



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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County of Sacramento

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Executive Director

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

**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, April 8, 2015

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 Members
 - LaShelle Dozier, Sacramento Housing & Redevelopment Agency
 - Calvin Sheppard, Head Start Policy Council

II. Consent Item

- A. Approval of Minutes of the November 12, 2014 Meeting 1-5

III. Information Items

- A. 2016-2017 Community Services Block Grant Planning Calendar 6-7
- B. Community Services Block Grant Fiscal Monitoring Reports 8-15
- Greater Sacramento Urban League
 - Legal Services of Northern California
 - Voluntary Legal Services of Northern California

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

C. Community Services Block Grant Year End Expenditure and Program Report 16-26

IV. Reports to the Board 27

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

V. Public Hearing for the 2016-2017 Community Action Plan

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, APRIL 1, 2015

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 12, 2014 CAB MEETING

BACKGROUND:

Attached are the minutes of the November 12, 2014 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF PRESENTER: Julie Davis-Jaffe

REGULAR 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 12, 2014
10:00 a.m.

I. **Call to Order/Roll Call:** Ms. Nelson called the meeting to order at 10:06 a.m.

⇒ Introduction of New Members: The following new members introduced themselves:

- ✓ Anthony Garcia, Child Action
- ✓ Donald Migge, California Community Credit Union
- ✓ Cole Forstedt, United Way

New members were welcomed to the board.

Members Present:

Denise Nelson, Head Start Policy Council
John Healey, California Emergency Food Link
Anthony Garcia, Child Action
Donald Migge, California Community Credit Union
Cole Forstedt, United Way
Sam Starks, SMUD

Members Absent:

LaTasha Windham, Head Start Policy Council
Debra Morrow, Sacramento County Department of Health and Human Services
Blake Young, Sacramento Food Bank & Family Services
Alan Lange, Community Link

II. **Consent Item**

A. Approval of Minutes of the November 20, 2013 Meeting

Moved/Starks, second/Healy, to approve the minutes of the November 20, 2013 meeting.

Voice Vote: Unanimous approval.

III. **Action Item**

A. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2015

Ms. Sherwood-Green reviewed the staff recommendation. Staff recommends extending all CSBG subcontracts for an additional one year term. In addition,

allow the carryover of unspent amount of this year's funds to next year for South County Services. An earlier augmentation of South County Services was made available through SETA's one-stop share of cost agreement with the County Department of Human Assistance to allow the program to serve clients in the Galt and River Delta area. The augmentation was awarded mid-year and the funding is not expected to be completely spent by December 31, 2014. Staff is also recommending maintaining Daren Maeda as a SETA Consultant at \$30,000 for the 2015 program year.

Comments from the Providers.

Ms. Sherwood-Green stated that Elizabeth Hudson, Salvation Army, was not able to attend the meeting and read Ms. Hudson's letter into the record.

1. Eileen Thomas, Executive Director, River City Food Bank: Senior citizens are the fastest demographic they serve. In the next 10 years, 10,000 people a day will turn 65. It is important for everyone to ensure they have enough retirement set aside.
2. Margarita Gomez, Outreach Director, Tubman House: This is a community of young parents overcoming homelessness. In the last year, they provided shelter for 20 adults and children. Over the last five years, 90% of their clients have not become homeless again.
3. Makeda Johnson, Graduate Academy Intern, Tubman House: Spoke of her life experience and how Tubman House has assisted her.
4. Theresa Carollyn, Intern, Tubman House: Spoke of how helpful Tubman House has been in her life.
5. Vang Yang, Family Specialist, Hmong Women's Heritage Association: This program provides culturally sensitive services for clients. Mr. Gi Vang was introduced.
6. Michele Nunn, Director of Programs, Folsom Cordova Community Partnership: This last year able to support over 2,000 people with various forms of support from diapers to rental assistance. Lately, they have been seeing people that are working but still need assistance to get through the month.
7. Vickie Jacobs, Managing Attorney, Voluntary Legal Services Program: The need for their services continues year after year. They work with clients to get their criminal records expunged so they can go back to work.
8. Oralia Bermudez, Deputy Director, and Anthony Leon, LaFamilia Counseling Center: This program provides services to families in crisis. Mr. Leon, a

Project Reach client, stated that he is back in school and looking for a job. He is looking for positive activities now.

