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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, February 13, 2019

TIME: 10:00 a.m.

PLACE: SETA Board 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.

AGENDA

PAGE NUMBERS

- I. **Call to Order/Roll Call**
 - ▶ Introduction of New Member: Yamilka Estrella, Head Start Policy Council
- II. **Consent Item**
 - A. Approval of Minutes of the January 9, 2019 Meeting 1-6
- III. **Action/Discussion Items**
 - A. Strategic Plan Approval 7-12

IV. Information Items

- A. Program Operator Report 13-17
- B. Fiscal Monitoring Reports 18-24
- County of Sacramento, Dept. of Children, Family & Adult Services
 - Folsom Cordova Community Partnership
 - St. John's Program for Real Change

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, FEBRUARY 8, 2019

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JANUARY 9, 2019 MEETING

BACKGROUND:

Attached are the minutes of the January 9, 2019 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, January 9, 2019
10:00 a.m.

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

Mr. Sam Starks called the meeting to order at 10:06 a.m.

Members Present:

Donald Migge, California Community Credit Union
Genevieve Levy, Sacramento Food Bank and Family Services
Sam Starks, SMUD
Kenneth Tate, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Lisa Culp, Women's Empowerment

Members Absent:

Donna Mobley, United Way
Rivkah Sass, Sacramento Public Library Authority
Denise Nelson, Chair, Head Start Policy Council
Anthony Garcia, Vice Chair, Child Action, Inc.

Also Present:

Paul Stanbrough, alternate, California Community Credit Union

II. **Consent Item**

A. Approval of Minutes of the December 12, 2018 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Levy, second/Culp, to approve the December 12, 2018 minutes.

Roll call vote:

Aye: 6

Nay: 0

Abstentions: 0

Absent: 4 (Garcia, Mobley, Nelson, Sass)

III. **Action/Discussion Items**

A. Strategic Plan Progress Update and Draft Review

Ms. Davis-Jaffe reviewed the updated target groups and the updated strategies to deal with poverty. The Request for Proposals will be developed and released later in the year utilizing the updated information.

Mr. Bonanno stated that we are missing a number of our low income CAB members so it may be difficult to determine if this is the plan we want to go forward. He suggested looking at this plan as a starting point. As the board comes together and we become more engaged with our delegate agencies, he hopes there will be frequent updates to the strategic plan to get the outcome we want. These numbers are not what we are doing now; as far as other programs nationally, the numbers are achievable.

Mr. Starks asked if this document was still changeable. Mr. Bonanno replied that it is; part of the organizational standards we adhere to from CSD show that it is mandatory that the strategic plan be reviewed a minimum of once a year to adhere to the Results Oriented Management and Accountability (ROMA) process. This provides an opportunity to make changes as the community changes.

Ms. Culp referred to the benchmark of 85% for family self-sufficiency; she asked if the delegates are working with everyone to get a job? Mr. Bonanno replied, yes, and this is part of making people self-sufficient. Preparing people to get a job, getting them a job, and then providing support. Ms. Culp replied that this is a high benchmark for people with lots of barriers. Ms. Culp said that getting a job is part of the problem but housing is another really big area of crisis. Ms. Culp wants us to focus on African American youth and suggested that perhaps we have a strategic outcome larger than increased life skills. Ms. Culp wants to include something that prevents arrest outcomes.

Mr. Tate stated that it is difficult to give young people options. When kids are out during certain times of the night, they could become involved in a situation where they will be arrested. The parents are also a big part of the solution.

Ms. Dozier suggested that we look at Law enforcement and their ways of dealing with this age group of youth. What are they doing to build relationships with the kids using "community policing"?

Ms. Levy reminded the board that we do not want to 'shop' for the clients that will help organizations meet their numbers.

Mr. Bonanno reminded the board that this document is just for us. The agencies tell us what their success rates are. The purpose of having internal standards is to give us a measure of what we can do; what other services can we bring to provide services to help people.

Mr. Starks stated that if we are going to make a target, find an outcome that is more prevention based. He will be meeting with Chet and Company, a group that arranges the pop up events to keep the kids from getting into trouble. The kids that are okay can afford the sports leagues that are for family, middle class family engagement. The events for lower income families are no longer available. He wants to see more preventative measures. How do we get between the system and prison?

Mr. Bonanno referenced page 9 under the CAB program benchmarks, 'youth are engaged in... for at least 60 days.' That's probably as close as we can come because that would be a benchmark that we would report to the state. These reports are part of a national reporting system.

