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---

**KATHY KOSSICK**  
Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

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

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, August 8, 2018

**TIME:** 10:00 a.m.

**PLACE:** SETA **Sequoia Room**  
925 Del Paso Blvd., Suite 100  
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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- I. **Call to Order/Roll Call**
- II. **Consent Item**
- A. Approval of Minutes of the July 11, 2018 Meeting 1-3
- III. **Discussion/Action Item**
- A. Approval of Staff Funding Augmentation  
Recommendations for Two Categories of Newly  
Released CSBG Funding 4-6
- B. Strategic Plan Discussion – Target Areas 7-12

C. CSBG Participant Satisfaction Survey 13-19

**IV. Information Items**

A. Theory of Change – CAB Training 20-26

B. Community Services Block Grant Fiscal Monitoring Reports 27-33

- Folsom Cordova Community Partnership (2 reports)
- Sacramento Self Help, Inc.

C. CSBG Organizational Standards 7.7 & 8.3 34

**V. Reports to the Board** 35

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

**VI. Adjournment**

**DISTRIBUTION DATE: TUESDAY, JULY 31, 2018**

ITEM II CONSENT

APPROVAL OF MINUTES OF THE JULY 11, 2018 MEETING

BACKGROUND:

Attached are the minutes of the July 11, 2018 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

## 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, July 11, 2018  
10:00 a.m.

#### I. **Call to Order/Roll Call**

Mr. Garcia called the meeting to order at 10:08 a.m. The roll was called and a quorum was established.

##### Members Present:

Anthony Garcia, Vice Chair, Child Action, Inc.  
Paul Stanbrough, Alternate, California Community Credit Union  
Lisa Culp, Women's Empowerment  
Genevieve Levy, Sacramento Food Bank and Family Services  
Kenneth Tate, Head Start Policy Council  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Rivkah Sass, Sacramento Public Library Authority

##### Members Absent:

Denise Nelson, Chair, Head Start Policy Council  
Sam Starks, SMUD  
Donna Mobley, United Way  
Donald Migge, California Community Credit Union (alternate present)

#### II. **Consent Item**

##### A. Approval of Minutes of the April 11, 2018 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Culp, second/Dozier,

Roll call vote:

Aye: 6 (Culp, Dozier, Levy, Sass, Stanbrough, Tate)

Nay: 0

Abstentions: 1 (Garcia)

Absent: 3 (Mobley, Nelson, Starks)

#### III. **Discussion/Action Item:** None

#### **IV. Information Items**

- A. SETA Community Action Board (CAB By-Laws, Tripartite Board, Sectors, and Membership Criteria)

Mr. Victor Bonanno provided members with a binder with membership information. The SETA CAB is a Public Community Action Agency and operates under ROMA (Results Oriented Management and Accountability).

- B. Program Operators Report – 1<sup>st</sup> Quarter

Ms. Davis-Jaffe reviewed the quarterly report for January through March 31. Some of the percentages are low because it is a plan and services have not yet been provided.

- C. Community Services Block Grant Fiscal Monitoring Report: No additional report.

- D. Review of the Updated Community Action Board Manual

Ms. Davis-Jaffe thanked staff, specifically Ms. Amy Ruddell, for the outstanding manual she produced. Mr. Bonanno stated that the manual is provided as a way to give an overview of the various programs funded through the SETA CSBG programs. As additional information is developed, members will receive copies to add to their manual.

#### **V. Reports to the Board**

- A. Chair: No report. Ms. Davis-Jaffe stated that a get well card will be sent around for Ms. Nelson.

- B. Deputy Director: Mr. Roy Kim stated that the CSD monitoring report was received with some observations regarding the sector qualifications; these may necessitate some changes. Some of the on-going training is in response to the observations.

- C. Program Manager: Ms. Davis-Jaffe thanked staff and Mr. Garcia for sitting in as Chair. CSD is awarding SETA with \$35,000 in discretionary funding. The money can be used to meet identified community needs or to increase agency capacity and must be spent by May 2019. More information will be provided.

