



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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City of Sacramento

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Board of Supervisors
County of Sacramento

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Board of Supervisors
County of Sacramento

SOPHIA SCHERMAN

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REGULAR MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, May 11, 2022

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/86345293844?pwd=dzhnTIVNcVRzZmJmVnNrNTYreEtTd09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Community Action Board is conducting this meeting on Zoom at <https://us02web.zoom.us/j/86345293844?pwd=dzhnTIVNcVRzZmJmVnNrNTYreEtTd09>. 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 on One tap mobile +16699006833,86345293844#US (San Jose). Meeting ID: 863 4529 3844. Passcode: 852604. Find your local number: <https://us02web.zoom.us/j/kcOENaglaS>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request on which item you would like to participate. 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 Board and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. 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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DISTRIBUTION DATE: Thursday, May 5, 2022

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

COMMUNITY ACTION BOARD MEETING ATTENDANCE

2022

BOARD MEMBER	Represented Sector	1/12	2/9	3/9	4/14	5/11	6/8	7/13	8/10	9/14	10/12	11/9	12/14	# of meetings attended
Peter Coyle	Public Sector													
LaShelle Dozier	Public Sector	X	X											
Dominique Espinosa (8/1/21)	Low Income Sector	X	X											
John Foley (3/24/21)	Private Sector	X	X											
Anthony Garcia	Public Sector	A	X											
Kristin (9/18/19) Gibbons	Public Sector	A	X											
Kara Long (1/12/22) Alt.: Charles Taylor	Low Income Sector	X	X											
Donald Migge	Private Sector	X	X											
Sam Starks	Public Sector	X	X											
Fienishia Wash (5/19) Alt.: Donna Bonner	Low Income Sector	AP	X											

*Special meeting

ITEM II -A- CONSENT

APPROVAL OF MINUTES OF THE FEBRUARY 9, 2022 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the February 9, 2022 board 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.)

Electronic meeting

Wednesday, February 9, 2022
10:00 a.m.

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

Mr. Migge called the meeting to order at 10:02 a.m. The roll was called and a quorum was established.

Members Present:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency
John Foley, Self Help Housing
Dominique Espinosa, Vice Chair; Mutual Housing California
Kara Long, Head Start Policy Council
Fienishia Wash, Head Start Policy Council
Anthony Garcia, Child Action, Inc.
Donald Migge, Chair; California Community Credit Union

Members Absent:

Kristin Gibbons, County Department of Human Assistance
Sam Starks, Secretary/Treasurer; SMUD

II. **Consent Item:**

A. Approval of Minutes of the January 12, 2022 Regular Meeting

The minutes were reviewed, there were no questions or concerns.

Moved/Dozier, second/Foley, to approve the minutes for January 12, 2022 Regular Meeting

Roll call vote:

Aye: 6 (Dozier, Foley, Espinosa, Long, Wash, Migge)

Nay: 0

Abstentions: 1 (Garcia)

Absent: 2 (Starks, Gibbons)

III. **Action/Discussion Item**

A. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Ms. Davis-Jaffe reviewed this item.

Moved/Garcia, second/Dozier, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Board Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 7 (Dozier, Foley, Espinosa, Garcia, Long, Wash, Migge)

Nay: 0

Abstentions: 0

Absent: 2 (Starks, Gibbons)

IV. Information Item

A. Community Services Block Grant Fiscal Monitoring Reports

Ms. Davis-Jaffe reviewed the monitoring reports. No corrective action was required.

B. Program Operator Report – 4th Quarter

Ms. Davis-Jaffe reviewed the report. In the process of closing out for 2021, there might be minor changes after the final close out reports are submitted. High need areas of safety net are food, eviction notice/first month rent.

C. Program Operator Report (CARES Act) – 5th Quarter

Ms. Davis-Jaffe reviewed the report. The CARES Act program consists of six quarters. March 31, 2022 is the end of the sixth quarter. Some providers are underspent which could change by the end of the program year. It is anticipated that all providers will be fully spent by the end of the sixth quarter.

V. Reports to the Board

A. Chair: No Report

B. Interim Executive Director:

Ms. Lee gave an update on the search to fill the Executive Director position. The job posting was released at the end of January. Applications will be accepted through February 21, 2022. The first round of interviews will be held virtually on March 18, 2022. The second round of interviews will be in-person on March 21, 2022. A link was sent to all board members from Sam Stackman with a survey.

C. Program Manager:

Ms. Davis-Jaffe gave an update on CSBG Annual Report due Monday.

D. Members of the Board:

Ms. Dozier announced the Housing Choice Voucher waitlist submission close date was extended to today, February 9th, to 11:59 p.m. The link was provided, www.sacwaitlist.com; it was noted that the address must be typed in, not searched for. The Sacramento Emergency Rental Assistance program has helped over 11,000 applicants. Effective February 11th at 11:59 p.m., a pause on applications will be in place. The determination to reopen applications will happen after funds are determined.