9. Tahirih Kraft, Housing Program Supervisor, Sacramento Self Help Housing: They provide housing services for low income families. She provided examples of the services they provide.
10. Dan Marrujo, Senior Peer Program Coordinator, Visions Unlimited: Spoke of how important their funding is to their clients.
11. Wanda Williams, interim Executive Director, Travelers Aid: Ms. Tilson passed away last May. Ms. Williams stated their appreciation for the support and they plan to continue providing services to uplift the Sacramento area.

Moved/Healy, second/Garcia, to approve the following 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.

Mr. Healey stated that River City Food Bank expended their funds by the end of May. Mr. Healey suggested that staff look at this because the number of people continues to increase each year. Secondly, Mr. Healey expressed concern regarding issues raised in the fiscal monitoring report for Roberts Family Development.

Ms. Sherwood-Green stated that when there are issues that need to be addressed, staff will provide technical assistance and follow up to ensure the issues are corrected.

Ms. Kathy Kossick stated that the programs have 45 days to respond to the corrective action. Staff ensures there will be a resolution to the problem.

Ms. Sherwood-Green stated that fiscal staff are diligent in their review of with the program operators and work with the program operators to ensure the funds are spent in a contractually appropriate manner.

Roll call vote:

Aye: 6 (Forstedt, Garcia, Healey, Migge, Nelson, Starks)

Nay: 0

Abstentions: 0

Absent: 4 (Lang, Morrow, Windham, Young)

IV. Information Items

- A. Community Services Block Grant Program Performance Report: No comments.
- B. Community Services Block Grant Program Monitoring Reports: No comments.
- C. Community Services Block Grant Expenditure Report: No comments.
- D. Fiscal Monitoring Reports: No additional comments.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick there is new federal workforce legislation, the Workforce Investment Opportunity Act. The federal regulations are due out by January. Staff is looking forward to various programs working more closely together.
- C. Program Manager: Ms. Sherwood-Green stated that 2015 is a planning year with public hearings. Staff will be developing the Community Action Plan. However, there may not be procurement for services since staff is hoping an additional extension can be presented for approval. Ms. Sherwood-Green will be retiring in January so this will be her last meeting.

Ms. Kossick stated that this is a year of retirements. Ms. Robin Purdy is retiring in December and Ms. Sherwood-Green will be retiring in January. The Agency is losing some very talented professionals. Ms. Kossick thanked them for their outstanding service.

D. Members of the Board

Mr. Starks thanked the program operators for the hard work and diligence in their jobs.

E. Public

Mr. Darrel Roberts, Roberts Family Development Center, spoke of the services they provide and how they are addressing internal issues.

Mr. Dan Marrujo, Senior Peer Program Coordinator, Visions Unlimited, inquired whether any additional funds would be available that could be equally distributed among the operators. Mr. Healey stated that in light of the recent election and the change in Congress, he does not see any additional funds potentially for two years.

VI. Adjournment: The meeting was adjourned at 11:02 a.m.

ITEM III-A – INFORMATION

2016 – 2017 COMMUNITY SERVICES BLOCK GRANT PLANNING CALENDAR

BACKGROUND:

Attached for your information is the calendar of important dates and events for the development of the 2016 – 2017 Community Services Block Grant Community Action Plan.

Staff will be available to answer questions.

PLANNING CALENDAR FOR THE 2016 -2017 CSBG
COMMUNITY ACTION PLAN

<u>DATE</u>	<u>EVENT</u>
February 27, 2015	Final drafts of Public Hearings Notice and Service Gap Survey Questionnaire are completed
March 4, 2015	CSBG Service Gap Questionnaires are mailed to a large sample of CSBG customers and 100 each delivered to Sacramento Steps Forward and WIND, for distribution through their networks
March 16, 2015 through May 8, 2015	Notice of CSBG Public Hearings are posted on the SETA website, e-mailed to SETA subcontractors and mailed to a large sample of CSBG customers not being surveyed.
April 8, 2015 (Wednesday) 10:00 A.M. – 12:00 P.M.	CAB Meeting First Public Hearing before the Community Action Board (SETA Board Room)
May 13, 2015 (Wednesday) 10:00 A.M. – 12:00 P.M.	CAB Meeting Second Public Hearing before the Community Action Board (SETA Board Room)
May 22, 2015 (Friday) 3:00 P.M.	Draft Community Action Plan completed and available for public review
June 3, 2015 (Wednesday) 10:00 A.M. – 12:00 P.M.	Special CAB Meeting Final approval of Community Action Plan (SETA Board Room)
June 4, 2015 (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, 2015 (Tuesday)	Community Action Plan due at the State Department of Community Services and Development