- D. Members of the Board: Ms. Sass reported that 13 of the libraries in Sacramento County are serving a free lunch until the middle of August. In the first month of the program 7,000 were served.

- E. Public: None.

- VI. Adjournment:** The meeting was adjourned at 11:13 a.m.

## ITEM III-A - ACTION

### APPROVAL OF STAFF FUNDING AUGMENTATION RECOMMENDATIONS FOR TWO CATEGORIES OF NEWLY RELEASED CSBG FUNDING

#### BACKGROUND:

Currently SETA receives funds from the California Department of Community Services & Development to provide CSBG services within the boundaries of Sacramento County. The total funding for 2018 was projected to be \$1,743,146, however, as a result of population shifts of impoverished households throughout the state, SETA has received an augmentation of \$44,485 for local services through December 31, 2018, for a total contract amount of \$1,787,631.

Additionally, SETA has received a discretionary award in the amount of \$35,000 which can be used for meeting identified community needs or building agency capacity. This is a one-time funding award and the term of this discretionary grant ends on May 31, 2019.

Regarding the \$44,485 augmentation to SETA's annual CSBG funding, staff recommends funding the next ranked proposal that remained unfunded from the PY2018 procurement process, Children's Receiving Home (CRH), in the amount of \$28,500. CRH's original proposal requested \$40,000, was the only proposal to provide services exclusively for foster youth, and CRH's PY2017 funding award was \$28,500. Staff further recommends that the PY2018 Lao Family Community Development (LFCD) contract be augmented in the amount of \$15,985. LFCD's original proposal requested \$70,000 to provide safety net services for homeless and low-income customers, and its current funding is \$25,000. Attached is a revised version of the PY2018 funding recommendations reflecting these augmentations.

Regarding the \$35,000 discretionary award, the staff recommendations are based on the one-time nature of the funds. Staff recommends funding River City Food Bank in the amount of \$3,000 for the purchase and distribution of diapers to CSBG eligible households in the Arden Arcade target area. Staff further recommends that the remaining funding, \$32,000, be allocated to SETA safety-net services to increase access to Job Center services for CSBG-eligible households in Sacramento County that require transportation, food and other emergency assistance in order to access and enroll in longer-term Job Center services.

#### RECOMMENDATION:

Approve the staff funding augmentation recommendations as described above and as indicated on the attached funding chart.

PRESENTER: Julie Davis-Jaffe

2018 CSBG PROGRAM PROCUREMENT DATA CHART

FOR PROGRAMS RECOMMENDED FOR FUNDING AUGMENTATIONS

**NOTE:** The chart below describes the status of highlighted programs recommended for augmentation.

<b>Safety-Net Services</b>								
Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	2018 Award	Staff Recommends
93.6	River City Food Bank	Low-Income Households	Sacramento County	\$20,000	\$40,000	\$1.25/ 32,000	\$37,000	\$3,000
93.1	Voluntary Legal Services of Northern CA	Persons w/ Criminal Convictions or Suspended Driver's Licenses	Sacramento County	\$28,000	\$34,000	\$88.54/ 384	\$0	
93.0	My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,100	\$34,100	\$568/ 60	\$34,100	
92.3	Lao Family Community Development	Homeless and Low-Income Households	N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway	\$20,000	\$70,000	\$318/ 220	\$25,000	\$15, 985
91.4	Legal Services of Northern CA	Seniors	Sacramento County	\$20,000	\$20,000	\$33.33/ 600	\$0	
91.1	Folsom Cordova Community Partnership	Low-Income Households	Rancho Cordova and Parts of Folsom	\$24,000	\$56,419	\$56.59/ 997	\$25,000	
90.9	The Salvation Army	Low-Income Households	Sacramento County	\$60,500	\$75,000	\$203/ 369	\$60,500	
90.7	Volunteers of America	Homeless and Low-Income Veterans	Sacramento County	\$7,600	\$26,850	\$107/ 252	\$22,000	
84.9	Elk Grove Food Bank Services	Low-Income Households	Elk Grove and Zip Codes 95624, 95757, 95758, 95828, 95829, 95288, 95823, 95759, 95683, 95693	\$20,000	\$40,000	\$57.14/ 700	\$20,000	
82.4	Next Move	Homeless Households	Sacramento County	\$85,600	\$89,605	\$358/ 250	\$48,632	
78.9	WIND Youth Services	Imminently Homeless or Homeless Youth 12-24	Sacramento County	\$20,381	\$20,000	\$100/ 200	\$20,000	
68.4	Travelers Aid Emergency Assistance Agency	Low-Income Households	Sacramento County	\$0	\$70,000	\$175/ 400	\$0	
68.3	South County Services	Low-Income Households	South Sacramento County and River Delta Areas	\$27,700	\$49,055	\$98.11/ 500	\$27,768	

