



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, August 14, 2013

TIME: 8:30 a.m.

PLACE: Shasta 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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VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, AUGUST 7, 2013

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE JUNE 12, 2013 MEETING

BACKGROUND:

Attached are the minutes of the June 12, 2013 meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

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, June 12, 2013
10:00 a.m.

I. Call to Order/Roll Call

Ms. Denise Nelson stated that information items will be presented while waiting for a quorum.

Members Present:

Denise Nelson, Head Start Policy Council
Mary Benson, Child Action, Inc.
Beth White, Catholic Charities of Sacramento
Blake Young, Sacramento Food Bank & Family Services
Sam Starks, SMUD
John Healey, California Emergency Food Link
Dana Mitchell, Human Rights/Fair Housing

Members Absent:

Tom Bennett, United Way
Nicolas Johnson, Sacramento County Adult & Aging Commission
Alan Lange, Community Link
Benjamin Bailey, Head Start Policy Council
Debra Morrow, Sacramento County Department of Health and Human Services

Mr. Sam Starks introduced Mr. Gary King, SMUD's Chief Workforce & Technology Officer.

Presentation by the Sacramento Municipal Utility District on Upcoming Rate Increases: Mr. Gary King

Mr. King stated that the presentation is to inform the public of changes SMUD is recommending to the rates. SMUD staff believes that it is important to make a presentation to the customers regarding the possible rate increases in order to gather comments and inform its board of directors.

SMUD staff is recommending a two-part rate increase to their board. One of the parts includes a rate increase: 2.5% increase in 2014 and a 2.5% increase in 2015. The second part of the recommendation includes a restructure the rates. The proposed rate increase is in line with inflation. Mr. King stated that the SMUD board will be presented with the staff proposal at its August 1 meeting.

The State of California is requiring that by 2030, 33% of SMUD's energy comes from renewable resources. The rate increase will not go toward staffing, pension increases or infrastructure improvement.

The rate restructuring will better align with the cost of energy that is actually delivered. This will assist customers to better understand what they are paying for and to have more control over their electric usage. The restructuring will be spread out from 2014 through 2017.

SMUD has an energy assistance program; one in five of SMUD's customers are on the energy assistance program. The maximum discount will be modified to encourage customers to conserve energy consumption. The expected increase will be \$2-4 per month, depending upon usage.

A quorum was achieved and Ms. Nelson called the meeting to order at 10:30 a.m.

II. Consent Item

A. Approval of Minutes of the May 8, 2013 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Benson, to approve the May 8, 2013 minutes.
Voice Vote: Unanimous approval.

III. Action Items

A. Approval of the 2014-2015 Community Services Block Grant Community Action Plan

Ms. Sherwood-Green stated that the document before the board includes a complete community needs assessment. The plan will be utilized to develop the Request for Proposals, which will be presented later in the year. In light of the community needs assessment, staff recommends the continuation of services for low-income families, frail, homebound elderly, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, and other vulnerable populations with an emphasis on comprehensive services that will likely lead to self-sufficiency. Activities planned include Safety-net or one-time emergency services and outcome-based, case managed services designed to move clients toward economic security.

The Agency has been very successful with Pathways to Employment, an OJT program for homeless individuals funded through a CSBG discretionary grant.

The SETA Governing Board will consider approval of this plan at its June 20, 2013 meeting.

Mr. Victor Bonanno reviewed the proposed plan. The proposed plan is a snapshot of what is going on in the community. The purpose of the Community Action Plan is to identify target groups and target areas that are disproportionately experiencing the effects of poverty. The plan will be utilized to develop innovative strategies to ameliorate their conditions of poverty.

Mr. Starks thanked staff for the plan. He would like to include a discussion on race and how it is a real factor on poverty. Race is the elephant in the room. Mr. Starks would like to have a discussion where can we focus the resources for the most effect.

