



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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Public Representative

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Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, October 14, 2015

TIME: 10:00 a.m.

PLACE: SETA - **Sequoia 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**
- II. **Consent Item**
 - A. Approval of Minutes of the August 12, 2015 Meeting 1-4
- III. **Action Items** – None.
- IV. **Information Items**
 - A. Program Operator Monthly Report through August 2015 5-7
 - B. 2015 Community Services Block Grant (CSBG) Program Operator Monitoring Reports 8
 - C. Update on Community Services Block Grant Organizational Standards 9

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

D. Community Services Block Grant Fiscal Monitoring Reports 10-25

- ✓ County of Sacramento Department of Health and Human Services
- ✓ Hmong Women's Heritage Association
- ✓ La Familia Counseling Center
- ✓ Roberts Family Development Center
- ✓ Sacramento Self Help Housing
- ✓ Traveler's Aid Emergency Assistance Agency
- ✓ Visions Unlimited, Inc.

V. **Reports to the Board** 26

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

VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, OCTOBER 7, 2015

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 12, 2015 MEETING

BACKGROUND:

Attached are the minutes of the August 12, 2015 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, August 12, 2015
10:00 a.m.

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

Members Present:

Denise Nelson, Head Start Policy Council
Calvin Sheppard, Head Start Policy Council
Blake Young, Sacramento Food Bank & Family Services
Debra Morrow, Sacramento County Department of Health and Human Services
Rivkah Sass, Sacramento Public Library Authority
Donald Migge, California Community Credit Union
LaShelle Dozier, Sacramento Housing & Redevelopment Agency (arrived at 10:07 a.m.)

Members Absent:

John Healey, California Emergency Food Link
Cole Forstedt, United Way
Anthony Garcia, Child Action
Sam Starks, SMUD

→ **Introduction of New Member:** Ms. Rivkah Sass, Executive Director, Sacramento Public Library Authority: Ms. Sass was welcomed to the board.

II. Consent Item

A. Approval of Minutes of the July 8, 2015 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Migge, second/Sheppard, to approve the July 8 CAB minutes.
Voice Vote: Unanimous approval.

III. Action Item

A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2016 Program Year

The board item was reviewed. Ms. Davis-Jaffe stated that after approval by the CAB, this document will be presented to the Governing Board on September 3 for approval.

Moved/Sheppard, second/Young, to approve the CSBG Request For Proposals for the 2016 Fiscal Year.

Voice Vote: Unanimous approval.

Ms. Dozier arrived at 10:07 a.m.

IV. Information Items

A. Fiscal Monitoring Reports

Mr. Garcia asked how often the fiscal reports are done. Ms. Davis-Jaffe replied that fiscal monitoring is done once a year but if there are issues, staff can do it more often.

B. Update on Organizational Standards

These were reviewed at the last meeting. The documents will be provided to operators to meet one of the standards. The report reflecting the expenditures submitted by operators was reviewed. Staff is currently in conversation with the Sacramento Urban League and South County Services to get their data submitted to SETA. Roberts Family Development Center is in the process of submitting their billing; they have provided services and there are a couple of programs that will usually bill for their services in August.

Mr. Migge stated that the first meeting he attended last year there were issues with Roberts Family Development; things have apparently not approved. Ms. Davis-Jaffe replied that Mr. Darrel Roberts came and spoke to the board and all programs are being monitored to ensure they are meeting their contracted goals.

Ms. Dozier inquired why programs are not spending all of their allocated funding. Ms. Davis-Jaffe replied that programs bill on different intervals. The reports are provided to the state on a semi-annual basis.

C. Community Services and Development On-Site Monitoring Report

Ms. Davis-Jaffe reported that Ms. Katie Walker has recommended to other agencies that they come to view how SETA operates. Ms. Davis-Jaffe introduced Ms. Christina Sparks and Mr. Tom Steward from Contra Costa County who are visiting to review the interaction of the board and will meet with staff after the meeting.

IV. Reports to the Board

A. Chair: No report.

- B. Executive Director: Ms. Kathy Kossick asked board members to notify Ms. Davis Jaffe or Mr. Bonanno if they want to participate in the proposal review process.

Ms. Kossick stated that once the procurement process is completed and services have started, staff would be happy to escort board members to the service providers or even as a mystery shopper. Staff will be in contact with board members after the beginning of the new program year to set up dates.

- C. Program Manager: Ms. Davis-Jaffe reported that the Child Enrichment program is up and running. The last of the recruitment will be done this week and the program will start next Wednesday. This has been a wonderful collaboration between Waking the Village, Birth and Beyond, and SETA Head Start.

- D. Members of the Board: None.

- E. Public: None.

- V. **Adjournment:** The meeting was adjourned at 10:18 a.m.