Mr. Starks asked that the reference to 'recidivism' be removed and asked staff to get additional benchmarks that would help the State see what we are trying to do.

Mr. Bonanno stated that with these changes, staff will bring additional information to the board next month with recommendations to add more benchmarks. Staff wants to get some guidance from the state on our strategic plan and will report back to the board.

Ms. Dozier thinks the aspirational goals for employment are too high; perhaps they are within the realm of reality, but not achievable. It is good to have a stretch goal but perhaps 50-60% is more realistic.

Ms. Dozier is concerned about the root causes of poverty; how do we identify the gaps between the community resources? Mr. Bonanno replied that SETA has a system in place and introduced Ms. Pam Moore; Ms. Moore is the community resource person for SETA. She has the ability to help families to get resources.

Mr. Starks asked what is needed at this point to move things forward. Mr. Bonanno suggested that a tentative approval with corrections noted would be in order. Staff can get a tentative review from Katie Walker at the State and would bring this document back for final approval.

Moved/Culp, second/Migge, to approve the strategic plan with changes noted for review by the state including 1) clarification of benchmarks for projection, and 2) removal of the second bullet under key youth and senior support benchmarks. In addition, recidivism will be removed from strategic outcomes.

Roll call vote:

Aye: 6

Nay: 0

Abstentions: 0

Absent: 4 (Garcia, Mobley, Nelson, Sass)

IV. Information Items - None

V. Reports to the Board

- A. Chair: Mr. Starks wished everyone a Happy New Year. Mr. Starks inquired whether new CAB members will be coming on board and when it will happen. Mr. Bonanno replied that just before the holidays, staff visited three organizations that were on the Governing Board approved list. All of the organizations are excited about the potential of having a member of their community to serve on the CAB. Each thought they could have someone democratically selected by the end of January. It is hoped that new members will be announced at the February CAB meeting.

A member asked if transportation was an issue with potential members; would transportation be provided? Mr. Bonanno replied that there is some precedent in the past of reimbursing our low income members for their expenses incurred. Because this board meets during the week, there may be child care issues; staff is reviewing this issue now.

Ms. Culp asked if the person would receive board orientation prior to the board meeting and Ms. Davis-Jaffe replied that there will be training and a peer match so the person can be assisted.

- B. Executive Director: Ms. Kathy Kossick offered a tour of our job centers. Also, any board member is invited to participate either as a mystery shopper or have a guided tour. Ms. Kossick invited all board members to consider a tour.
- C. Program Manager: Ms. Davis-Jaffe stated that a presentation on the Black Child Legacy Project will be given at the February meeting. The bylaw changes on the public sector were approved by the Governing Board. In February, staff will present an item to the SETA Governing Board on the private sector seats on the board similar to the item presented on the low income sector seats.
- D. Members of the Board: Ms. Levy reported that starting in June, people on SSI will be eligible for CalFresh. Her organization can come speak to groups on this new benefit. Also, staff are available to provide training on Know your Rights on immigration. She will be gone from April to September on maternity leave and will speak with staff about an alternate to serve during her absence.

Ms. Culp brought the January issue of Comstock magazine featuring an article about LaShelle Dozier.

Mr. Starks reminded members that SMUD is enacting a new 'time of day' rate increase and urged everyone to reduce their electricity consumption between 5:00 – 8:00 p.m. There is a discount rate for low income residents.

E. Public: No comments.

VI. **Adjournment**: The meeting was adjourned at 11:08 a.m.

ITEM III-A – ACTION

STRATEGIC PLAN APPROVAL

BACKGROUND:

During the strategic planning discussion of the January 9, 2019 Community Action Board (CAB) meeting, staff was charged with adding more content to the draft Strategic Plan.

SETA staff have provided the draft version of the strategic plan with edits recommended by the CAB to the California Department of Community Services and Development (CSD) representative for guidance. CSD has confirmed this version meets the minimum requirements of the Organizational Standards. This draft includes strategic plan components recommended by the CAB for review, discussion, and approval.

RECOMMENDATIONS:

Staff recommends that the CAB approve the draft CAB Strategic Plan.