**NOTE:** Of all 2018 procurement proposals eligible for funding that remained unfunded on the chart below, Children’s Receiving Home’s proposal had the highest score in any funding category.

<b>Youth and Senior Support</b>								
Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	2018 Award	Staff Recommends
91.3	La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	Lemon Hill, Parkway, Florin and Galt	\$55,000	\$85,500	\$1,425/ 60 Youth	\$55,000	
90.3	Department of Health and Human Services	Seniors 65+	Sacramento County	\$16,500	\$16,500	\$1,182/ 14 Seniors	\$16,500	
89.0	Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$0	\$70,000	\$2,333/ 30 Youth	\$45,000	
88.5	Health Education Council	African-American Youth, 14-17	Sacramento County	\$0	\$40,000	\$1,333/ 30 Youth	\$40,000	
81.7	WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$0	\$60,924	\$609/ 100 Youth	\$33,500	
81.4	Children’s Receiving Home	Foster Youth	Sacramento County	\$28,500	\$40,000	\$1,333/ 30 Youth	\$0	\$28,500
80.3	St. John’s Program for Real Change	Resident Youth 0-17 Years	Arden Arcade, Foothill Farms, La Riviera, Florin, North Highlands, Lemon Hill, Parkway, North Sacramento	\$0	\$50,000	\$476/ 105 Youth	\$0	
79.1	Court Appointed Special Advocates	Foster Youth	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, No. Highlands, Rancho Cordova, and City of Sacramento	\$0	\$50,000	\$625/ 80 Youth	\$0	
76.4	Next Move	Seniors 65+	Sacramento County	\$25,000	\$27,416	\$1,246/ 22 Seniors	\$0	
67.9	Children’s Receiving Home	African American Foster Youth 14-17	Sacramento County	\$0	\$40,000	\$2,000/ 20 Youth	\$0	
50.9	Linkage to Education	Probation and Foster Youth	Sacramento County	\$30,000 Consult.	\$0	\$0	\$0	

<b>SETA 2018 CSBG Contract Augmentation (\$44,485)</b>	<b>Children’s Receiving Home</b>	\$28,500	<b>\$44,485</b>
	<b>Lao Family Comm. Development</b>	\$15,985	

<b>SETA 2018 CSBG Discretionary Grant (\$35,000)</b>	<b>River City Food Bank</b>	\$3,000	<b>\$35,000</b>
	<b>SETA Direct Safety-Net Services</b>	\$32,000	



ITEM III-B – DISCUSSION

STRATEGIC PLAN DISCUSSION – TARGET AREAS

BACKGROUND:

Attached is information on target areas for the strategic planning discussion item.

