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Employment and
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Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, March 9, 2016

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 CAB members:
 - Reginald Castex, Head Start Policy Council
 - Lisa Culp, Women's Empowerment
 - Board Member Presentation: Rivkah Sass, Sacramento Public Library
- II. **Consent Item**
 - A. Approval of Minutes of the November 18, 2015 Meeting 1-5
- III. **Information Items**
 - A. Child Enrichment Parent Employment Project (CEPEP) Update 6

"Preparing People for Success: in School, in Work, in Life"

B.	Workforce Innovation and Opportunity Act Update	7
✓	Youth	
✓	Adult and Dislocated Worker	
C.	Community Services Block Grant Fiscal Monitoring Reports	8-17
✓	Folsom Cordova Community Partnership	
✓	La Familia Counseling Center	
✓	River City Food Bank	
✓	WIND Youth Services	
IV.	<u>Reports to the Board</u>	18
A.	Chair	
B.	Executive Director	
C.	Program Manager	
D.	Members of the Board	
E.	Public	
V.	<u>Adjournment</u>	

DISTRIBUTION DATE: THURSDAY, MARCH 3, 2016

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE NOVEMBER 18, 2015 MEETING

BACKGROUND:

Attached are the minutes of the November 18, 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 Sequoia Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, November 18, 2015
10:00 a.m.

I. Call to Order/Roll Call: Mr. Garcia called the meeting to order at 10:06 a.m.

Members Present:

Anthony Garcia, Child Action, Inc.
Donald Migge, California Community Credit Union
Calvin Sheppard, Head Start Policy Council
Debra Morrow, Sacramento County Department of Health and Human Services
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Rivkah Sass, Sacramento Public Library Authority
Sam Starks, SMUD

Members Absent:

Denise Nelson, Head Start Policy Council
Cole Forstedt, United Way
Blake Young, Sacramento Food Bank & Family Services

II. Consent Item

A. Approval of Minutes of the October 14, 2015 Meeting

Minutes were reviewed: Mr. Garcia had one correction which was noted by the Clerk.

Moved/Starks, second/Garcia, to approve the October minutes as corrected.

Roll call vote:

Aye: 7 (Dozier, Garcia, Migge, Morrow, Sass, Sheppard, Starks)

Nay: 0

Abstention: 0

Absent: 3 (Forstedt, Nelson, Young)

III. Action Item

A. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Program Year 2016

Ms. Davis-Jaffe reviewed the funding between safety net and self-sufficiency programs. With Governing Board approval, the breakdown was 40% to safety net, 40% to case managed self-sufficiency, and 20% to youth and senior support services. SETA received 29 proposals by the October 8 deadline. The reading

team included staff and one board member. Ms. Davis-Jaffe reviewed the process by which proposals were ranked. Due to limited funding, only 22 proposals are being recommended for funding. Two new proposers are recommended for funding. SETA is also requesting funding for Daren Maeda for Linkage to Education in the amount of \$30,000. Ms. Davis-Jaffe reviewed the funding recommendations.

Mr. Garcia commented that there are a number of agencies not funded in the amount they requested. Ms. Davis-Jaffe stated that if funded, the budgets would be adjusted to accommodate the funding.

Ms. Sass inquired if there were any coaching to the rank 4 proposers to help them or any way to find out what comprises an excellent proposal? Mr. Bonanno replied that historically SETA has given the option to all proposers to learn what the evaluators found as strengths and weaknesses. Once the proposal is awarded, it becomes a public document and can be made available to be reviewed by other operators.

Mr. Starks urged members to look at the allocation distribution to make sure organizations that are capable and have staffing and submit great proposals are also able to serve diverse groups. The DHHS has some outreach to make connection to give special considerations to those populations if they have unique senior segments to be served. He also suggested programs move forward and connect with organizations that specifically target African Americans, youth, probation, etc. It takes a unique connection to make an impact.

