



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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City of Sacramento

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Board of Supervisors
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REGULAR MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, April 14, 2021

TIME: 10:00 a.m.

LOCATION: via Zoom

<https://us02web.zoom.us/j/86944888318?pwd=djd4YUxINzhJaUcwZWZZN0JIZDBKZz09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Community Action Board is conducting this regular meeting on Zoom at.

<https://us02web.zoom.us/j/86944888318?pwd=djd4YUxINzhJaUcwZWZZN0JIZDBKZz09>
Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by dialing any of the following telephone numbers and entering in the Meeting ID: 869 4488 8318; Passcode: 280947; One tap mobile: +16699006833, 86944888318# US (San Jose). Find your local number: <https://us02web.zoom.us/j/86944888318?pwd=djd4YUxINzhJaUcwZWZZN0JIZDBKZz09>. Members of the public are encouraged to participate in the meeting by submitting written comments in the Q&A section of the Zoom meeting or by email to: Wendy.Tanner@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Wendy Tanner at (916) 263-5660, or Wendy.Tanner@seta.net and please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the CAB, and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [Wendy.Tanner@seta.netwww.seta.net](http://www.seta.net).

AGENDA

Page Number

I. Call to Order/Roll Call

II. Consent Item

1-7

A. Approval of Minutes of the March 10, 2021 Regular Meeting

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

III. Information Items

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- Folsom Cordova Community Partnership
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 - St. Johns Program for Real Change
 - South County Services, Inc.
 - Volunteers of America
 - Waking the Village
 - Women's Empowerment

IV. Reports to the Board 24

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

V. Public Forum for the 2022-2023 Community Action Plan

VI. Adjournment

DISTRIBUTION DATE: April 7, 2021

ITEM II - CONSENT

APPROVAL OF MINUTES OF THE MARCH 10, 2021 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the March 10, 2021 Board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

STAFF PRESENTER: Julie Davis-Jaffe

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

Electronic meeting

Wednesday, March 10, 2021
10:00 a.m.

I. Call to Order/Roll Call

Mr. Migge called the meeting to order at 10:07 a.m. The roll was called and a quorum was established.

Members Present:

Shannon Pierce, Head Start Policy Council
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Donald Migge, California Community Credit Union
Genevieve Levy, Sacramento Food Bank & Family Services
Rivkah Sass, Sacramento Public Library Authority
Sam Starks, SMUD (arrived 10:08 a.m.)
Fienishia Wash, Head Start Policy Council

Members Absent:

Anthony Garcia, Chair; Child Action, Inc.
Dominique Espinosa, Vice Chair; Mutual Housing California
Kristin Gibbons, County Department of Human Assistance

II. Consent Item

Approval of Minutes of the January 13, 2021 Regular Meeting

Minutes were reviewed; no questions or corrections.

Moved/Dozier, second/Sass

Aye: 6 (Dozier, Migge, Levy, Sass, Pierce, Wash)

Nay: 0

Abstentions: 0

Absent: 4 (Garcia, Gibbons, Espinosa, Starks)

Motion passed

III. Action/Discussion Item

A. Election of Officers to the Community Action Board

Ms. Davis-Jaffe explained that every year in January/February the Community Action Board must go through the election process of nominating the following positions: Chair, Vice Chair and Secretary/Treasurer.

Mr. Garcia has shared that he has other conflicts with work and cannot continue as Chair.

Ms. Dozier nominated Mr. Migge for Chair Mr. Migge accepted the nomination.
Moved/Dozier, second/Sass
Aye: 6 (Dozier, Migge, Levy, Sass, Pierce, Wash)
Nay: 0
Abstentions: 0
Absent: 4 (Garcia, Gibbons, Espinosa, Starks)
Motion passed

Ms. Dozier asked if anyone knew whether Ms. Espinosa would like to continue as Vice Chair. Other CAB members stated they did not know.
Ms. Dozier nominated Ms. Espinosa to continue as Vice Chair.
Moved/Dozier, second/Levy
Aye: 7 (Dozier, Migge, Levy, Sass, Starks, Pierce, Wash)
Nay: 0
Abstentions: 0
Absent – (Garcia, Gibbons, Espinosa)
Motion passed

Sam Starks, SMUD nominated for Secretary/Treasurer will continue in his role as Secretary/Treasurer.
Moved/Dozier; second/Sass
Aye: 7 (Dozier, Migge, Levy, Sass, Starks, Pierce, Wash)
Nay: 0
Abstentions: 0
Absent: 3 (Garcia, Gibbons, Espinosa)
Motion passed

IV. Information Items

A. Community Services Block Grant Provider Presentations

Sacramento Emergency Rental Assistance Program

Presenter-Ms. Dozier

Sacramento Emergency Rental Assistance (SERA), Phase 1.