Mr. John Healey read a report that the county is now saying that 92% of all eligible low income people are receiving some kind of food assistance. He doubts the number is that high. There is a national report coming out later in the year that may more clearly show Sacramento County's food needs. Mr. Healey explained how some people can choose between cash assistance to purchase food or food stamps, which can skew the numbers substantially.

Moved/Healey, second/Benson, to approve the 2014-2015 Community Services Block Grant Community Action Plan.
Voice Vote: Unanimous approval.

IV. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick reported that based on sequestration, the Agency will be changing Head Start days and hours in Head Start centers. The Agency had a 5.27% decrease in the Head Start grant.

The Agency released a Workforce Investment Act Request for Proposals (RFP) and 13 proposals were received. There will be a modification to the provision of services by decreasing the number of comprehensive one stop centers but instituting training centers based on federal and state law. The emphasis on training centers is countywide with the addition of eight training centers. There will be more emphasis on people connecting on the web site.

There will be five remaining one stop career centers that will connect with the eight new training centers. The five career centers are: EDD/Mark Sanders, Hillsdale, Rancho Cordova, Galt, and Franklin. The Agency web site be updated and the public informed when these changes are made.

Mr. Starks asked if the Head Start cuts would be long-term. Ms. Kossick replied yes. There are four delegate agencies: four school districts and one community based organization. Each of these delegate agencies has determined how they will absorb the sequestration cuts. Internally, SETA has 30 sites and 9 centers will be transitioning over to the traditional school year. Some of the full-day programs have been decreased to part-day programs.

- C. Program Manager: Ms. Sherwood-Green reported that the CSBG program has been affected by the sequestration cuts. Originally, staff was expecting a 6.2% reduction but it is now a 2.7% decrease. Part of the sequestration cut was backfilled by CSBG Discretionary funding by CSD. Because of the new formula for determining CSBG allocations, the Agency will be receiving more in 2013 than in 2012.

SETA was successful in receiving a \$1 million for Covered California; this grant will be utilized to raise awareness on health insurance options. SETA will be working with community organizations during the 18-month period to educate the public.

- D. Members of the Board: Ms. Mitchell reported that Ms. Barbara Lehman will be retiring from the Human Rights/Fair Housing Commission. The commission has been hit through a trickle down budget impacts. Elk Grove, Rancho Cordova, and Citrus Heights will not be contracting for fair housing services. Ms. Lehman found some green energy grants and the Commission will be partnering with code enforcement to assist with people who are out of code. Right now, the 501(c)(3) is funding the program. The Commission is considering returning responsibilities back to the local governments and let the housing authority provide fair housing services. The Commission is in emergency meeting mode and is considering strategies to keep the doors open.
- E. Public: None.
- V. Adjournment: The meeting was adjourned at 11:14 a.m.

ITEM III- A– ACTION

APPROVAL OF THE COMMUNITY SERVICES BLOCK GRANT (CSBG) REQUEST FOR PROPOSALS FOR THE 2014 PROGRAM YEAR

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California Department of Community Services and Development (CSD) that relies on public testimony about unmet community needs.

On June 20, 2013, the SETA Governing Board approved the 2014/2015 Community Action Plan (CAP). The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the CAP.

At this time, the federal government has not approved a budget and the total amount of Community Services Block Grant funding for the 2014 program year is not known. For planning purposes, SETA has included in the RFP an available amount that is based on approximately fifty percent of the 2013 allocation. A total of \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the CAP. The estimated available funding for the 2014 CSBG RFP is as follows:

1. Sixty percent (60%), or \$480,000, for Safety-Net Services, one-time or limited services to families who find themselves in a crisis or emergency situation.
2. Forty percent (40%), or \$320,000, for Family Self Sufficiency services, which are comprehensive, case-managed services for families.

SETA will target the most vulnerable populations in Sacramento County. For the 2014 program year, groups that will receive priority for services include low-income families, at-risk youth, homebound seniors, the disabled, and homeless individuals and families, including homeless youth.