PRESENTER: Julie Davis-Jaffe

# Community Action Board (CAB) Strategic Planning

CAB Vision Statement:

- ▶ “A Community United in the Fight Against Poverty”

CAB Mission Statement:

- ▶ “To Coordinate a Community Response to Address the Root Causes of Poverty in Sacramento County”

# Purposes of Designating Target Areas

- ▶ Program Efficiency - Providing Services in High-Density Pockets of Poverty
- ▶ Planning - Designating Target Areas A First Step to Identifying Local-Area Partners
- ▶ Procurement - Identifying Geographic Priority Areas for Proposers
- ▶ CAB Membership - Identifies Target Areas Eligible for CAB Representation
- ▶ Service Sites - Siting Services for Easy Access by Target-Area Households

## 2018-2019 CSBG High-Poverty Target Areas

▶ Arden Arcade	21.4%	▶ Florin	26.5%
▶ Foothill Farms	24.3%	▶ Galt	19.4%
▶ La Riviera	21.0%	▶ Lemon Hill	38.9%
▶ North Highlands	27.5%	▶ Parkway	30.1%
▶ Sacramento City	22.0%	▶ North Sacramento	39.7%

# Criteria By Which Target Areas Are Chosen

## Target Area Criteria 2018-2019

- ▶ Average Poverty Rate  $\geq$  20% Pop.
- ▶ Community Population 10,000+
- ▶ Census Designated Areas
- ▶ Extreme Poverty Priority ( $\leq$  50%)
- ▶ Single Parent Household Priority

## Target Area Criteria 2020-2021

- ▶ FPIG Limits? Top 6 High-Poverty Areas?
- ▶ Population Limits?
- ▶ Data Sets? ZIP Code Tabulation Areas?
- ▶ Extreme Poverty Factor?
- ▶ Household Type Factor?



# Next Month's CAB Strategic Planning Will Focus On CSBG Target Groups

## ITEM III-C – DISCUSSION

### CSBG PARTICIPANT SATISFACTION SURVEY

#### BACKGROUND:

All entities that receive Community Services Block Grant (CSBG) funding are required by the State of California to adhere to a set of national organizational standards that govern all aspects of agency operations. Among them is Category 1, “Consumer Input and Involvement.”

Organizational Standard subsection 1.3 declares the following:

**1.3** “The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.”

#### REPORT:

During May, 2018, staff compiled the email addresses and surveyed 212 first-quarter CSBG. The response rate for the survey was 9.4%-20 responses, and the results are attached.

#### NEXT STEPS:

The second-quarter participant satisfaction survey will be conducted in August, 2018.

PRESENTER: Julie Davis-Jaffe

## CSBG SATISFACTION SURVEY RESULTS – 1<sup>ST</sup> QUARTER, 2018

**NOTE:** Of 212 Survey Monkey surveys emailed to participants, 20 responses were received. Results are listed below.

### **CASE-MANAGED FAMILY SELF-SUFFICIENCY AND YOUTH AND SENIOR SUPPORT PROGRAMS (FSS, YSS)**

#### **Survey Questions:**

**Q1:** It was easy to connect with a worker to describe my situation - Yes/No.

**Q2:** I was treated with respect during my contacts with (agency) - Yes/No.

**Q3:** I was informed of other services/agencies that could assist me - Yes/No.

**Q4:** My case manager was engaged, seemed to understand my situation - Yes/No.

**Q5:** On a scale 1 to 10 (1 being not satisfied, 10 being extremely satisfied), how satisfied were you with the services you received?

#### **Mather Community Campus: 11 responses**

Q1: 9 yes, 2 no (82%, 18%)

Q2: 10 yes, 1 no (91%, 10%)

Q3: 8 yes, 3 no (73%, 27%)

Q4: 9 yes, 2 no (82%, 18%)

Q5: Average Rating on a 1-10 scale = **7.8**

#### **Saint John's Program for Real Change: 3 responses**

Q1: 3 yes (100%)

Q2: 3 yes (100%)

Q3: 2 yes, 1 no (67%, 33%)

Q4: 3 yes (100%)

Q5: Average Rating on a 1-10 scale = **8.6**



**Next Move Shelter: 1 response**

Q1: yes

Q2: no

Q3: yes

Q4: yes

Q5: Average Rating on a 1-10 scale = **5.0**

**Waking the Village FSS: 1 response**

Q1: no

Q2: yes

Q3: no

Q4: no

Q5: Average Rating on a 1-10 scale = **4.0**

## **SAFETY-NET EMERGENCY SERVICES PROGRAMS:**

### **Survey Questions:**

Q1: It was easy to connect with a worker to describe my situation - Yes/No.