PRESENTER: Julie Davis-Jaffe

Sacramento Employment and Training Agency (SETA)

Community Action Board (CAB)

STRATEGIC PLAN

Approved by the SETA CAB on: ____ / ____ / ____
(Date) (CAB Chairperson Initial)

Approved by the SETA Governing Board on: ____ / ____ / ____
(Date) (Gov. Bd. Chairperson Initial)

PREAMBLE

This Strategic Plan (SP) describes an interdependent and coordinated system of standards and paradigms by which Community Services Block Grant (CSBG) funded anti-poverty efforts are to be designed, targeted, implemented and evaluated. The term of this SP shall be determined by the SETA CAB and Governing Board. As a working document, this SP may be subject to periodic updates over time, following processes described in the CAB By-laws. It is intended that all operational planning and implementation, including staffing, program design, procurement, contracting, data collection, fiscal activities, programmatic and fiscal monitoring, and other operational activities shall be under the authority of SETA, as approved by the SETA Governing Board, and that all CSBG funded activities shall support the standards, theories of change, and values espoused by the CAB in this SP.

CAB PURPOSE

Status as a Community Action Agency (CAA) in California is the result of an explicit designation by the California Department of Community Services and Development (CSD). A Community Action Agency has a tripartite board structure that is designated to promote the participation of the entire community in the reduction or elimination of poverty. Community Action Agencies seek to involve the community, including elected public officials, private sector representatives, and especially low-income residents, in assessing local needs and mitigating the causes and conditions of poverty.

CAB VISION

“A Community United in the Fight Against Poverty”

CAB MISSION

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

TARGET AREAS

On a biennial basis, beginning at the March 2019 CAB meeting, CAB members will identify and designate Sacramento County’s highest-poverty communities as Target Areas for the implementation of anti-poverty strategies in Sacramento County. SETA staff will assist the CAB by providing a comprehensive community assessment of the most currently available poverty and target area-related data and literature, and a slate of staff recommendations for its consideration.

Target area designation criteria informed by staff data and recommendations will include poverty levels, population, pockets of extreme poverty, target group density, geographic designation options (zip codes, communities, cities, school districts, etc.), rates of Free and Reduced Priced Meals, rate of high-poverty household types in designated areas, and poverty trends over time.

TARGET GROUPS

A CSBG target group is any group of low-income households or household types that have been identified and prioritized for investments and services in the design and operation of anti-poverty programs. Target groups may be defined by poverty level, race, head-of-household gender, geography, age, poverty circumstances, or root causes of their poverty. During the development of the biennial SETA Community Action Plan, target groups are evaluated and prioritized according to their vulnerability to the symptoms and effects of poverty in Sacramento County. A target group’s vulnerability will be determined by factors that include the group’s average poverty index, group’s size as a percentage of the Sacramento County population of persons living below poverty guidelines, potential to reach self-sufficiency, and the level of non-

CSBG, Community Action Area target group investment, to identify target group service gaps.

Past/Current Target Groups (not conclusive)

- Children 0-5 in Impoverished Households
- Single Parent Households
- Homeless Adult/Youth
- African American Youth 10-17 Vulnerable to Arrest
- Immigrants
- Seniors
- Extreme Poverty Households (<50% of Poverty Guidelines)

NOTE: The above list is not prioritized.

STRATEGIC OUTCOMES DEFINITION: Lasting changes in the socio-economic and behavior status of CSBG enrolled households that occur as a result of their participation in the CAB strategies espoused within this SP.

Strategic Outcomes

- High Priority Households Are Stabilized to Seek Self-Sufficiency Through Employment
- Stabilized Households Secure and Maintain New Employment for 6 Months, with SETA Delegate Agency Guidance and Supports
- Vulnerable Households Avoid Hunger, Eviction, Utility Disconnections, Unsheltered or Unsafe Conditions, Inadequate Clothing/Hygiene, and Transportation Barriers to Vital Services, Resources, and Places of Employment
- Vulnerable Youth and Foster Youth Learn Life Skills
- Vulnerable, Homebound Seniors Maintain Residence in Their Housing of Choice

CAB Strategies to Address the Root Causes of Poverty in Sacramento County

- Partner with Existing Community Entities with Expertise or a Successful History of Implementing Similar Anti-Poverty Strategies, to Coordinate a Response to Poverty in the SETA Community Action Area, Sacramento County
- Provide for the Availability of Emergency Food, Transportation, Housing, and Other Emergency Resources, when Community-sourced Resources are Not Available

CAB Implementation Plan

- Through a Request-For-Proposals Process, Identify Delegate Agencies Currently Supporting, or with the Capacity to Support, the Achievement of CAB Strategic Outcomes
- Leverage Competitively-Sourced Delegate Agencies with CSBG Funding to Expand their Implementation of CAB Strategies
- Provide for SETA Staff to Direct CSBG-Eligible Households to SETA Delegate or Other Community Agencies for Resources or Services, and to Administer Emergency Food, Transportation, and Other Vital Resources, When Timely Community Resources Are Not Available