The process and criteria for selecting delegate agencies to implement services and activities of SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2014 Fiscal Year that has been sent under separate cover.

The SETA Governing Board will consider approval of the CSBG RFP at its September 5, 2013 meeting. If approved, the CSBG RFP will be released on September 6, 2013, at 1:00 p.m.

RECOMMENDATION:

Approve the CSBG Request For Proposals for the 2014 Fiscal Year.

ITEM IV-A – 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.

Program Operator: Folsom Cordova Community Partnership

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2012 to August 31, 2012 for the WIA OJT programs, and from January 1, 2012 to August 31, 2012 for the CSBG Safety Net program have been traced to the delegate agency records. The records were verified and appear to be in order.
2. The expenses reported for the OJT CalWorks program ending on June 30, 2012 exceeded the actual expenses by \$98.44.
3. The expenses reported for the OJT Adult program ending on June 30, 2012 exceeded the actual expenses by \$445.29.

Recommendations for Corrective Action:

- 1) Reimburse SETA the amount of \$543.73.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kendra Thao **DATE:** June 19, 2013
FROM: D'et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS/TA	SA&CO(ORD)	\$10,970	10/1/11-9/29/12	10/1/11-9/29/12
RESS	SA&CO(RESS)	\$33,750	10/1/11-9/30/12	10/1/11-9/30/12
CSBG	FSS	\$23,800	1/1/12-12/31/12	1/1/12-12/31/12
RESS/TA	SA&CO(ORD)	\$3,353	10/1/12-4/30/13	10/1/12-2/28/13
CSBG	FSS	\$23,800	1/1/13-12/31/13	1/1/13-2/28/13

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 3/27/13

	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: Hmong Women's Heritage Association

Findings and General Observations:

1. The total costs as reported to SETA from October 1, 2011 to February 28, 2013 for the Refugee programs and from January 1, 2012 to February 28, 2013 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) There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION

COMMUNITY SERVICES BLOCK GRANT EXPENDITURE REPORT

BACKGROUND:

Attached for your information is the most recent Community Services Block Grant Expenditure report.

Staff will be available to answer questions.

ITEM IV-C - INFORMATION

2012 COMMUNITY SERVICES BLOCK GRANT PATHWAYS TO EMPLOYMENT PROGRAM OUTCOMES

BACKGROUND:

In June, 2012, SETA received a one-year Community Services Block Grant Discretionary award of \$100,000 to implement Pathways to Employment (PTE), a new On-the-Job Training program for individuals who are homeless or residing in transitional housing or homeless shelter, are long-term unemployed, and have multiple barriers to obtaining employment. This innovative project was the first subsidized employment program to target the unique needs of homeless individuals in Sacramento County.

SETA collaborated with the County Department of Human Assistance, Women's Empowerment, Volunteers of America, the State Department of Rehabilitation, Sacramento Steps Forward, and the Sacramento Housing Alliance to develop the project. Participants were provided pre-employment skills training, up to three months of subsidized employment, support services, financial benchmark incentives, career coaching, mentoring, and case management to overcome conditions of homelessness and succeed in their chosen career.

By the end of the project period, June 30, 2013, outcome goals were met or exceeded. Twenty-four (24) participants were to be enrolled into PTE; actual enrollment was 33.

Goal 1: 18 participants (75% of enrollments) will obtain unsubsidized employment by June, 2013.

Actual Results: 24 participants have entered unsubsidized employment by June, 2013, surpassing the planned goal by 133%. The average unsubsidized wage for the participants is \$10.05 per hour.

Goal 2: 23 participants will have a better understanding of their job interests and skills.

Actual Results: 33 participants have a better understanding of their job interests and skills as identified by the results of knowledge and skills assessments, or 143% of the planned goal.

Goal 3: 22 participants will gain the employment skills they need to qualify for unsubsidized employment in the career field of their choosing.

Actual Results: 24 participants have completed the OJT and gained skills needed to qualify for unsubsidized employment, or 109% of the planned goal.