Q2: I was treated with respect during my contacts with (agency) - Yes/No.

Q3: I was informed of other services/agencies that could assist me - Yes/No.

Q4: I received emergency assistance within 3 working days of my initial request - Yes/No.

Q5: On a scale 1 to 10 (1 being not satisfied, 10 being extremely satisfied), how satisfied were you with the services you received?

### **Folsom Cordova Community Partnership – 3 responses**

Q1: 3 yes

Q2: 3 yes

Q3: 3 yes

Q4: 2 yes, 1 N/A (67%, 33%)

Q5: Average Rating on a 1-10 scale = **8.3**

### **The Salvation Army – 1 response**

Q1: no

Q2: yes

Q3: yes

Q4: no

Q5: Average Rating on a 1-10 scale = **3.0**

**No other participant responses regarding CSBG delegate agencies were received.**

## CSBG SATISFACTION SURVEY RESULTS – 1<sup>ST</sup> QUARTER, 2018

**NOTE:** Of 212 Survey Monkey surveys emailed to participants, 20 responses were received. Results are listed below.

### **CASE-MANAGED FAMILY SELF-SUFFICIENCY AND YOUTH AND SENIOR SUPPORT PROGRAMS (FSS, YSS)**

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Q3: yes

Q4: yes

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**Waking the Village FSS: 1 response**

Q1: no

Q2: yes

Q3: no

Q4: no

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## **SAFETY-NET EMERGENCY SERVICES PROGRAMS:**

### **Survey Questions:**

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### **The Salvation Army – 1 response**

Q1: no

Q2: yes

Q3: yes

Q4: no

Q5: Average Rating on a 1-10 scale = **3.0**

**No other participant responses regarding CSBG delegate agencies were received.**

ITEM IV-A – INFORMATION  
THEORY OF CHANGE – CAB TRAINING

BACKGROUND:

Attached is information regarding the Theory of Change evaluation tool.

PRESENTER: Julie Davis-Jaffe

# THEORY OF CHANGE

## An Evaluation Tool For CSBG Program Strategies

Propose - Implement - Analyze - Adjust - Repeat

# SETA Community Action Board (CAB) Anti-Poverty Strategies For Change

## CSBG-funded anti-poverty programs attempt to:

- Lower a Household's Barriers to Accessing Vital Services and Resources
- Change an Individual's Behavior(s)
- Increase an Individual's Employability and Self-Sufficiency Skills
- Reduce Barriers to Keeping Home-Bound Seniors in the Housing of their Choice



# A THEORY OF CHANGE (TOC)

A Rationale or Description of Why We Believe an Action, or Set of Actions, Will Produce Predicted Results and Outcomes

# Four Basic Components of a TOC

- ASSUMPTION (THESIS)
  - A prediction based on currently available data, experience in the field, and/or program history
- STRATEGY
  - A description of actions or resource investment that tests an ASSUMPTION for a predicted RESULT
- RESULT
  - A product or change resulting from a fully implemented STRATEGY
- OUTCOME
  - A proof or disproof of a tested assumption. A final result that is enduring and independent of the support system that helped bring it about.