ITEM IV-B – 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: Julie Davis-Jaffe

MEMORANDUM

TO: Mr. James Shelby **DATE: January 7, 2015**
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>
WIA	AD GED/OSSI	\$ 268,440	7/1/14-6/30/15	7/1/14-9/30/14
WIA	DW OSSI	\$ 63,860	7/1/14-6/30/15	7/1/14-9/30/14
WIA	DW 25%	\$ 120,000	7/1/13-3/31/15	7/1/13-9/30/14
CSBG	Safety Net	\$ 24,200	1/1/14-12/31/14	1/1/14-9/30/14

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: Sept 25 – Oct 3, 2014 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	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	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

MEMORANDUM

TO: Mr. James Shelby **DATE:** January 7, 2015
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>
WIA	US/Youth	\$ 71,500	7/1/12-6/30/13	4/1/13-6/30/13
WIA	OSS/Adult	\$ 203,291	7/1/12-6/30/13	4/1/13-6/30/13
WIA	OSS/DW	\$ 67,764	7/1/12-6/30/13	4/1/13-6/30/13
WIA	DW 25%	\$ 30,000	3/7/12-6/30/13	4/1/13-6/30/13
CSBG	Safety Net	\$ 24,200	1/1/13-12/31/13	1/1/13-12/31/13
WIA	AD GED	\$ 17,129	7/1/13-6/30/14	7/1/13-6/30/14
WIA	DW GED	\$ 11,419	7/1/13-6/30/14	7/1/13-6/30/14
WIA	AD carryover	\$ 45,000	7/1/13-6/30/14	7/1/13-6/30/14
WIA	DW carryover	\$ 15,000	7/1/13-6/30/14	7/1/13-6/30/14
WIA	CW GED	\$ 26,352	7/1/13-6/30/14	7/1/13-6/30/14
WIA	AD OSSI	\$ 271,260	7/1/13-6/30/14	7/1/13-6/30/14
WIA	DW OSSI	\$ 144,672	7/1/13-6/30/14	7/1/13-6/30/14
WIA	US	\$ 71,500	7/1/13-6/30/14	7/1/13-6/30/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Sept 25 – Oct 3, 2014 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	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	X			
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 programs have been reviewed and traced to the subgrantee's fiscal records. Although there are no disallowed costs, the following are findings and concerns that require corrective actions.

1. GSUL does not claim expenses for reimbursement in a timely fashion which creates cash flow issues to their agency. Additionally, the delay in claims created problems with repaying their advances for the 2013-2014 program periods. (Approval was granted to carry the balances of the advances forward to the 2014-2015 program periods.) This is a continued issue and was a finding during their last fiscal monitoring review. Since the last monitoring review, the agency has not implemented the necessary internal controls to adequately address the on-going cash flow concerns.
2. GSUL is not in compliance with federal regulations. The agency has expended more than \$500,000 in federal grant funds during the fiscal years reviewed and is therefore subject to the A-133 audit requirements. The last audit completed was for the fiscal year ended June 30, 2012. No audit has been conducted for the fiscal years ending June 30, 2013 or June 30, 2014. Although an audit is scheduled for January 5, 2015, GSUL is not compliant in producing an audit for the fiscal year ending 2013.
3. As of the date of this review, GSUL has not submitted their IRS Form 990 for the fiscal year ended June 30, 2014. The Form 990 was due on November 15, 2014.
4. During the review it was noted that bank reconciliations were not completed in a timely manner. Bank reconciliations were several months behind.