Goal 4: 22 participants will have a greater knowledge of community supports which could help avert future homelessness.

Actual Results: 29 participants achieved greater knowledge of community supports, or 132% of planned goal.

Staff will be available to answer questions.

ITEM IV-D - INFORMATION

2012 COMMUNITY SERVICES BLOCK GRANT YEAR END REPORTS

BACKGROUND:

Attached for your information are the final program reports for the 2012 CSBG program year. A total of 6,265 unduplicated persons were served.

Staff will be available to answer questions.

Please use the CSD 295 Client Characteristic Report Instructions and Helpful Hints to complete this form.

1 Contractor Name:	Sacramento Employment and Training Agency	Contract #:	13F-3033
Prepared By (name):	Victor Bonanno	Report Period:	1/1/13 - 6/30/13
Phone Number:	(916) 263-4364	Email address:	victor@delapaso.seta.n

Demographic data should be collected on ALL clients receiving services under any program administered by the designated Community Action Agency.

Yellow Highlighted Sections represent demographics collected on INDIVIDUALS			
2 Total unduplicated number of persons about whom one or more characteristics were obtained			6,265
3 Total unduplicated number of persons about whom no characteristics were obtained			
Blue Highlighted Sections represent demographics collected on FAMILIES			
4 Total unduplicated number of families about whom one or more characteristics were obtained			4,053
5 Total unduplicated number of families about whom no characteristics were obtained			
6. Gender		Number of Persons*	
a. Male		2,915	
b. Female		3,350	
	*Total	6,265	
7. Age		Number of Persons*	
a. 0-5		1,184	
b. 6-11		774	
c. 12-17		643	
d. 18-23		509	
e. 24-44		1,737	
f. 45-54	Sum of 7e thru 7h =	551	
g. 55-69	3119	619	
h. 70+		212	
	*Total	6,229	
8. Ethnicity/Race			
i. Ethnicity			
a. Hispanic, Latino or Spanish Origin		1,648	
b. Not Hispanic, Latino or Spanish Origin		4,574	
	*Total	6,222	
ii. Race			
a. White		1,783	
b. Black or African American		2,200	
c. American Indian and Alaskan Native		69	
d. Asian		227	
e. Native Hawaiian and Other Pacific Islander		76	
f. Other		1,248	
g. Multi-Race (any 2 or more of the above)		601	
	*Total	6,204	
9. Education Level of Adults			
		Number of Persons 24+**	
a. 0-8		250	
b. 9-12/Non-Graduate		597	
c. High School Graduate/GED		1,029	
d. 12+ Some Post Secondary		614	
e. 2 or 4 yr. College Graduates		257	
	** Total	2,747	
10. Other Characteristics			
		Number of Persons*	
	Yes	No	Total *
a. Health Insurance	4690	1,081	5,771
b. Disabled	957	5,160	6,117
11. Family Type			
		Number of Families***	
a. Single Parent/Female		705	
b. Single Parent/Male		103	
c. Two-Parent Household		432	
d. Single Person		1,296	
e. Two Adults - No Children		189	
f. Other		177	
	***Total	2,902	
12. Family Size			
		Number of Families ***	
a. One		2,072	
b. Two		660	
c. Three		490	
d. Four		385	
e. Five		223	
f. Six		120	
g. Seven		56	
h. Eight or more		47	
	***Total	4,053	
13. Source of Family Income			
		Number of Families	
a. Unduplicated # of Families Reporting One or More Sources of Income***		3,063	
b. Unduplicated # of Families Reporting No Income		925	
Total UNDUP Families who responded as either having a source of income or having no income ***		3,988	
Record the sources of each family income as reported in 13a above:			
c. TANF		762	
d. SSI		1,006	
e. Social Security		459	
f. Pension		61	
g. General Assistance		499	
h. Unemployment Insurance		149	
i. Employment + Other Source		104	
j. Employment only		471	
k. Other		216	
	****Total (c. through k.)	3,727	
14. Level of Family Income % of FHS guideline			
		Number of Families ***	
a. Up to 50%		1,695	
b. 51% to 75%		404	
c. 76% to 100%		697	
d. 101% to 125% *****		60	
e. 126% to 150% *****		19	
f. 151% to 175% *****		26	
g. 176% to 200% *****			
h. 201% and over *****			
	***Total	2,901	
15. Housing			
		Number of Families ***	
a. Own		174	
b. Rent		1,431	
c. Homeless		1,037	
d. Other		260	
	***Total	2,902	
16. Other family characteristics			
		Number of Families***	
a. Farmer		2	
b. Migrant Farmworker		2	
c. Seasonal Farmworker		3	