# SETA Family Self-Sufficiency TOC

## ○ ASSUMPTION

- Participants from stable, well resourced households are best positioned to achieve self-sufficiency through employment

## ○ STRATEGY

- Stabilize in-crisis households with case management and resources in preparation for their engagement with SETA Job Center activities and post-employment support

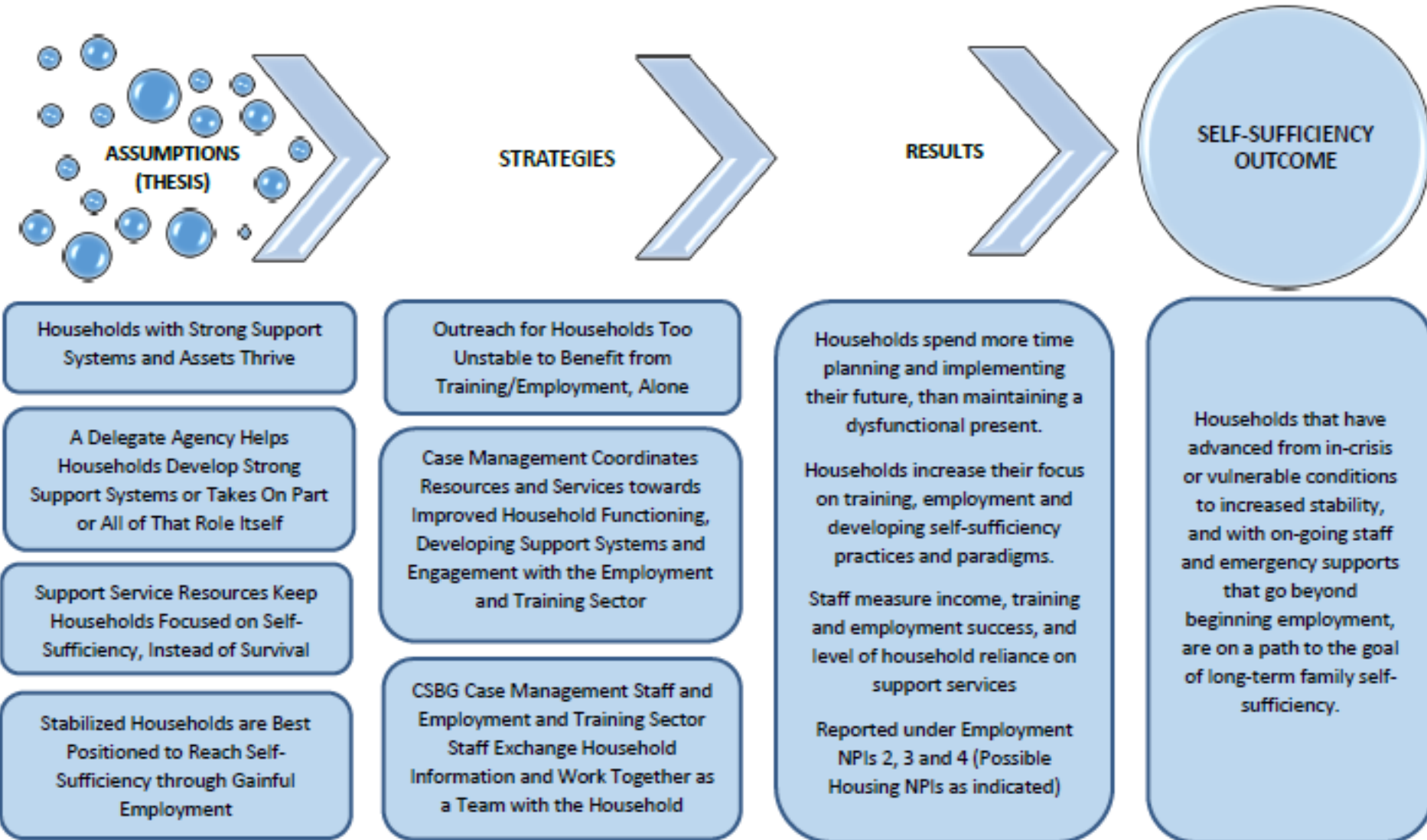
## ○ RESULT

- Household participants are better-able to focus their energies on self-sufficiency plans, becoming/staying employed, and maintaining household functionality

## ○ OUTCOME

- Stable household functioning and economic self-sufficiency after public services have ended