Recommendations for Corrective Action:

1. Submit to SETA a corrective action plan detailing what internal controls will be implemented to ensure reimbursement claims are submitted in a timely fashion.
2. Immediately upon completion, submit to SETA an A-133 compliant audit for fiscal years ending June 30, 2013 and June 30, 2014.
3. Immediately upon completion, submit to SETA the Form 990 for the fiscal year ending June 30, 2014.
4. Submit to SETA a corrective action plan detailing what internal controls will be implemented to ensure bank reconciliations are completed in a timely fashion. Additionally, submit to SETA evidence that GSUL is current on all bank reconciliations.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Julie Aguilar-Rogado **DATE:** February 5, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Legal Services of Northern California

<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	6/1/13-12/31/13
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				

CSBG	Safety Net	\$ 20,000	1/1/14-12/31/14	1/1/14-10/31/14
Monitoring Purpose: Initial <u>X</u> Follow-Up ___ Special ___ Final ___				
Date of review: Nov 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	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	X			
12	Equipment Records	N/A			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Legal Services of Northern California

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: Victoria Jacobs **DATE:** January 14, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 27,500	1/1/13-12/31/13	7/1/13-12/31/13

Monitoring Purpose: Initial Follow-Up Special Final

CSBG	Safety Net	\$ 28,000	1/1/14-12/31/14	1/1/14-10/31/14
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Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Nov. 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		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: Voluntary Legal Services of Northern California

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

ITEM III-C – INFORMATION

COMMUNITY SERVICES BLOCK GRANT YEAR END EXPENDITURE
AND PROGRAM REPORT

BACKGROUND:

Attached for your information is the 2014 Community Services Block Grant expenditure and program report.

Staff will be available to answer questions.

CSBG report

CSBG 2014 ADMINISTRATIVE/PROGRAM COSTS												
CUMMULATIVE EXPENDITURES FROM JANUARY 1, 2014 TO MARCH 31, 2015												
CONTRACT #	14F-3033											
ADMINISTRATIVE COSTS												
ACCOUNTS	BUDGET	YTD EXPEND	%	FUNDS REMAINING	FEB REPORT	APR REPORT	JUNE REPORT	AUG REPORT	OCT REPORT	DEC REPORT	FINAL REPORT	TOTAL
Salaries & Wages	62,386.00	62,386.00	100.0%	-	5,790.17	15,005.17			24,232.36	17,358.30		62,386.00
Fringe Benefits	27,231.00	27,231.00	100.0%	-	2,527.33	6,549.67			10,331.09	7,822.91		27,231.00
Operating Expense and Equip	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	35,000.00	100.0%	-	833.33	10,833.33			12,819.63	10,513.71		35,000.00
ADMIN TOTALS	129,617.00	129,617.00	100.0%	-	9,900.83	34,750.17	1,888.00	-	47,383.08	35,694.92	-	129,617.00
PROGRAM COSTS												
Salaries & Wages	319,904.00	319,904.00	100.0%	-	46,783.00	58,756.10		34,301.80	47,724.40	66,252.09	66,086.61	319,904.00
Fringe Benefits	139,639.00	139,639.00	100.0%	-	20,420.83	26,349.70	-	27,302.93	23,968.98	24,692.27	16,904.29	139,639.00
Operating Expense and Equip	54,549.00	56,115.97	102.9%	(1,566.97)	12,725.95	16,379.70	2,842.03	10,741.49	4,182.87	9,243.93	-	56,115.97
Out of State Travel	4,000.00	4,000.00		-	-	-	-	2,372.00	-	-	1,628.00	4,000.00
Subcontractor Services	830,000.00	830,000.00	100.0%	-	64,431.67	121,822.62	123,305.83	160,883.67	99,261.83	233,468.19	26,826.19	830,000.00
Other costs	165,000.00	163,433.03	99.1%	1,566.97	35,335.22	42,851.71	2,454.04	35,785.06	25,552.37	21,430.54	24.09	163,433.03
PROGRAM TOTALS	1,513,092.00	1,513,092.00	100.0%	0.00	179,696.67	266,159.83	128,601.90	271,386.95	200,690.45	355,087.02	111,469.18	1,513,092.00
GRAND TOTAL	1,642,709.00	1,642,709.00	100.0%	-	189,597.50	300,910.00	130,489.90	271,386.95	248,073.53	390,781.94	111,469.18	1,642,709.00

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:	Sacramento Employment and Training Agency	Contract #:	14F-3033
Prepared By (name):	Victor Bonanno	Report Period:	January 1 - December
Phone Number:	(916)-263-4364	Email address:	victor@delpaso.seta.n