Speakers before the board:

1. Sarah Mullins, WIND Youth Services: Stated that nearly 65% of the funds in the proposal go to direct services to their clients. Their program is the only non-profit organization specifically geared to homeless youth. What WIND does so well is build connections with kids; for some kids, they are the only agency they feel safe with. Part of what their case managers do is taking the kids to appointments; it helps the kids feel comfortable to know their advocate is there with them. Ms. Mullins urged the board to reconsider funding for direct services.
2. Nilda Valmores, My Sister's House: Inquired whether the 25% proposed cut in the allocation would be from what they have right now.
3. Paul Shane, Program Coordinator, Lao Family: Mr. Shane stated that 100% of their funds is leveraged; they also serve the Meadowview area.
4. Verna Catalfano, The Salvation Army: She thanked the board for the services that the funding allows them to provide. Their organization appreciates the support given by SETA.

5. Carolyn Brodt, Past Executive Director, Next Move:

This program has been providing services since 1970 and has expanded to include seniors. The critical funding for seniors is important because there are a lot of chronically homeless seniors. They get over 50 calls a day from people wishing to avoid eviction. One thing missing is they do not have a diversion or prevention program for families. They are thankful for the funds and will go to rental services and to assist the prevention of evictions.

Mr. Bonanno stated that the staff recommendations can be changed as the board thinks appropriate. Ms. LaShelle Dozier stated that if a board member wants to fund an unfunded proposal, and there is a limit on the funding available, the board would have to make a change and identify where the funding change would occur. It would come from an organization that was already suggested for funding.

Mr. Roy Kim stated that this board has a considerable amount of discretion; they can change staff recommendation or direct staff to bring an alternative recommendation. There may be parameters based on the proposals themselves that would not allow modifications but the board would make their own decisions.

Mr. Migge stated that he was very involved in the preparation of the funding recommendations. He reminded organization that it is very important each year to read the RFP document; there are changes that are not caught. The organizations that actually submitted a good proposal and followed the rules should not be dinged to provide funds for other organizations that did not do as well.

Mr. Starks suggested a point system be added for collaboration in the next RFP.

Ms. Morrow stated that it pains her to see how little funding there is for such wonderful programs.

Moved/Sheppard, second/Starks, to approve funding recommendations for the Program Year 2016 Community Services Block Grant as presented.

Roll call vote:

Aye: 7 (Dozier, Garcia, Migge, Morrow, Sass, Sheppard, Starks)

Nay: 0

Abstention: 0

Absent: 3 (Forstedt, Nelson, Young)

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

Roll call vote:

Aye: 7 (Dozier, Garcia, Migge, Morrow, Sass, Sheppard, Starks)

Nay: 0

Abstention: 0
Absent: 3 (Forstedt, Nelson, Young)

IV. Information Items

A. Program Operator Monthly Report through September 2015

A correction was noted on the second page of Travelers Aid; under food it lists 0% but it should be “n/a” because they do not provide food services.

B. Community Services Block Grant Fiscal Monitoring Reports:

Ms. Sass asked about the audit for Greater Sacramento Urban League. If they were to submit a proposal for CSBG, they would not have been able to meet the prequalifications.

Mr. Roy Kim stated that the fiscal monitoring report covers all of their contracts. Staff is expecting GSUL’s final audit within 30 days of the report. The SETA fiscal staff will monitor the situation until the final audit is submitted. GSUL was no longer providing services under CSBG but they are providing services under WIA. Their single audit report will cover all of their funding for two years.

Ms. Kossick stated that she has met with Ms. Cassandra Jennings and they are doing a nationwide search for an Executive Director. They chose not to apply for CSBG funding as they reconfigure their organization.

IV. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick wished the board a Happy Thanksgiving and thanked the board members for their efforts during the funding process.

C. Program Manager: Ms. Davis-Jaffe thanked the CAB Board member for his participation on the reading team; she also acknowledged Mr. Bonanno for his assistance.

Both Ms. Davis-Jaffe and Mr. Bonanno are looking forward to working with the board on a mission statement.

D. Members of the Board: None.

E. Public: None.

V. Adjournment: The meeting was adjourned at 11:34 a.m.

ITEM III-A - INFORMATION

CHILD ENRICHMENT PARENT EMPLOYMENT PROGRAM (CEPEP)

BACKGROUND:

The Child Enrichment Parent Employment Program (CEPEP) began June 30, 2015 and ends on May 31, 2016.