* The sum in this category should not exceed the value of Section 2.
 ** The sum in this category should not exceed the value of Section 7.e-h.
 *** The sum in this category should not exceed the value of Section 4.
 **** The sum in this category should be greater than or equal to Section 13.a.
 ***** Reminder, September 30, 2010 was the cutoff date for reporting CSBG clients served up to 200% of the Federal Poverty Guidelines.

CSBG/NPI Programs Report

Goal 1: Low-income people become more self-sufficient.

NPI 1.2: Employment Supports

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: A lack of reliable transportation or stable housing creates a high barrier to seeking, acquiring or maintaining employment

Cause of the Problem: Sacramento's delayed recovery from the economic downturn limits available employment opportunities, and persistently high unemployment in the region creates a highly competitive job market for job openings

Target Group(s) Affected: Unemployed and under-employed working-age transitional housing residents seeking self-sufficiency

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: Transitional housing support and providing resources necessary to assure access to transportation or DMV services

Delivery Strategy: Staff will provide on-site client casemanagement as part of a team working towards a successful client transition to self-sufficiency.

Program Activities: Staff will provide access to reliable transportation, DMV resources and resources necessary for the maintenance or

National Performance Indicator 1.2		1	2	3	4	5
Employment Supports	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (3/1=4) (%)	Explanations Required (Report on last tab)
A. Obtained skills/competencies required for employment	Mid-Year					
	Annual					
B. Completed ABE/GED and received certificate or diploma	Mid-Year					
	Annual					
C. Completed post-secondary education program and obtained certificate or diploma	Mid-Year					
	Annual					
D. Enrolled children in "before" or "after" school programs	Mid-Year					
	Annual					
E. Obtained care for child or other dependant	Mid-Year					
	Annual					
F. Obtained access to reliable transportation and/or driver's license	Mid-Year	25	23	23	92%	
	Annual	40				
G. Obtained health care services for themselves or a family member	Mid-Year					
	Annual					
H. Obtained safe and affordable housing	Mid-Year	400	693	693	173%	Explanation
	Annual	700				
I. Obtained food assistance	Mid-Year					
	Annual					
J. Obtained non-emergency LIHEAP energy assistance	Mid-Year					
	Annual					
K. Obtained non-emergency WX energy assistance	Mid-Year					
	Annual					
L. Obtained other non-emergency energy assistance (State/local/private energy programs. Do Not Include LIHEAP or WX)	Mid-Year					
	Annual					

In the rows below, please include any additional indicators for NPI 1.2 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Contractor Name: Sacramento Employment and Training Agency
 Contact Person and Title: Cindy Sherwood-Green, Workforce Development Manager
 Phone Number: (916) 263-3857 Ext. Number: _____
 E-mail Address: cindysg@delpaso.seta.net Fax Number: (916) 263-4139

Goal 4: Partnerships among supporters and providers of services to low-income people are achieved.

NPI 4.1: Expanding Opportunities through Community-Wide Partnerships

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: No single Sacramento County entity has adequate resources or depth of staff experience to help overcome all self-sufficiency barriers facing CSBG eligible households.

Cause of Problem: The complex and siloed nature of social service funding streams

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: Planning and the delegation of roles and resources to partners.