ITEM IV-A - INFORMATION

PROGRAM OPERATOR MONTHLY REPORT THROUGH AUGUST 2015

BACKGROUND:

Attached for your information are the program operator monthly reports through August 2015.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

Community Action Board
Monthly Report for August, 2015

DELEGATE AGENCIES	EXPENDITURES			Family Self-Sufficiency % of Households Served	Emergency Safety-Net Services Provided (A Percentage of Projected Goals)							
	ANNUAL BUDGET	EXPENDITURES REPORTED	% OF BUDGET EXPENDED		Food	Housing Assistance	Shelter (Motel)	Utilities Assistance	Legal Assistance	Employment Supports	Transportation	Clothing
Children's Receiving Home	\$ 28,500	\$ 16,625	58%	100+%								
Department of Health and Human Services	\$ 27,500	\$ 11,514	42%	100%								
Elk Grove Food Bank Services	\$ 20,000	\$ 12,820	64%		100+%							
Folsom Cordova Community Partnership	\$ 24,000	\$ 16,773	70%		100+%	100+%	100+%	100+%		100+%	100+%	100+%
Francis House	\$ 70,400	\$ 41,873	59%		87%		88%				85%	
Greater Sacramento Urban League	\$ 24,200	\$ -	0%			0%		0%			0%	
Hmong Women's Heritage Association	\$ 23,800	\$ 7,435	31%	88%								
La Familia Counseling Center	\$ 55,000	\$ 32,150	58%	100+%								
Legal Services of Northern California	\$ 20,000	\$ 11,826	59%						100%			
My Sister's House	\$ 34,000	\$ 17,945	53%			68%		100+%				
River City Food Bank	\$ 20,500	\$ -	0%		100+%							
Roberts Family Development Center	\$ 20,000	\$ 13,551	68%	66%								

Community Action Board
Monthly Report for August, 2015

DELEGATE AGENCIES	EXPENDITURES			Family Self-Sufficiency % of Households Served	Emergency Safety-Net Services Provided (A Percentage of Projected Goals)							
	ANNUAL BUDGET	EXPENDITURES REPORTED	% OF BUDGET EXPENDED		Food	Housing Assistance	Shelter (Motel)	Utilities Assistance	Legal Assistance	Employment Supports	Transportation	Clothing
Next Move Sacramento	\$ 68,200	\$ 42,636	63%	81%		100+%	100+%	100%		50%	0%	
Sacramento Self-Help Housing	\$ 20,000	\$ 16,470	82%	100+%								
South County Services*	\$ 206,805	\$ 115,985	56%		92%	39%		68%			17%	
The Salvation Army	\$ 60,500	\$ 55,573	92%			100+%	92%	100+%				
Travelers Aid Emergency Assistance Agency	\$ 70,000	\$ 55,582	79%		No Projection Until 4th Qtr.	57%	100+%	100+%				
Visions Unlimited	\$ 50,000	\$ 33,499	67%	100+%								
Voluntary Legal Services Program	\$ 28,000	\$ 17,480	62%						96%			
Volunteers of America	\$ 7,519	\$ 5,700	76%			100+%		86%				
Waking the Village	\$ 42,500	\$ 16,810	40%	100%								
Wind Youth Services	\$ 20,381	\$ 11,886	58%		100+%						100+%	

* includes \$119,314 from the County of Sacramento

ITEM IV-B – INFORMATION

2015 COMMUNITY SERVICES BLOCK GRANT PROGRAM
OPERATOR MONITORING REPORT

BACKGROUND:

The Program Monitoring Reports for 2015 CSBG operators will be sent under separate cover.

Staff will be available to answer questions.

ITEM IV- C - INFORMATION

UPDATE ON COMMUNITY SERVICES BLOCK GRANT ORGANIZATIONAL STANDARDS

BACKGROUND:

Beginning October 1, 2015, SETA begins the full implementation of 58 Community Services Block Grant (CSBG) Organizational Standards established through a partnership of Community Action Agencies and the U.S. Office of Community Services, a department of the Administration for Children and Families. These Standards represent agreed-upon best practices for Public Community Action Agencies like SETA and are mandated by the State of California, Department of Community Services and Development.

STANDARDS

Standard 4.1 establishes that the Community Services Department, and specifically the Agency's Community Action Board (CAB), has a mission statement that addresses poverty and that all CSBG programs and services are aligned with the mission. This can be accomplished during a meeting of the entire board or by a subcommittee appointed by the chair, for that purpose. The results of the "Mission Statement" committee would then need to be approved by the CAB as an action item during a regularly scheduled public meeting, to allow for discussion and any input from the public.

Standard 6.1 establishes that a Strategic Plan for planning, implementing and evaluating CSBG services in Sacramento County be current within the last 5 years, or in the process of being developed. Criteria for developing a strategic plan specific to the provision of CSBG services in Sacramento County will be presented by staff.