# SETA Family Self-Sufficiency (FSS) Theory of Change



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.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO: Mr. Robert Sanger** **DATE: June 8, 2018**  
**FROM: Tammi Kerch, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Folsom Cordova Community Partnership**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	B & IS Dislocated Worker	\$71,250	7.1.17-6.30.18	7.1.17-3.31.18
WIOA	B & IS Adult	\$213,000	7.1.17-6.30.18	7.1.17-3.31.18
WIOA	OS Youth	\$194,172	7.1.17-6.30.18	7.1.17-3.31.18
WIOA	ELL Navigator	\$ 60,000	7.1.17-6.30.18	7.1.17-3.31.18
RSS	VESL/ES	\$99,760	10.1.17-9.30.18	10.1.17-3.31.18
TA	ES	\$36,056	10.1.17-4.30.18	10.1.17-3.31.18
CSBG	Safety Net	\$ 25,000	1.1.18-12.31.18	1.1.18-3.31.18
CSBG	Family Self Sufficiency	\$ 55,000	1.1.18-12.31.18	1.1.18-3.31.18

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** May 14-16, 2018

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

**Program Operator: Folsom Cordova Community Partnership**

**Findings and General Observations:**

The total costs as reported to SETA from July 1, 2017 to March 31, 2018 for the WIOA and CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Robert Sanger **DATE:** June 8, 2018  
**FROM:** Tammi Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	SWTC Dislocated Worker	\$60,000	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	SWTC Adult	\$240,000	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	OS Youth	\$204392	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	OJT Adult	\$ 16,910	7.1.16-6.30.17	3.1.17-6.30.17
WIOA	OJT Adult Stand-Alone	\$ 89,310	7.1.16-6.30.17	3.1.17-6.30.17
CSBG	Safety Net	\$ 24,000	1.1.17-12.31.17	3.1.17-12.31.17
CSBG	Family Self Sufficiency	\$ 60,000	1.1.17-12.31.17	3.1.17-12.31.17

**Monitoring Purpose:** Initial      Follow-up      Special      Final      X  
**Date of review:** May 14-16, 2018

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



**Program Operator: Folsom Cordova Community Partnership**

**Findings and General Observations:**

The total costs as reported to SETA from March 1, 2017 to June 30, 2017 for the WIOA and CSBG programs have been traced to the delegate agency records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. John Foley      **DATE:** June 21, 2018  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** Desk review of Sacramento Self Help, Inc.

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	Family Self Sufficiency	\$20,000	1/1/17-12/31/17	1/1/17-12/31/17

**Monitoring Purpose:**    Initial                      Follow-up                      Special                      Final      X  
**Date of review:** 6/1/18

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator: Sacramento Self Help, Inc.**

**Findings and General Observations:**

We have reviewed the CSBG program from January 1, 2017 to December 31, 2017. The costs reported for the program has been traced to the subgrantee's records. The records were verified and appear to be in order.

**Recommendations for Corrective Action:**

None

cc: Kathy Kossick  
Governing Board

ITEM IV-C – INFORMATION

CSBG ORGANIZATIONAL STANDARDS 7.7 & 8.3

BACKGROUND:

All entities that receive Community Services Block Grant (CSBG) funding are required by the State of California to adhere to a set of national organizational standards that govern all aspects of agency operations. Among them are Category 7, “Human Resource Management,” and Category 8, “Financial Operations and Oversight.”

Organizational Standards subsections 7.7 and 8.3 declare the following:

- 7.7** “The department provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory board, at the time of orientation.”
- 8.3** “The department’s tripartite board/advisory body is notified of the availability of the local government audit.”

For the purpose of both informing the CAB and meeting 100% of CSBG Organizational Standards mandated by the State of California for 2018, staff will present a copy of SETA’s local government whistleblower policy and instructions for accessing SETA local government audits.

PRESENTER: Julie Davis-Jaffe

## 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.