Delivery Strategies: Community integration and alignment.

Service Description: Partners coordinate and implement related activities intended to ameliorate barriers to CSBG eligible households achieving self-

National Performance Indicator 4.1		1	2	3	4
Expanding Opportunities Through Community-Wide Partnerships		Number of Organizational Partnerships Expected to Achieve in Reporting Period (#)	Number of Organizational Partnerships in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (2/1=3) (%)	Explanations Required (Report on last tab)
The number of organizations, both public and private, community action actively works with to expand resources and opportunities in order to achieve family and community outcomes.					
A. Non-Profit	Mid-Year	18	18	100%	
	Annual	18			
B. Faith Based	Mid-Year	4	4	100%	
	Annual	4			
C. Local Government	Mid-Year	5	5	100%	
	Annual	5			
D. State Government	Mid-Year	4	4	100%	
	Annual	4			
E. Federal Government	Mid-Year	2	2	100%	
	Annual	2			
F. For-Profit Business or Corporation	Mid-Year	6	6	100%	
	Annual	6			
G. Consortiums/Collaboration	Mid-Year	2	2	100%	
	Annual	2			
H. Housing Consortiums/Collaboration	Mid-Year	3	3	100%	
	Annual	3			
I. School Districts	Mid-Year	3	3	100%	
	Annual	3			
J. Institutions of post secondary education/training	Mid-Year	2	2	100%	
	Annual	2			
K. Financial/Banking Institutions	Mid-Year				
	Annual				
L. Health Service Institutions	Mid-Year	1	1	100%	
	Annual	1			
M. State wide associations or collaborations	Mid-Year	2	2	100%	
	Annual	2			
The total number of organizations CAAs work with to promote family and community outcomes				Mid-Year	52
				Annual	

In the rows below, please add other types of partners with which your CAA has formed relationships that were not captured above.

Mid-Year				
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CSBG/NPI Programs Report

Contractor Name: Sacramento Employment and Training Agency
 Contact Person and Title: Cindy Sherwood-Green, Workforce Development Manager
 Phone Number: (916) 263-3857 Ext. Number: _____
 E-mail Address: cindysg@delpaso.seta.net Fax Number: (916) 263-4139

Goal 5: Agencies increase their capacity to achieve results.

NPI 5.1: Agency Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)
 Problem: Inadequate human capital resources to achieve planned family and community outcomes
 Cause of Problem: The rapidly changing face of poverty and evidenced based/informed anti-poverty strategies
 Target Group Affected: CSBG eligible households
 Location of Those Affected: Sacramento County

Program Activities and Delivery Strategies: (If additional space is needed, please attach a
 Planned Activities: Staff and Community Action Board training.
 Delivery Strategies: Staff and Community Action Board members are prepared with an understanding of the latest anti-poverty strategies and best practices.
 Service Description: Staff and Community Action Board receive training in areas critical to reaching planned family and community

National Performance Indicator 5.1			1	2	3	4
Agency Development						
The number of human capital resources available to Community Action that increase agency capacity to achieve family and community outcomes, as measured by one or more of the following:		Reporting Period	Number of Resources in Agency Expected to Achieve in Reporting Period (#)	Number of Resources in Agency in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (2/1=3) (%)	Explanations Required (Report on last tab)
A.	Number of Certified Community Action Professionals	Mid-Year				
		Annual				
B.	Number of ROMA Trainers	Mid-Year				
		Annual				
C.	Number of Family Development Trainers	Mid-Year				
		Annual				
D.	Number of Child Development Trainers	Mid-Year				
		Annual				
E.	Number of staff attending trainings	Mid-Year	200	251	126%	Explanation
		Annual	400			
F.	Number of board members attending trainings	Mid-Year	3	65	2167%	Explanation
		Annual	6			
G.	Hours of staff in trainings	Mid-Year	285	13,429	4712%	Explanation
		Annual	550			
H.	Hours of board members in trainings	Mid-Year	48	201	419%	Explanation
		Annual	58			