Standard 9.1 establishes that all CSBG agencies will have a process in place for the tracking and reporting of client demographic information and the services households receive. Staff will present the SETA Delegate Agency reporting system, for review by the CAB.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM IV-D – INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Mr. Mark Snaer

DATE: August 19, 2015

FROM: Mayxay Xiong, SETA Fiscal Monitor

**RE: On-Site Fiscal Monitoring of
County of Sacramento Department of Health and Human Services**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$27,500	1/1/14-12/31/14	7/1/14-12/31/14
CSBG	Family Self Sufficiency	\$27,500	1/1/15-12/31/15	1/1/15-6/30/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/10/15

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

Program Operator: County of Sacramento Department of Health and Human Services

Findings and General Observations:

- 1) The total costs as reported to SETA for the CSBG programs from July 1, 2014 to June 30, 2015 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. Kendra Thao **DATE:** September 23, 2015

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u> <u>PERIOD</u>	<u>COVERED</u>
CSBG	FSS	\$ 23,800	1/1/14-12/31/14	3/1/14-12/31/14	
RESS	SA&CO	\$ 25,000	1/1/14-12/31/14	3/1/14-12/31/14	

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Feb 18, 2015 and follow-up in June and July.

	<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		X
2	Internal Control		X		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: Hmong Women's Heritage Association

Findings and General Observations:

The total costs as reported to SETA CSBG Family Self Sufficiency and RESS SA & CO have been traced to the subgrantee's fiscal records. The records were verified and appear to be in order.

The expenses reported for the RESS SA & CO Program exceeded the actual expenses by \$195.66. The discrepancy went unidentified until reviewed by SETA. The agency has reimbursed to SETA the amount of \$195.66 on September 21, 2015.

The expenses reported for the CSBG Program exceeded the actual expenses by \$144.39. The discrepancy went unidentified until reviewed by SETA. The agency has reimbursed to SETA the amount of \$144.39 on September 21, 2015.

HWA lacks the internal controls necessary to ensure expenses are accurately posted to the appropriate programs and program year.

Recommendations for Corrective Action:

1. Implement and provide SETA with documented internal control procedures to ensure that expenses are accurately posted to the appropriate program and program year.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Rachel Rios **DATE:** September 1, 2015
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	\$ 61,500	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OOS	\$ 293,940	7/1/14-6/30/15	7/1/14-2/28/15
WIA	AD /TC	\$ 76,911	7/1/14-6/30/15	7/1/14-2/28/15
WIA	CW/ABE	\$ 74,430	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OJT/Adult	\$ 331,644	7/1/14-6/30/15	7/1/14-2/28/15
WIA	OJT/CW	\$ 286,487	7/1/14-6/30/15	7/1/14-2/28/15
CSBG	FSS	\$ 55,000	1/1/15-12/31/15	1/1/15-2/28/15
DHHS	Covered CA	\$ 135,733	7/1/13-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 19-20, 2015

	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:** September 1, 2015
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	1/1/14-6/30/14
WIA	OOS	\$ 293,940	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/GED	\$ 37,215	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/ABE	\$ 22,329	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/AD/ABE	\$ 54,000	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/DW/ABE	\$ 18,914	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/DW	\$ 6,000	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OJT/Adult	\$ 303,355	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OJT/Adult	\$ 37,890	7/1/13-6/30/14	1/1/14-6/30/14
WIA	OJT	\$ 243,727	7/1/13-6/30/14	1/1/14-6/30/14
WIA	TC/OJT	\$ 34,560	7/1/13-6/30/14	1/1/14-6/30/14
CSBG	FSS	\$ 55,000	1/1/14-12/31/14	1/1/14-12/31/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: March 16-18, 2015

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

Program Operator: Roberts Family Development Center

Findings and General Observations:

- 2) The total costs as reported to SETA from July 1, 2014 to December 31, 2014 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 3) 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 develops and implements thorough written documentation procedures to ensure expenditures are supported with appropriate documentation and to ensure all costs are allowable.

Recommendations for Corrective Action:

- 1) Provide SETA with documentation demonstrating what internal controls have been implemented to ensure supporting documentation is complete and immediately available upon request.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Desli Beckman **DATE:** September 1, 2015
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Self Help Housing

<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	1/1/14-12/31/14
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				

CSBG	FSS	\$ 20,000	1/1/15-12/31/15	1/1/15-2/28/15
Monitoring Purpose: Initial <u>X</u> Follow-Up ___ Special ___ Final ___				

Date of review: 3.20.15, follow up in July.

	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			

Memorandum

Fiscal Monitoring Findings

Page 2

Program Operator: Sacramento Self Help Housing

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: Ms. Wanda Williams **DATE:** July 22, 2015

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	1/1/14-12/31/14	5/1/14-12/31/14
CSBG	Safety Net	\$70,000	1/1/15-12/31/15	1/1/15-4/30/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 6/15 & 6/18/15

	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:

- 1) The total costs as reported to SETA from May 1, 2014 to April 30, 2015 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) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Roleda Bates **DATE:** July 29, 2015
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	1/1/14-12/31/14	6/1/14-12/31/14
CSBG	Family Self-Sufficiency	\$50,000	1/1/15-12/31/14	1/1/15-5/31/15

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 7/27/15

	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:

- 2) The total costs as reported to SETA from June 1, 2014 to May 31, 2015 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. 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.