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2	Total unduplicated number of persons about whom one or more characteristics were obtained		14,883
3	Total unduplicated number of persons about whom no characteristics were obtained		
Blue Highlighted Sections represent demographics collected on FAMILIES			
4	Total unduplicated number of families about whom one or more characteristics were obtained		9,220
5	Total unduplicated number of families about whom no characteristics were obtained		
6. Gender		Number of Persons*	
a.	Male		4,507
b.	Female		5,483
	*Total		9,990
7. Age		Number of Persons*	
a.	0-5		1,985
b.	6-11		1,336
c.	12-17		1,082
d.	18-23		730
e.	24-44	Sum of 7e thru 7h =	2,710
f.	45-54		780
g.	55-69	4845	1,015
h.	70+		340
	*Total		9,978
8. Ethnicity/Race			
i. Ethnicity			
a.	Hispanic, Latino or Spanish Origin		2,523
b.	Not Hispanic, Latino or Spanish Origin		7,328
	*Total		9,851
ii. Race			
a.	White		2,423
b.	Black or African American		3,719
c.	American Indian and Alaskan Native		143
d.	Asian		343
e.	Native Hawaiian and Other Pacific Islander		206
f.	Other		1,957
g.	Multi-Race (any 2 or more of the above)		1,107
	*Total		9,898
9. Education Level of Adults		Number of Persons 24+**	
a.	0-8		346
b.	9-12/Non-Graduate		888
c.	High School Graduate/GED		1,498
d.	12+ Some Post Secondary		935
e.	2 or 4 yr. College Graduates		495
	** Total		4,162
10. Other Characteristics		Number of Persons*	
		Yes	No
a.	Health Insurance	8224	957
b.	Disabled	1579	8,016
			9,181
			9,595
11. Family Type		Number of Families***	
a.	Single Parent/Female		1,177
b.	Single Parent/Male		158
c.	Two-Parent Household		715
d.	Single Person		1,793
e.	Two Adults - No Children		284
f.	Other		198
	***Total		4,325
12. Family Size		Number of Families ***	
a.	One		1,811
b.	Two		794
c.	Three		626
d.	Four		485
e.	Five		324
f.	Six		157
g.	Seven		86
h.	Eight or more		44
	***Total		4,327
13. Source of Family Income		Number of Families	
a.	Unduplicated # of Families Reporting One or More Sources of Income***		3,703
b.	Unduplicated # of Families Reporting No Income		624
	Total UNDUP Families who responded as either having a source of income or having no income ***		4,327
Record the sources of each family income as reported in 13a above:			
c.	TANF		1,191
d.	SSI		1,067
e.	Social Security		648
f.	Pension		65
g.	General Assistance		481
h.	Unemployment Insurance		133
i.	Employment + Other Source		181
j.	Employment only		622
k.	Other:		307
	****Total (c. through k.)		4,695
14. Level of Family Income % of HHS guideline		Number of Families ***	
a.	Up to 50%		2,415
b.	51% to 75%		582
c.	76% to 100%		1,128
d.	101% to 125% *****		106
e.	126% to 150% *****		45
f.	151% to 175% *****		44
g.	176% to 200% *****		
h.	201% and over *****		
	***Total		4,320
15. Housing		Number of Families ***	
a.	Own		261
b.	Rent		2,369
c.	Homeless		1,295
d.	Other: list below what other includes		405
	***Total		4,330
16. Other family characteristics		Number of Families***	
a.	Farmer		2
b.	Migrant Farmworker		5
c.	Seasonal Farmworker		3

* The sum in this category should not exceed the value of Section 2.

** The sum in this category should not exceed the value of Section 7.e-h.

*** The sum in this category should not exceed the value of Section 4.

**** The sum in this category should be greater than or equal to Section 13.a.

***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.

CSBG/NPI Programs Report

Contractor Name: Sacramento Employment and Training Agency
 Contact Person and Title: Victor Bonanno, Workforce Development Analyst Supervisor
 Phone Number: (916) 263-4364 Ext. Number: _____
 E-mail Address: victor@delpaso.seta.net Fax Number: (916) 263-4139

Goal 1: Low-income people become more self-sufficient.