The new program was launched with \$6 million from various funds under SERA, Phase 1. Additional funds have been provided from the stimulus bill through the city and county, running parallel. SHRA is administering the program on their behalf of the city and county.

Guidelines for receiving funds from this program include that at least one member of the household has been affected by reduction of income or loss of employment as result of the pandemic. SHRA is working through the State of California and are bound by the rules the State of California has set. SHRA is accepting applications through March 19.

There is \$95 million worth of rental assistance to residents in the city and county of Sacramento. Landlords can apply on behalf of the renters and renters can apply on behalf of themselves. The program will pay 80% of arrears in rent from

April, 2020 through March 31, 2021, and landlords would forgive the other 20%. Also, the program has provided assistance with back utility bills people are unable to pay.

Income requirement – you must make 80% of area median income or below, for example: \$69,000 for family of 4.

For information on this program, you can go to www.shra.org/sera.

Documents can be uploaded online.

There has been extensive outreach thus far, including radio and television.

Additional funding will be included in the new stimulus bill.

Pam Moore asked if the SHRA website has been impacted by the new program.

Ms. Dozier said things are going well, there has been no impact to the website.

Women's Empowerment

Presenter - Lisa Culp, Executive Director

Women's Empowerment is dedicated to educating and empowering women experiencing homelessness and with skills and confidence to get a job, create a healthy life and get a home for themselves and their children.

Social workers and employment specialists started making calls to graduates-300 families. In this process, they found 50% of the people they contacted had been laid off by April of last year and, of women contacted, they were terrified of falling back into homelessness.

The agency's primary focus is on initial job readiness and empowerment program, which lasts 9 weeks and to women who are currently homeless, as well as focus on the graduates.

Women's Empowerment started partnering with employers and training agencies in "recession resistant" industries, such as technology, financial institutions, security and others in providing paid training programs so graduates could upscale their skills and return to work to have income to stay in housing.

Last year, they served 976 unduplicated families and women and provided over 350 care packages to families which included diapers, toilet paper, masks, sanitizers, formula, and feminine hygiene products. They delivered the care packages, if necessary. They secured 177 jobs for the women in the program.

Introduced job developer, Emily Berger, lead person and graduate Carol Donahue
Emily Berger – Employment Specialist

Self Sufficiency Program–transportation assistance included bus passes or mileage claims to get to interviews and for first 2 weeks of work.

They have partnered with the La Familia Job Center.

The focus is on celebrating success. One way to do this is a "job bell".

Everyone stops what they are doing and gathers to listen to the person who was hired who shares their experience in getting the job.

There is a clothes closet but sometimes it does not always have things that people need so gift cards are helpful. Women's Empowerment is very grateful for the donations.

Carol Donahue— 2019 graduate of Women's Empowerment Program

Women's Empowerment has been a great inspiration in her life. She has a guard card and has been doing security work for a year. She didn't have anything when she first went to Women's Empowerment. She thanked Women's Empowerment for helping her and doesn't know where she would be right now without their assistance.

Ms. Dozier asked Carol what helped her most in moving back into employment. Carol answered that having the confidence in knowing she could do it and had responsibilities she had to take care of to survive. She wants her children to see that she survived and to be an inspiration for them.

Ms. Dozier asked Ms. Culp about recession resistant jobs. Ms. Culp looked at what industries were staying open and thriving during the pandemic. She formed a partnership with Grid Alternatives and did a cohort with them on solar energy. Several women obtained employment with them.

Real Estate Management, which trains the women to be property managers and allows them to have housing on site, as well as income. It also allows them upward mobility.

There is training for bank tellers and also looking into union jobs, including Southern Pacific Railroad. Mr. Migge provided information of bank teller job openings at CA Community Credit Union.

Ms. Dozier shared that property management has openings for various types of positions, including customer service.

Jackie Rose is going to reach out to Women's Empowerment because the women they work with may need some assistance from Women's Empowerment programs.

Rose Family Creative Empowerment-

Presenter - Jackie Rose, Executive Director/CEO

Rose Family Creative Empowerment has two grants through SETA in CSBG.

One is through youth special projects, with the first year having been done through zoom, and had to pivot.

Healing the Hood-extension of Youth Special Projects program

1) Black Child Legacy Campaign-prevention and intervention for youth who live in South Sacramento.

13 youth are in the program, 7 having been referred to them. Referrals come through Sacramento County probation, SCUSD and other school districts in the area.

