



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, September 14, 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

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

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- A. Chair
- B. Executive Director
- C. Program Manager
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VI. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 8, 2016

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE AUGUST 10, 2016 MEETING

BACKGROUND:

Attached are the minutes of the August 10, 2016 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

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 10, 2016
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
Donald Migge, California Community Credit Union
Lisa Culp, Women's Empowerment
Mary Duncan, Adult & Aging Commission of Sacramento County
Sam Starks, SMUD
Cole Forstedt, United Way
Anthony Garcia, Child Action, Inc.
LaShelle Dozier, Sacramento Housing & Redevelopment Agency

Members Absent:

Blake Young, Sacramento Food Bank & Family Services
Rivkah Sass, Sacramento Public Library Authority

A quorum was established.

II. Consent Item

A. Approval of Minutes of the June 8, 2016 Meeting

Mr. Migge identified one sentence that needs completion. Ms. Julie Davis-Jaffe stated that the minutes would be corrected as suggested.

Moved/Migge, second/Culp, to approve the corrected minutes for the June 8, 2016 meeting.

Voice Vote: Unanimous approval.

III. Action Item

A. Community Services Block Grant Organizational Standard – Approval of a Mission Statement

Ms. Julie Davis-Jaffe stated that SETA staff met with Mr. Starks to develop a mission statement. This will meet one of the standards required for the board.

Mr. Starks acknowledged Mr. Bonanno and staff for their outstanding work on drafting the mission statement.

Mr. Bonanno stated that data is becoming more important and staff is working on plans to require even more data collection throughout the Agency. The Agency has a responsibility to adhere to Results Oriented Management Accountability (ROMA) to ensure the best outcomes are achieved. The data driven community response is appropriate and necessary.

Ms. Dozier recommended the term “data-driven” be included in the new CAB mission statement. She stated that she recently met with the Federal representatives and their team lit up when she mentioned data-driven outcomes. It became clear to her that they had an emphasis on being data-driven, and that it shows a commitment that the programs will be based on something substantive.

Mr. Starks agreed that the term “data-driven” sends a strong message to non-profits about SETA’s need for data. Mr. Starks wants it to be clear that we are looking for certain things, community response/data response, and it would probably go far with the organizations seeking funding from us.

Mr. Bonanno stated that he would not offer his opinion on the wording of the mission statement. He went on to say that there is the assumption that we are all data driven but that the term “data-driven” is somewhat of an esoteric adjective that not everyone in the public would fully understand. However, Mr. Bonanno also stated that with SETA, there is a huge focus on everything being data driven; if it is not proving out, it won’t hold water. It tells everyone that we are no nonsense. Either a program has the data that supports what they are doing or they do not. This is the keyhole through which all other programs seeking CSBG funding must pass through.

Ms. Culp stated that she just came from a meeting where they discussed ‘what is data’. It was frustrating because there was no decision. She sees our job as the Community Action Board to bring the community in to help create innovation, but ask them to verify their results with data.

Moved/Migge, second/Culp, to approve the CAB mission statement as follows:

“To coordinate a community response to address the root causes of poverty in Sacramento County.”

Roll Call vote:

Aye: 5 (Culp, Duncan, Forstedt, Garcia, Migge)

Nay: 3 (Dozier, Nelson, Starks)

Abstentions: 0

Absent: 2 (Sass and Young)

IV. Information Items

A. Community Services Block Grant (CSBG) Funding Augmentation for Program Year 2016

Ms. Davis-Jaffe reviewed this item and stated that it is great news that we received additional funding.

B. Succession Plan for the Executive Director

This plan is required by CSBG Organizational Standard 4.5.

C. Standard for Boards - Consumer Input and Involvement Video

Ms. Culp inquired when the customer satisfaction reports will be presented to the board. Ms. Davis-Jaffe replied that the surveys are in draft form and will be sent to service providers and then sent to customers to collect information on services provided. This will allow staff to get the information on services provided. This process also occurs in preparation for the development of the biannual Community Action Plan, in about six months.

D. Program Operator Monthly Reports – Second Quarter

Mr. Starks reminded the board that we are falling short in terms of finding organizations that deal with high African-American youth crime rates that we identified in the CAP; no African-American organization has been funded to deal with the issues. We have to address this issue. Ms. Davis-Jaffe stated that during the next funding cycle, service providers will have an opportunity to submit a proposal to provide services.

Mr. Starks stated that he would like this issue to be reviewed by staff and requested a process within a process. What can we put in place prior to the normal funding process to ensure there will be a service provider working with African-American youth?

Mr. Bonanno stated that organizations do not have to be on our list to apply for funding. Smaller operators that may not meet SETA's requirement may be able to work with larger organizations that already have the history with SETA. Staff also looks to the board to see what organizations are out there by getting the contact information. Staff is happy to work with any individual that has a passion and to help them make connections. There may be other organizations that have the same mission/goals. Currently, SETA is working to develop multi-disciplinary teams throughout the county as part of the Reduction of African-American Child Deaths Project.

Mr. Starks stated that we have to make sure that the required paperwork, i.e., RFPs, create a clear pathway for smaller organizations. He wants to make sure there is nothing to prevent an organization from being a bridge organization for a smaller group.

Mr. Bonanno stated that the RFP is in response to the community needs and data brought before the board. He encouraged anyone with a passion to help the community to contact him so SETA can work with them.

Ms. Davis-Jaffe stated that staff will look at the organizations already in our system and will reach out to add additional organizations. This issue will be brought back in September perhaps with a recommendation to form a committee to solicit organizations.