In the rows below, please include any additional indicators that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Contractor Name: Sacramento Employment and Training Agency
 Contact Person and Title: Cindy Sherwood-Green, Workforce Development Manager
 Phone Number: (916) 263-3857 Ext. Number: _____
 E-mail Address: cindysg@delpaso.seta.net Fax Number: (916) 263-4139

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.1: Independent Living

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Homebound or disabled seniors without adequate family or financial resources are unable to live safely in their housing-of-choice

Cause of the Problem: Members of the senior's traditional support system are estranged, have died, moved away or are too frail to assist

Target Group Affected: Homebound seniors and disabled seniors 60+ who are unable to perform all of life's basic physical activities and without the financial resources to secure assistance in the private marketplace.

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet)

Planned Activities: Staff will provide for regularly scheduled in-home visits, telephone check-ins, transportation assistance and the delivery of surplus food commodities

Delivery Strategies: All services will be provided through the senior's assigned staff (peer mentor) to build trust

Service Description: Staff will provide companionship, assist with shopping and help the senior access needed resources or services available in the

National Performance Indicator 6.1		1	2	3	4
Independent Living	Reporting Period	Number of Vulnerable Individuals Living Independently Expected to be Served in Reporting Period (#)	Number of Vulnerable Individuals Living Independently in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (2/1=3) (%)	Explanations Required (Report on last tab)
The number of vulnerable individuals receiving services from community action who maintain an independent living situation as a result of those services:	Mid-Year	125	142	114%	
	Annual	150			
A. Senior Citizens (<i>seniors can be reported twice, once under Senior Citizens and again, if they are disabled, under Individuals with Disabilities, ages 55-over.</i>)	Mid-Year	38	33	87%	
	Annual	45			
B. Individuals with Disabilities	Mid-Year				
	Annual				
Ages: a. 0-17	Mid-Year				
	Annual				
b. 18-54	Mid-Year				
	Annual				
c. 55-over	Mid-Year	38	33	87%	
	Annual	45			

In the rows below, please include any additional indicators for NPI 6.1 that were not captured above.

	Mid-Year				
	Annual				

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.2: Emergency Assistance

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Federal, state and local resources are not adequate to meet the vital emergency needs of families living below federal poverty income guidelines

Cause of the Problem: Persistent, high unemployment, under-employment and state and local public sector cut-backs in resources serving the poor

Target Group Affected: Persons living below federal poverty income guidelines

Location of those Affected: Sacramento County

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet)

Planned Activities: Provide direct emergency "Safety-Net" resources through CSBG funded case managers and SETA Workforce Development Professionals

Delivery Strategies: Utilize all SETA partnering agencies serving target group individuals and families, and Sacramento County's comprehensive referral system, 2-1-1 Sacramento, for service referral.

Service Description: Provide for food packages, prepared hot food, food vouchers, housing and utility vendor payments, temporary shelter, legal assistance, clothing and transportation.

National Performance Indicator 6.2		1	2	3	4	5
Emergency Assistance		Number of Individuals Seeking Assistance Projected to be Served in Reporting Period (#)	Number of Individuals Seeking Assistance in Reporting Period (#)	Number of Individuals Receiving Assistance in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (3/1=4) (%)	Explanations Required (Report on last tab)
The number of low-income individuals served by community action who sought emergency assistance and the number of those individuals for whom assistance was provided.	Reporting Period					
A. Emergency Food	Mid-Year	2,200	1,657	1,657	75%	Explanation
	Annual	3,850				
B. Emergency fuel or utility payments funded by LIHEAP or other public and private funding sources	Mid-Year	175	204	204	117%	
	Annual	341				
C. Emergency Rent or Mortgage Assistance	Mid-Year	150	277	277	185%	Explanation
	Annual	360				
D. Emergency Car or Home Repair (i.e. structural appliance, heating systems, etc.)	Mid-Year					
	Annual					
E. Emergency Temporary Shelter	Mid-Year	140	153	153	109%	
	Annual	271				
F. Emergency Medical Care	Mid-Year					
	Annual					
G. Emergency Protection from Violence	Mid-Year					
	Annual					
H. Emergency Legal Assistance	Mid-Year	700	759	759	108%	
	Annual	1,325				
I. Emergency Transportation	Mid-Year	270	277	277	103%	
	Annual	540				
J. Emergency Disaster Relief	Mid-Year					
	Annual					
K. Emergency Clothing	Mid-Year	120	241	241	201%	Explanation
	Annual	204				