The others are walk-ins who ask for assistance. Case management, wrap around and mentoring services are provided by a community intervention worker.

In 2020, received incentives in way of stipends for completing some of the services below:

Meeting their educational goals; partnered with United Way who assisted Rose Family Creative Empowerment to get laptops and hot spots out to certain areas for the 13 youth; participate in enrichment programs with Rose Family, such as food giveaway; passed out hot meals as Ambassadors to make sure they participate in a community project.

The youth were given bus passes and gas cards to meet their transportation needs. Holistic approach is to work with the whole family of each of the youth.

The have been able to give out food boxes and Uber cards to parents to make sure youth got to where they were supposed to go.

CARES Supplemental Safety Net funding received in November 2020 included hotel vouchers, rental assistance and utilities.

Rose Family received an average – 5-15 requests/day

They work closely with the Sacramento Probation Department to try to help the youth.

Fienishia Wash asked how to refer a child that needs help in a situation.

Ms. Rose said you can self-refer and schedule an intake by calling 916-479-6223.

If someone doesn't qualify in one area, they may qualify in another area under Rose Family Creative Empowerment.

Pam Moore asked if youth had occasion to address the isolation due to the pandemic.

Ms. Rose said the isolation has taken its toll on the emotional and social aspect of the youth. Distance learning doesn't work for some of them because they were already struggling before the pandemic. Rose Family may have to reach out to community partners to help with the struggles of the youth during this isolation and reach out to county mental health services.

Mr. Starks asked about adverse consequences due to the pandemic. Have they seen any positive unintended consequences with the youth?

Ms. Rose said early intervention is the key, even as early as kindergarten. You have to work with not just the child, but also with parents. That is paramount to having a good result.

Rose Family is working with South Sacramento hotels for families that have no place to go. This is to reduce the number of people living out on the streets and to be in a safe place.

B. Community Services Block Grant Fiscal Monitoring Reports

- Elk Grove Food Bank
- Rose Family Creative Empowerment
- The Salvation Army

Ms. Davis-Jaffe stated there were no recommendations for corrective action and records were verified and appear to be in order.

C. CSBG Program Operator Report – 4th Quarter

Ms. Davis-Jaffe noted that this is the close out of program year 2020

Safety Net – you will find that in some areas, different agencies proposed activities that they would be providing services but it depended on who walked through their door to what their needs were in their areas.

A budget modification could be done to move those funds into another area.

Food, eviction assistance, first month's rent and off-site shelter seem to be the highest areas of need in all the community areas.

D. Customer Satisfaction Surveys

Multiples agencies were able to gather customer satisfaction surveys. There were a few challenges during the pandemic, especially in-person. Overall the percentages as well as the average score reflect services were being provided and satisfaction is coming back in a positive. On the back side of the document, there are some comments. Some of them were being appreciative, reaching out to other agencies.

There is a huge need in getting people who had lost their jobs employed again.

V. Reports to the Board

A. Chair- None

B. Executive Director – SETA has started rollout process to re-open Early Learning Centers (ELC) in Sacramento County. The first one opened last week. Week by week, additional centers will open throughout the county. Unfortunately, by COVID definition, we are only allowed 13 children in a 20-child classroom. As regular K-12 classes open, our services will be in high demand. Distance learning will continue for the children who have not returned to the ELC classrooms.

Appointment only in-person services and virtual services have been taking place at the Franklin and Hillsdale Job Centers. Some of the other job centers have never closed to the public.

C. Program Manager

Julie Davis-Jaffe reported that an item was taken to the SETA Governing Board on March 4. CAB bylaws require an updated list of agencies who can serve on the board every three years. Everyone currently on the board has been approved and remain on the board. There were two vacancies – low income and private sector. California Human Development is to serve in the low-income sector seat and will work with the Agency with the democratic process and election of a CAB member and their alternate.

Sacramento Self Help Housing – private sector

John Foley -CAB member and Elizabeth Hudson, Alternate

D. Members of the Board-None

E. Public-None

VI. Adjournment at 11:12 a.m.

ITEM III-A-INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATION

BACKGROUND:

International Rescue Committee will provide a presentation on their CSBG funded programs.

STAFF PRESENTER: Julie Davis-Jaffe

ITEM III-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.