CAB Program Benchmarks

Key Family Self-Sufficiency (FSS) Agency Benchmarks

- FSS – 85% of Partner Employment Projections Reached
- FSS – 75% of Partner “180-Days Employed” Projections Reached

Key Youth and Senior Support (YSS) Benchmarks

- YSS – 90% of Partner Projections for Youth Engaged in Behavioral Development Services for at Least 60 Days
- YSS – 95% of Partner Projections for Seniors Maintaining Residence in the Housing of Their Choice

Key Safety-Net Agency (SN)

- SN – 98% of Partner’s “Direct Participant Costs” Noted in the Agency’s Budget is Expended

ITEM IV- A - INFORMATION

PROGRAM OPERATOR REPORT – 4th QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 4th Quarter of the 2018 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Action Board
Program Operator Report Through December 31, 2018
Fourth Quarter**

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Children's Receiving Home - YSS (Youth) (Funded on 9/21/18)
Department of Health and Human Services - YSS (Seniors)
Elk Grove Food Bank - SN
Folsom Cordova Community Partnership - FSS
Folsom Cordova Community Partnership - SN
Health Education Council - YSS (Youth)
International Rescue Committee - FSS
La Familia Counseling Center - YSS (Youth)
Lao Family Community Development - SN (\$15,985 augmentation on 9/21/18)
My Sister's House - SN
Next Move Sacramento - FSS

EXPENDITURES		
2018 BUDGET	Expended Through 4th Qtr.	Percent Expended
\$28,500	\$28,500	100%
\$16,500	\$12,116	73%
\$20,000	\$18,758	94%
\$55,000	\$37,803	69%
\$25,000	\$23,301	93%
\$40,000	\$36,575	91%
\$64,998	\$62,388	96%
\$55,000	\$50,004	91%
\$40,985	\$40,985	100%
\$34,100	\$34,100	100%
\$59,582	\$30,706	52%

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Next Move Sacramento/Francis House - SN
River City Food Bank - SN
Saint John's Program for Real Change - FSS
South County Services - SN
The Salvation Army - SN
Volunteers of America - SN
Waking the Village - FSS
Waking the Village - YSS (Youth)
WIND Youth Services - FSS
WIND Youth Services - YSS (Youth)
WIND Youth Services - SN (Funded on 4/26/18)

EXPENDITURES		
2018 BUDGET	Expended Through 4th Qtr.	Percent Expended
\$48,632	\$48,189	99%
\$37,000	\$37,000	100%
\$25,420	\$25,076	99%
\$27,768	\$27,749	100%
\$60,500	\$60,500	100%
\$22,000	\$21,579	98%
\$60,000	\$60,000	100%
\$45,000	\$45,000	100%
\$55,000	\$54,935	100%
\$33,500	\$31,444	94%
\$20,000	\$20,000	100%

Community Action Board
Program Operator Report Through December 31, 2018
Fourth Quarter

Family Self-Sufficiency	Enrollments				Employed				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Folsom Cordova Comm. Partnership	30	30	30	100%	15	15	16	100+%	
International Rescue Committee	75	75	75	100%	45	45	41	91%	
Next Move Sacramento	150	150	135	90%	135	135	37	27%	
Saint John's Program for Real Change	21	21	76	100+%	5	5	21	100+%	
Waking the Village	24	24	35	100+%	24	24	18	75%	
WIND Youth Services	35	35	64	100+%	26	26	30	100+%	

Youth and Senior Supports	Enrollments				Service Goals				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Childrens Receiving Home of Sacramento - (Youth)	34	34	30	88%	28	28	19	68%	Award approved on 9/21/18
Department of Health and Human Services - (Seniors)	14	14	18	100+%	14	14	18	100+%	
Health Education Council - (Youth)	50	50	24	48%	30	30	18	60%	
La Familia Counseling Center - (Youth)	40	40	36	90%	34	34	32	94%	
Waking the Village - (Youth)	30	30	29	97%	30	30	29	97%	
WIND Youth Services - (Youth)	50	50	52	100+%	30	30	52	100+%	