NPI 1.1: Employment

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

National Performance Indicator 1.1	Reporting Period	I	II	III	IV	V
Employment		Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number and percentage of low-income participants who get a job or become self-employed, as a result of Community Action Assistance, as measured by <u>one or more</u> of the following:	Mid-Year					
	Annual					
A. Unemployed and obtained a job	Mid-Year					
	Annual					
B. Employed and maintained a job for a least 90 days	Mid-Year					
	Annual					
C. Employed and obtained an increase in employment income and/or benefits	Mid-Year					
	Annual					
D. Achieved "living wage" employment and/or benefits	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 1.1 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: A lack of reliable transportation or stable housing creates a high barrier to seeking, acquiring or maintaining employment

Cause of the Problem: Sacramento's recovery from the economic downturn has been slow and unemployment in the region continues to be at a high level

Target Group(s) Affected: Unemployed and under-employed working-age transitional and public housing residents seeking self-sufficiency

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: Transitional housing support and providing resources necessary to assure access to reliable transportation or DMV services

Delivery Strategy: Staff will provide on-site client case management at transitional and public housing sites as part of a team working to transition households into self-sufficiency.

National Performance Indicator 1.2		I	II	III	IV	V
Employment Supports	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number of low-income participants for whom barriers to initial or continuous employment are reduced or eliminated through assistance from Community Action, as measured by <u>one or more</u> of the following:	Mid-Year					
	Annual					
A. Obtained skills/competencies required for employment	Mid-Year					
	Annual					
B. Completed ABE/GED and received certificate or diploma	Mid-Year					
	Annual					
C. Completed post-secondary education program and obtained certificate or diploma	Mid-Year					
	Annual					
D. Enrolled children in "before" or "after" school programs	Mid-Year					
	Annual					
E. Obtained care for child or other dependant	Mid-Year					
	Annual					
F. Obtained access to reliable transportation and/or driver's license	Mid-Year	50	35	35	70%	Explanation
	Annual	103	86	86	83%	
G. Obtained health care services for themselves and/or a family member	Mid-Year					
	Annual					
H. Obtained and/or maintained safe and affordable housing	Mid-Year	500	577	577	115%	
	Annual	821	902	902	110%	
I. Obtained food assistance	Mid-Year					
	Annual					
J. Obtained non-emergency LIHEAP energy assistance	Mid-Year					
	Annual					
K. Obtained non-emergency WX energy assistance	Mid-Year					
	Annual					
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

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Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: No single Sacramento County entity has adequate resources or depth of staff experience to help overcome all self-sufficiency barriers facing CSBG eligible households.

Cause of Problem: The complex and siloed nature of social service funding streams

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: Planning and the delegation of roles and resources to partners.

Delivery Strategies: Community integration and alignment.

Service Description: Partners coordinate and implement related activities intended to ameliorate barriers to CSBG eligible households achieving self-

National Performance Indicator 4.1 Expanding Opportunities Through Community-Wide Partnerships	Reporting Period	I	II	III	IV	V	VI
The number of organizations, both public and private, that Community Action actively works with to expand resources and opportunities in order to achieve family and community outcomes.		Number of Organizations Expected to Achieve in Reporting Period (#)	Number of Partnerships Expected to Achieve in Reporting Period (#)	Number of Organizations in Reporting Period (#)	Number of Partnerships in Reporting Period (#)	Explanations Required (III/I=V) (Report on explanation tab)	Explanations Required (IV/II=VI) (Report on explanation tab)
A. Non-Profit	Mid-Year	18	18	18	18		
	Annual	18	18	18	18		
B. Faith Based	Mid-Year	4	4	4	4		
	Annual	4	4	4	4		
C. Local Government	Mid-Year	5	5	5	5		
	Annual	5	5	5	5		
D. State Government	Mid-Year	4	4	4	4		
	Annual	4	4	4	4		
E. Federal Government	Mid-Year	2	2	2	2		
	Annual	2	2	2	2		
F. For-Profit Business or Corporation	Mid-Year	6	6	6	6		
	Annual	6	6	6	6		
G. Consortiums/Collaboration	Mid-Year	2	2	2	2		
	Annual	2	2	2	2		
H. Housing Consortiums/Collaboration	Mid-Year	3	3	3	3		
	Annual	3	3	3	3		
I. School Districts	Mid-Year	3	3	3	3		
	Annual	3	3	3	3		
J. Institutions of postsecondary education/training	Mid-Year	2	2	2	2		
	Annual	2	2	2	2		
K. Financial/Banking Institutions	Mid-Year						
	Annual						
L. Health Service Institutions	Mid-Year	1	1	1	1		
	Annual	1	1	1	1		
M. State wide associations or collaborations	Mid-Year	2	2	2	2		
	Annual	2	2	2	2		
<i>In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above.</i>							
	Mid-Year						
	Annual						
The total number of organizations CAAs work with to promote family and community outcomes (automatically caculates)	Mid-Year	52	52	52	52		
	Annual	52	52	52	52		