STAFF PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Mr. Robert Sanger **DATE:** March 11, 2021

FROM: David B. Clark, SETA Fiscal Monitor

RE: Fiscal Desk Monitoring of Folsom Cordova Community Partnership

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self Sufficiency	\$64,563	1/1/20 - 12/31/20	7/1/20 - 12/31/20
CSBG	Safety Net	\$56,508	1/1/20 - 12/31/20	7/1/20 - 12/31/20
WIOA	DEA	\$97,500	6/1/19 - 3/31/21	6/1/19 - 9/30/20
RSS	VESL/ES	\$74,940	10/1/19 - 9/30/20	2/1/20 - 9/30/20
RSS	ES	\$127,428	10/1/19 - 9/30/20	2/1/20 - 9/30/20
RSS	VESL OJT	\$176,000	10/1/19 - 9/30/20	2/1/20 - 9/30/20

Monitoring Purpose: Initial ☒ Follow-up Special Final ☒
Date of review: 1/25/21
Follow Up: 2/8, 2/18, 2/23, 2/25

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliations	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 for the CSBG, WIOA, 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. Lisa Welze **DATE:** March 11, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of International Rescue Committee

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RSS	VESL/ES	\$380,000	10/1/19 - 9/30/20	10/1/19 - 9/30/20
RSS	ES TA	\$123,000	10/1/19 - 9/30/20	10/1/19 - 9/30/20
RSS	ELL	\$70,000	10/1/19 - 9/30/20	10/1/19 - 9/30/20
OSY	WIOA	\$108,343	7/1/19 – 6/30/20	7/1/19 – 6/30/20
CSBG	FSS	\$64,998	1/1/19 – 12/31/19	10/1/19 – 12/31/19
CSBG	FSS	\$65,001	1/1/20 – 12/31/20	1/1/20 – 9/30/20
CSBG	SN	\$31,000	1/1/20 – 12/31/20	1/1/20 – 9/30/20

Monitoring Purpose: Initial X Follow-Up Special Final X

Date of review: January 4, 2021

Follow Up: 1/5, 1/7, 1/12-14, 1/19, 2/3, 2/8

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	X			
10 Adherence to Contract/Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

Program Operator: International Rescue Committee

Findings and General Observations:

The total costs as reported to SETA for RSS, CSBG, 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:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Julie Hirota **DATE:** March 11, 2021

FROM: David Benjamin Clark, SETA Fiscal Monitor

RE: Fiscal Desk 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	\$35,218	1/1/20 - 12/31/20	1/1/20 - 12/31/20
CSBG	YSS	\$45,000	1/1/20 - 12/31/20	1/1/20 - 12/31/20

Monitoring Purpose: Initial Follow-Up Special Final X

Date of review: February 15, 2021
Follow Up Date: 2/19, 2/23, 3/1

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 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:

1) None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Maria Rosales **DATE:** March 11, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of South County Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	SN	\$ 27,768	1/1/20 - 12/31/20	1/1/20 - 12/31/20
CSBG	SN	\$ 34,000	6/5/20 – 12/31/20	6/5/20 – 12/31/20

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

Scheduled Desk Monitoring Due Date: 2/22/21
Follow up: 2/26

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting System/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	N/A			
6	Fringe Benefits	N/A			
7	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			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: South County Services, Inc.

Findings and General Observations:

The total costs as reported to 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.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Leo McFarland **DATE:** March 11, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk 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	\$ 27,870	1/1/20- 12/31/20	1/1/20 - 12/31/20

Monitoring Purpose: Initial ☐ Follow-Up ☐ Special ☐ Final ☒

Date of review: February 15, 2021 - Desk review

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	N/A			
6	Fringe Benefits	N/A			
7	Direct Participant Cost	X			
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
Fiscal Monitoring Findings
Page 2

Program Operator: Volunteers of America

Findings and General Observations:

The total costs as reported to the 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:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** February 23, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Waking the Village

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	OSY	\$108,500	7/1/2020-6/30/2021	7/1/2020-12/31/2020
CSBG	YSS	\$40,000	1/1/2020-12/31/2020	1/1/2020-12/31/2020

Monitoring Purpose: Initial ☒ Follow-up Special Final ☒

Date of review: February 2021

AREAS EXAMINED		COMMENTS			
		SATISFACTORY		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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Waking the Village

Findings and General Observations:

- 1) We have reviewed the WIOA Out-of-School Youth program from July 1, 2020 to December 31, 2020 and the CSBG Youth and Senior Support programs from January 1, 2020 to December 31, 2020. 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:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Lisa Culp **DATE:** March 11, 2021
FROM: David B. Clark, SETA Fiscal Monitor
RE: Fiscal Desk Monitoring of Women's Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 40,000	1/1/20 - 12/31/20	1/1/20 - 12/31/20

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

Scheduled Desk Monitoring Due Date: 3/1/21
Follow up: 3/4/21

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting System/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control	X			
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			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Women's Empowerment

Findings and General Observations:

The total costs as reported to 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.

Recommendations for Corrective Action:

None.

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.