The goals for the CEPEP program are:

- Enroll 20 single-parents with children under the age of five
- Assist with placement of the children into a high-quality pre-school enrichment program
- Parents to learn and exhibit improved parenting skills
- Financial Literacy
- Job Training opportunities
- Employment

Current outcomes are:

- Enrolled 23 single-parents with children under the age of five
- 10 children are actively enrolled in a high quality pre-school enrichment program (Head Start and Child Action programs)
- 15 single-parents have attended the parenting skills workshops, with 13 achieving the attendance benchmark of 75% attendance
- 15 single-parents attended the financial literacy training with 13 of these parents developing and following household budgets
- Seven single-parents are working on their GED's, three parents are working with Job Coaches on training plans, two parents are working with Job Coaches to find unsubsidized employment
- Two single-parents are working full-time, four parents are working part-time, and one parent is working with a temporary employment agency

Waking the Village, Birth & Beyond, SETA Head Start, and SETA staff under the Community Services Block Grant (CSBG) and Workforce Innovation and Opportunity Act (WIOA) programs are working together to provide all of these wonderful services to these single-parent families.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-B - INFORMATION

WORKFORCE INNOVATION AND OPPORTUNITY ACT UPDATE

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program Request for Proposals was released on December 4, 2015 and Proposals are due to SETA on March 17, 2016. Staff recommendations will be posted on April 29, 2016 and funding recommendations will go through the approval process with the Sacramento Works Youth Committee, the Sacramento Works, Inc. Local Workforce Development Board, and the SETA Governing Board.

The Workforce Innovation and Opportunity Act (WIOA), Title I, Adult/Dislocated Worker Program Request for Proposals is in the process of being released.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-C – 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

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2015 to September 30, 2015 for the WIA OJT programs, the CSBG Safety Net program, and 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: Ms. Rachel Rios **DATE:** November 25, 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	AD/IT	\$ 15,000	7/1/14-6/30/15	6/1/15-6/30/15
CW	OJT	\$ 286,487	7/1/14-6/30/15	2/1/15-6/30/15
WIA	OJT/AD	\$ 331,644	7/1/14-6/30/15	2/1/15-6/30/15
CW	TC/CW	\$ 49,620	7/1/14-6/30/15	2/1/15-6/30/15
WIA	TC/AD	\$ 101,721	7/1/14-6/30/15	2/1/15-6/30/15
WIA	US	\$ 61,000	7/1/14-6/30/15	2/1/15-6/30/15
WIA	OOS	\$ 293,940	7/1/14-6/30/15	2/1/15-6/30/15
CW	OJT/ESS2	\$ 95,285	7/1/14-6/30/15	2/1/15-6/30/15

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

Date of review: Oct. 19-21, 2015

CSBG FSS \$ 55,000 1/1/15-12/31/15 2/1/15-10/31/15

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

	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: Ms. Rachel Rios **DATE: November 25, 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>
WIOA	OOS	\$ 293,940	7/1/15-6/30/16	7/1/15-8/31/15
CW	OJT/ESS	\$ 266,761	7/1/15-6/30/16	7/1/15-8/31/15
WIOA	US	\$ 61,000	7/1/15-6/30/16	7/1/15-8/31/15
WIOA	AD/TC	\$ 74,430	7/1/15-6/30/16	7/1/15-8/31/15
WIOA	OJT/A	\$ 132,963	7/1/15-6/30/16	7/1/15-8/31/15

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Oct. 22, 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	N/A			
6	Fringe Benefits	N/A			
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: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIA, CSBG, CalWorks, and WIOA have been traced to the delegate agency records. The records 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:** January 21, 2016
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	\$20,500	1/1/15-12/31/15	1/1/15-12/31/15

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 1/20-1/21/16

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:

- 1) River City Food Bank claimed the entire amount of the grant by October 31, 2015. The total costs as reported to SETA for the CSBG program contract years of January 1, 2015 to December 31, 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. Suzi Dotson **DATE:** January 12, 2016
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of WIND Youth Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,381	1/1/14-12/31/14	10/1/14-12/31/14

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: August 22, 2015

CSBG	Safety Net	\$ 20,381	1/1/15-12/31/15	1/1/15-7/31/15
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Monitoring Purpose: Initial X Follow-Up ___ Special ___ Final ___
Date of review: Sept. 22, 2015 & follow-up Dec '15 & Jan 2016

COMMENTS/

	AREAS EXAMINED	SATISFACTORY		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			

Program Operator: WIND Youth Services

Findings and General Observations:

The total costs as reported to SETA for CSBG Safety Net 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 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.