In the rows below, please include any additional indicators for NPI 6.2 that were not captured above.

	Mid-Year					
	Annual					

CSBG/NPI Programs Report

Goal 6: Low-income people, especially vulnerable populations, achieve their potential by strengthening family and other supportive environments.

NPI 6.3: Child and Family Development

Problem Statement: (If additional space is needed, please attach a separate sheet.)

Problem: Many children do not have the benefit of adequate out-of-school oversight, positive role models to mentor them or families with healthy family functioning, to learn life skills necessary to become self-sufficient

Cause of the Problem: Inadequate public resources for out-of-school youth activities, the high rate of single parent households, mono-lingual immigrant households struggling to bridge old world cultures with new and an abundance of violent gangs vying for new members from disassociated youth

Program Activities and Delivery Strategies: (If additional space is needed, please attach a separate sheet.)

Planned Activities: After school social/educational enrichment programs, gang intervention programs, GED/college outreach and assistance programs and programs that support healthy family functioning

Delivery Strategies: Whenever possible, services will include the entire family unit. In the instance of homeless youth, unless involving the family poses a physical or emotional threat to the youth, every effort will be made to include appropriate family members in youth decisions or in a decision to reunify with the family. When possible,

National Performance <u>Indicator 6.3</u>		1	2	3	4	5
Child and Family Development	Reporting Period	Number of Participants Expected to Achieve Outcome in Reporting Period (#)	Number of Participants Enrolled in Program(s) in Reporting Period (#)	Number of Participants Achieving Outcome in Reporting Period (#)	Percentage Achieving Outcome in Reporting Period (3/1=4) (%)	Explanations Required (Report on last tab)
A. INFANTS & CHILDREN						
1. Infants and children obtain age appropriate immunizations, medical, and dental care	Mid-Year					
	Annual					
2. Infant and child health and physical development are improved as a result of adequate nutrition	Mid-Year					
	Annual					
3. Children participate in pre-school activities to develop school readiness skills	Mid-Year					
	Annual					
A. INFANTS & CHILDREN						
4. Children who participate in pre-school activities are developmentally ready to enter Kindergarten or 1st Grade	Mid-Year					
	Annual					
B. YOUTH						
1. Youth improve health and physical development	Mid-Year					
	Annual					
2. Youth improve social/emotional development	Mid-Year					
	Annual					
3. Youth avoid risk-taking behavior for a defined period of time	Mid-Year					
	Annual					
4. Youth have reduced involvement with criminal justice system	Mid-Year					
	Annual					
5. Youth increase academic, athletic, or social skills for school success	Mid-Year	45	46	46	102%	
	Annual	70				
C. PARENTS AND OTHER ADULTS						
1. Parents and other adults learn and exhibit improved parenting skills	Mid-Year					
	Annual					
2. Parents and other adults learn and exhibit improved family functioning skills	Mid-Year					
	Annual					
<i>In the rows below, please include any additional indicators for NPI 6.3 that were not captured above.</i>						
6.3-B6 Foster and formerly incarcerated youth transition into local or state college.	Mid-Year	45	50	50	111%	
	Annual	50				

CSBG/NPI Programs Report

6.3-B7 Homeless youth in safe shelter or housing	Mid-Year	50	48	48	96%	
	Annual	94				

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. Cindy Sherwood-Green, 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.