CSBG/NPI Programs Report

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Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Inadequate human capital resources to achieve planned family and community outcomes
 Cause of Problem: The rapidly changing face of poverty and challenges facing governing and advisory bodies
 Target Group Affected: CSBG eligible households
 Location of Those Affected: Sacramento County

Program Activities and Delivery Strategies: (If additional space is needed, please attach a

Planned Activities: Staff and Board training.
 Delivery Strategies: Staff and Board members are prepared with an understanding of the latest anti-poverty strategies and best practices.
 Service Description: Staff and Board members receive training in areas critical to reaching planned family and community outcomes.
 Service Delivery: On-site and off-site training.

National Performance Indicator 5.1 Agency Development	Reporting Period	I	II	III	IV
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by <u>one or more</u> of the following:		Number of Resources in Agency Expected to Achieve in Reporting Period (#)	Number of Resources in Agency in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	Explanations Required (Report on explanation tab)
A. Number of Certified Community Action Professionals	Mid-Year				
	Annual				
B. Number of Nationally Certified ROMA Trainers	Mid-Year				
	Annual				
C. Number of Family Development Certified Trainers	Mid-Year				
	Annual				
D. Number of Child Development Certified Trainers	Mid-Year				
	Annual				
E. Number of staff attending trainings	Mid-Year	250	299	120%	
	Annual	500	405	81%	
F. Number of Board Members attending trainings	Mid-Year	60	72	120%	
	Annual	75	77	103%	
G. Hours of staff in trainings	Mid-Year	12,000	4,257	35%	Explanation
	Annual	20,000	16,005	80%	
H. Hours of Board Members in trainings	Mid-Year	200	224	112%	
	Annual	350	283	81%	
<i>In the rows below, please include any additional indicators that were not captured above.</i>					
	Mid-Year				
	Annual				

CSBG/NPI Programs Report

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 Phone Number: (916) 263-4364 Ext. Number: _____
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Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Homebound or disabled seniors without adequate family or financial resources have difficulty living in their housing of choice

Cause of the Problem: Members of the senior's traditional support system are unavailable, unwilling or are too frail to assist

Target Group Affected: Homebound seniors and disabled seniors 55+ who are unable to perform all of life's basic physical activities and without the financial resources to secure assistance in the private marketplace.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: Staff will provide for regularly scheduled in-home visits, telephone check-ins, transportation assistance, health management presentations and the delivery of surplus food commodities

Delivery Strategies: All services will be provided through the senior's assigned staff or peer mentor to build trust

Service Description: Staff will provide companionship, topic experts to present on health management strategies, assist with shopping and help the

National Performance Indicator 6.1		I Number of Vulnerable Individuals Living Independently Expected to be Served in Reporting Period (#)	II Number of Vulnerable Individuals Living Independently in Reporting Period (#)	III Percentage Achieving Outcome in Reporting Period (II/I=III) (%)	IV Explanations Required (Report on explanation tab)
Independent Living The number of vulnerable individuals receiving services from Community Action who maintain an independent living situation as a result of those services:	Reporting Period				
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i>)	Mid-Year	100	143	143%	Explanation
	Annual	152	155	102%	
B. Individuals with Disabilities					
Ages: a. 0-17	Mid-Year				
	Annual				
b. 18-54	Mid-Year				
	Annual				
c. 55-over	Mid-Year	30	57	190%	Explanation
	Annual	40	58	145%	Explanation
d. Age Unknown	Mid-Year				
	Annual				
TOTAL Individuals with Disabilities (automatically calculates)	Mid-Year	30	57	190%	Explanation
	Annual	40	58	145%	Explanation
<i>In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.</i>					
	Mid-Year				
	Annual				

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Federal, state and local resources are not adequate to meet the vital emergency needs of families living below federal poverty income guidelines

Cause of the Problem: Persistent, high unemployment, under-employment and state and local public sector cut-backs in resources serving the poor

Target Group Affected: Persons living below federal poverty income guidelines

Location of those Affected: Sacramento County

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: Provide direct emergency "Safety-Net" resources through CSBG funded case managers and SETA Workforce Development Professionals

Delivery Strategies: Utilize all SETA partnering agencies serving target group individuals and families, and Sacramento County's comprehensive referral system, 2-1-1 Sacramento, for service referral.