**Community Services Block Grant
Program Operator Report Through December 31, 2018
Fourth Quarter**

SAFETY-NET	Total Households Served YTD	Food				Eviction Assistance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	795	333	333	795	100+%												
Folsom Cordova Community Partnership	419	273	273	248	91%					6	6	6	100%	5	5	0	0%
Lao Family Community Development	88					8	8	16	100+%	7	7	12	100+%	22	22	23	100+%
My Sister's House	62					54	54	49	91%	35	35	26	74%				
Next Move Sacramento	87	83	83	0	0%	8	8	0	0%	7	7	0	0%	112	112	87	78%
River City Food Bank	4,778	2,912	2,912	4,778	100+%												
South County Services	325	321	321	266	83%	29	29	30	100+%	46	46	46	100%				
The Salvation Army	505					150	150	150	100%	134	134	149	100+%	28	28	14	50%
Volunteers of America	110	40	40	22	55%	18	18	20	100+%	9	9	18	100+%	40	40	40	100%
WIND Youth Services	238	200	200	196	98%	7	7	2	29%	9	9	7	78%				

**Community Services Block Grant
Program Operator Report Through December 31, 2018
Fourth Quarter**

SAFETY-NET	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank																
Folsom Cordova Comm. Partnership	4	4	5	100+%	150	150	264	100+%	84	84	194	100+%	26	26	0	0%
Lao Family Comm. Development	23	23	19	83%					20	20	25	100+%				
My Sister's House																
Next Move Sacramento					132	132	71	54%	4	4	0	0%				
River City Food Bank																
South County Services					36	36	36	100%								
The Salvation Army																
Volunteers of America					80	80	92	100+%								
WIND Youth Services					200	200	145	73%								

ITEM IV-B 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.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Martha Haas

DATE: January 18, 2019

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: On-site fiscal monitoring County of Sacramento, Dept of Children, Family and Adult Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Youth and Senior Services	\$16,500	1/1/17-12/31/17	1/1/17-12/31/17
CSBG	Youth and Senior Services	\$16,500	1/1/18-12/31/18	1/1/18-9/30/18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 1/15/19

	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: County of Sacramento, Dept. of Children, Family and Adult Services

Findings and General Observations:

- 1) We have reviewed the CSBG program from January 1, 2017 to December 31, 2017 and January 1, 2018 to September 30, 2018. The costs reported for this program has been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: January 7, 2019**
FROM: David B. Clark, 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	OS Youth	\$197,195	7/1/17-6/30/18	4/1/18-6/30/18
WIOA	B & IS Adult	\$213,750	7/1/17-6/30/18	4/1/18-6/30/18
WIOA	DW B&IS	\$71,250	7/1/17-6/30/18	4/1/18-6/30/18
WIOA	ELL Navigator	\$60,000	7/1/17-6/30/18	4/1/18-6/30/18
CSBG	Family Self Sufficiency	\$55,000	1/1/18-12/31/18	4/1/18-9/30/18
CSBG	Safety Net	\$25,000	1/1/18-12/31/18	4/1/18-9/30/18
RSS	VESL/ES	\$99,915	10/1/17-9/30/18	4/1/18-9/30/18
TA	ES	\$36,056	10/1/17-9/30/18	4/1/18-9/30/18
RSS	ES/SA	\$26,109	5/1/18-9/30/18	4/1/18-9/30/18

Monitoring Purpose: Initial Follow-up Special Final
Date of review: November 26-30, 2018

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	X			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	X			
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:

- 1) The total costs as reported to SETA from April 1, 2018 to June 30, 2018 for the WIOA program and total costs as reported to SETA from April 1, 2018 to September 30, 2018 for the CSBG and RSS 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: Ms. Michele Steeb **DATE:** January 15, 2019
FROM: David Benjamin Clark, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of St. John's Program for Real Change

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$70,000	1/1/17 - 12/31/17	1/1/17 - 12/31/17
CSBG	FSS	\$25,420	1/1/18 - 12/31/18	1/1/18 - 8/31/18

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: November 16, 2018 Follow Up Date: December 10, 2018

	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	N/A			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Tuition Payments	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: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to the SETA CSBG program 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.

SETA noted that the agency has expended more than \$750,000 in federal grant funds and as a result is subject to a Single Audit under Uniform Guidance. Although the agency has completed and submitted the Single Audit for the fiscal year ending December 31, 2017, the audit report was not submitted to the Federal Audit Clearinghouse in a timely manner. Under Uniform Guidance 2 CFR 200.512(a), single audit reports must be submitted to the Federal Audit Clearinghouse within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

Recommendations for Corrective Action:

SETA recommends that the agency submit future Single Audit reports within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period.

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.