Ms. Culp spoke of how her organization was mentored by another organization to get funding. This is a way to coach people so there would be a level playing field.

E. Community Services Block Grant Fiscal Monitoring Reports: No questions.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick reported that the SETA/Head Start program recently had an opportunity to apply for expansion funds to provide services for additional Head Start children. The model for the preschool program is changing; instead of providing services for 3 ½ hours per day, services will be provided six hours per day. The Agency is still implementing the Workforce Innovation and Opportunity Act; there are still a lot of administrative things that need to be done. Ms. Kossick will be visiting all of the funded programs in the next 3-4 months and extended an invitation to CAB members to join.

C. Program Manager: Ms. Davis-Jaffe thanked the board for lively discussion.

D. Members of the Board: No comments.

E. Public: No comments.

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

ITEM III-A - ACTION

APPROVAL TO ESTABLISH A STRATEGIC PLAN DEVELOPMENT COMMITTEE

BACKGROUND:

Category 6 of the Community Services Block Grant (CSBG) Organizational Standards includes the development of a strategic plan. The Sacramento Employment and Training Agency does not currently have a Strategic Plan with the criteria required in the Organizational Standards in place to meet this standard. The following standards may only be achieved with the successful development of an agency-wide Strategic Plan:

STANDARDS

Standard 6.1 - The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.

Standard 6.2 – The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.

Standard 6.3 – The approved strategic plan contains family, agency, and/or community goals.

Standard 6.4 – Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.

Standard 6.5 – The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.

Staff will be available to answer questions.

RECOMMENDATION:

Staff recommends the CAB establish a committee to develop recommendations for inclusion in the agency-wide strategic plan.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-B - ACTION

TARGETED OUTREACH TO INCREASE SERVICES TO THE
AFRICAN-AMERICAN COMMUNITY

BACKGROUND:

On September 4, 2015, SETA released the Request for Proposals (RFP) for the 2016 Program Year to address poverty related needs within Sacramento County and identified in the 2016-2017 Community Action Plan (CAP). Under the Youth and Senior Supports section of allowable activities described in the RFP, services likely to reduce the high misdemeanor and felony arrest rates of African-American youth were solicited.

By the proposal submittal deadline of October 8, 2015, no proposals to work with this target population were submitted. Subsequently, Community Action Board (CAB) members have recommended that staff propose alternate strategies to develop or augment existing capacity within the community to address the needs of this target group.

Staff will be available to answer questions.

RECOMMENDATION:

Staff recommends that the CAB establish a committee to develop outreach to African-American communities. In addition, brainstorm ideas on how to increase organizational capacity within organizations that serve those communities.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A - INFORMATION

STANDARD FOR BOARDS – COMMUNITY ENGAGEMENT VIDEO

BACKGROUND:

Staff will share Video #3 on Community Engagement to meet the training requirements for the Standard for Boards.

Please view the remainder of the Standard for Boards training videos outside of the CAB. Link to video is below:

https://www.youtube.com/playlist?list=PLMVDY93WCekqzYtF_TUostM98dBD1il3T.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV-B - INFORMATION

PROGRAM OPERATOR MONTHLY REPORT – THIRD QUARTER

BACKGROUND:

CSBG Program Operator Monthly report data for the 3rd Quarter of the program year are in the process of being collected. Staff will present the data at the meeting in October 2016.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV-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.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Rachel Rios **DATE: August 15, 2016**
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	OSY	\$ 293,940	7/1/15-6/30/16	9/1/15-2/29/16
CW	OJT/ESS	\$ 266,761	7/1/15-6/30/16	9/1/15-2/29/16
WIOA	US	\$ 61,000	7/1/15-6/30/16	9/1/15-2/29/16
CSBG	YSS	\$ 55,000	1/1/16-12/31/16	1/1/16-2/29/16
WIOA	OJT/A	\$ 132,963	7/1/15-6/30/16	9/1/15-2/29/16

Monitoring Purpose: Initial **(interim)** **Follow-Up** **Special** **Final**
Date of review: April 18-22, 2016

CSBG **FSS** **\$ 55,000** **1/1/15-12/31/15** **3/1/15-12/31/15 - 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		

Program Operator: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for 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: Ms. Nilda Valmores **DATE:** August 18, 2016

FROM: Mayxay Xiong, SETA Fiscal Monitor

RE: Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,000	1/1/15-12/31/15	1/1/15-12/31/15
CSBG	Safety Net	\$26,100	1/1/16-12/31/16	1/1/16-6/30/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 8/15 & 8/17/16

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	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: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG programs from January 1, 2015 to June 30, 2016. The costs reported for these programs have 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: Ms. Michele Steeb **DATE:** September 1, 2016
FROM: Tammi L. Kerch, 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	1/28/16-12/31/16	1/28/16-6/30/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: August 23, 2016

	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	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: St. John's Program for Real Change

Findings and General Observations:

The total costs as reported to SETA for CSBG 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: Ms. Wanda Williams **DATE:** August 12, 2016
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	1/1/15-12/31/15	5/1/15-12/31/15

Monitoring Purpose: **Initial** **Follow-up** **Special** **Final**
Date of review: 7/19/16

	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	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:

- 2) The total costs as reported to SETA from May 1, 2015 to December 31, 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: Mr. Leo McFarland

DATE: August 30, 2016

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 7,519	1/1/15-12/31/15	1/1/15-12/31/15

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

Date of review: March 2016 desk audit with follow-up July 13, 2016

	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
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Page 2

Program Operator: Volunteers of America

Findings and General Observations:

The total costs as reported to SETA CSBG programs 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.