Service Description: Provide for food packages, prepared hot food, food vouchers, housing and utility vendor payments, temporary shelter, legal assistance, clothing, employment supports and transportation.

National Performance Indicator 6.2		I	II	III	IV	V
Emergency Assistance	Reporting Period	Number of Individuals Seeking Assistance Projected to be Served in Reporting Period (#)	Number of Individuals Seeking Assistance in Reporting Period (#)	Number of Individuals Receiving Assistance in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number of low-income individuals served by Community Action who sought emergency assistance and the number of those individuals for whom assistance was provided, including such service as:	Mid-Year	1,800	2,885	2,885	160%	Explanation
	Annual	4,410	5,664	5,664	128%	Explanation
A. Emergency Food	Mid-Year	200	126	126	63%	Explanation
	Annual	371	433	433	117%	
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Mid-Year	280	93	93	33%	Explanation
	Annual	388	339	339	87%	
C. Emergency Rent or Mortgage Assistance	Mid-Year					
	Annual					
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Mid-Year					
	Annual					
E. Emergency Temporary Shelter	Mid-Year	160	126	126	79%	Explanation
	Annual	294	268	268	91%	
F. Emergency Medical Care	Mid-Year					
	Annual					
G. Emergency Protection from Violence	Mid-Year					
	Annual					
H. Emergency Legal Assistance	Mid-Year	750	671	671	89%	
	Annual	1,220	1,218	1,218	100%	
I. Emergency Transportation	Mid-Year	330	766	766	232%	Explanation
	Annual	668	728	728	109%	
J. Emergency Disaster Relief	Mid-Year					
	Annual					
K. Emergency Clothing	Mid-Year	250	261	261	104%	
	Annual	411	444	444	108%	

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Many children do not have the benefit of adequate out-of-school oversight, positive role models to mentor them or families with healthy family functioning, to learn life skills necessary to become self-sufficient

Cause of the Problem: Inadequate public resources for out-of-school youth activities, the high rate of single parent households, mono-lingual immigrant households struggling to bridge old world cultures with new and an abundance of violent gangs vying for new members from disassociated youth

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: After school social/educational enrichment programs, gang intervention programs, GED/college outreach and assistance programs and programs that support healthy family functioning

Delivery Strategies: Whenever possible, services will include the entire family unit. When possible, youth mentors will be utilized to guide their peers at college sites.

Service Description: Family interventions to prevent or stop gang involvement will occur in client homes and in safe havens. In-crisis families will receive support in

National Performance Indicator 6.3		I	II	III	IV	V
Child and Family Development	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (III/I=IV) (%)	Explanations Required (Report on explanation tab)
The number and percentage of all infants, children, youth, parents, and other adults participating in developmental or enrichment programs that achieve program goals, as measured by <u>one or more</u> of the following:						

INFANTS & CHILDREN

A. Infants and children obtain age appropriate immunizations, medical, and dental care	Mid-Year					
	Annual					
B. Infant and child health and physical development are improved as a result of adequate nutrition	Mid-Year					
	Annual					
C. Children participate in pre-school activities to develop school readiness skills	Mid-Year					
	Annual					
D. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Mid-Year					
	Annual					

YOUTH

E. Youth improve health and physical development	Mid-Year					
	Annual					
F. Youth improve social/emotional development	Mid-Year					
	Annual					
G. Youth avoid risk-taking behavior for a defined period of time	Mid-Year					
	Annual					
H. Youth have reduced involvement with criminal justice system	Mid-Year					
	Annual					
I. Youth increase academic, athletic, or social skills for school success	Mid-Year	25	24	24	96%	
	Annual	41	37	37	90%	

PARENTS AND OTHER ADULTS

J. Parents and other adults learn and exhibit improved parenting skills	Mid-Year					
	Annual					
K. Parents and other adults learn and exhibit improved family functioning skills	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.

L. Foster and adjudicated youth transition into college	Mid-Year	30	50	50	167%	Explanation
	Annual	40	53	53	133%	Explanation
M. Homeless youth in safe shelter or housing	Mid-Year	25	35	35	140%	Explanation
	Annual	41	50	50	122%	Explanation

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. PROGRAM MANAGER

This item provides an opportunity for Ms. Julie Davis-Jaffe, 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.