstanding commitments.
- 2) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure all federal payroll tax liabilities are paid on time for actual amounts due.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Carolyn Brodt **DATE:** November 25, 2013
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$58,000	1/1/12-12/31/12	7/1/12-12/31/12
CSBG	Family Self-Sufficiency	\$58,000	1/1/13-12/31/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: September 10, 2013

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records		X	X	
2 Internal Control	X			
3 Bank Reconciliation's	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: Sacramento Area Emergency Housing Center

Findings and General Observations:

1. We have reviewed the CSBG programs from July 1, 2012 to June 30, 2013. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.
2. The Management letter dated January 16, 2013 stated, "Currently the Organization has no systematic method of ensuring that timely and complete monthly reconciliation and closing procedures take place."

Recommendations for Corrective Action:

- 1) Provide SETA with an update on the implementation of the recommended procedure for ensuring that timely and complete monthly reconciliation and closing take place.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Carolyn Brodt **DATE:** May 6, 2014
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
Sacramento Area Emergency Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$58,000	1/1/13-12/31/13	7/1/13-12/31/13
CSBG	Family Self-Sufficiency	\$58,000	1/1/14-12/31/14	1/1/14-2/28/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: May 5, 2014

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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: Sacramento Area Emergency Housing Center

Findings and General Observations:

We have reviewed the CSBG programs from July 1, 2013 to February 28, 2014. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** March 24, 2014

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 154,314	1/1/12-12/31/12	4/1/12-12/31/12
CSBG	Safety Net	\$ 207,980	1/1/13-12/31/13	1/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
 DHHS Covered CA \$ 69,866 7/1/13-12/31/14 7/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: February 24, 2014

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: South County Services, Inc.

Findings and General Observations:

The total costs as reported to SETA for CSBG – Safety Net and DHHS – Covered CA 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: Ms. Wanda Williams **DATE:** July 22, 2014

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of
Traveler's Aid Emergency Assistance Agency

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$70,000	1/1/13-12/31/13	4/1/13-12/31/13
CSBG	Safety Net	\$70,000	1/1/14-12/31/14	1/1/14-4/30/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 7/14/14

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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: Traveler's Aid Emergency Assistance Agency

Findings and General Observations:

The total costs as reported to SETA from April 1, 2013 to April 30, 2014 for the CSBG program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** September 29, 2014
FROM: Mayxay Xiong, 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	Family Self-Sufficiency	\$50,000	1/1/13-12/31/13	4/1/13-12/31/13
CSBG	Family Self-Sufficiency	\$50,000	1/1/14-12/31/14	1/1/14-5/31/14

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/28/14

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	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:

The total costs as reported to SETA from April 1, 2013 to May 31, 2014 for the CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

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 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. PROGRAM MANAGER

This item provides an opportunity for Ms. Cindy Sherwood-Green, the CSBG program manager, to provide an oral report on issues not included in the agenda packet.

D. 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.

E. 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.