E. Public: None.

VI. **Adjournment**: The meeting was adjourned at 10:14 a.m.

ITEM III-A- ACTION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has issued the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. In September, the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Board meeting to be held by teleconference procedures consistent with AB 361, the Board must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Community Action Board meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Board has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM III-B – ACTION

ELECTION OF OFFICERS TO THE COMMUNITY ACTION BOARD

BACKGROUND:

Current officers elected at the January 12, 2022 CAB meeting are Chair – Mr. Don Migge, Vice-Chair - Ms. Dominique Espinosa, and Secretary/Treasurer - Sam Starks. Due to the resignation of Don Migge, CAB Chair, it is necessary to conduct an election for a new chair, together with other appropriate action should additional officers need to be elected. The following are descriptions of the CAB Officers.

6.2 Chair

The Chair shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chair shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chair shall appoint committee members in accordance with Article VII, herein. The Chair shall represent the Community Action Board to the SETA Governing Board and to the community. The Chair shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chair shall have such additional powers and duties as may be assigned from time to time by the Community Action Board. (p.15, CAB Bylaws)

6.3 Vice-Chair

The Vice-Chair shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chair may from time to time delegate. In the absence of the Chair, the Vice-Chair shall perform all the duties of the Chair. The Vice-Chair shall succeed to the office of the Chair in the event of death, resignation, or removal from office of the Chair. (p. 16, CAB Bylaws)

6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program. (p. 16 CAB Bylaws)

ITEM III-B-ACTION (continued)
Page 2

RECOMMENDATION:

Conduct an election for the CAB Chair and take other appropriate action should additional officers need to be elected consistent with the CAB Bylaws.

PRESENTER: Julie Davis-Jaffe

ITEM IV-A- 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. Gina Wandell **DATE:** February 4, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of EGUSD Adult & Community Education

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS/CARES	\$63,014	11/2/2020-3/31/2022	11/2/2020-6/30/2021
CSBG	SN/CARES	\$44,906	11/2/2020-3/31/2022	11/2/2020-6/30/2021
RESS	ELL Navigator	\$70,000	10/1/2019-9/30/2020	4/1/2020-9/30/2020
RESS	ELL Navigator	\$73,370	10/1/2020-9/30/2021	10/1/2020-6/30/2021
RESS	ELL COVID	\$9,600	11/1/2020-9/30/2021	11/1/2020-6/30/2021

Monitoring Purpose: **Initial:** X **Follow-up** **Special** **Final** X

Date of review: September 2021, 10/5, 10/8, 10/12, 10/15, 10/18, 11/19, 2/4/2022

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

Program Operator: EGUSD Adult & Community Education

Findings and General Observations:

We have reviewed the

- CSBG CARES Act, Family Self-Sufficiency and Safety Net programs from November 2, 2020 to June 30, 2021
- RESS ELL Navigator program from April 1, 2020 to June 30, 2021,
- RESS ELL COVID program from November 1, 2020 to June 30, 2021.

The costs reported for these 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: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Lisa Welze **DATE:** April 14, 2022

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	\$475,200	10/1/20 - 9/30/21	10/1/20 - 9/30/21
RSS	ES TA	\$169,400	10/1/20 - 9/30/21	10/1/20 - 9/30/21
RSS	ELL	\$100,352	10/1/20 - 9/30/21	10/1/20 - 9/30/21
OSY	WIOA	\$108,343	7/1/20 – 6/30/21	7/1/20 – 6/30/21
CSBG	FSS	\$65,001	1/1/20 – 12/31/20	10/1/20 – 12/31/20
CSBG	FSS	\$65,001	1/1/21 – 12/31/21	1/1/21 – 9/30/21
CSBG	SN	\$31,000	1/1/21 – 12/31/21	1/1/21 – 9/30/21
CSBG	SN	\$31,000	1/1/20 – 12/31/20	10/1/20 – 12/31/20
CSBG	CARES-SN	\$60,000	11/2/20 – 3/31/22	11/2/20 – 9/30/21
RSS	Covid19 Supp	\$112,560	11/1/20 – 9/30/21	11/1/20 – 9/30/21

Monitoring Purpose: Initial X Follow-Up Special Final X

Date of review: November 2, 2021

Follow Up: 11/15, 11/16, 11/22, 1/18, 2/1, 2/7, 2/17, 2/18, 2/24

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: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg **DATE:** April 13, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$50,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021
WIOA	Adult	\$200,000	7/1/2020-6/30/2021	1/1/2021-6/30/2021
WIOA	DW	\$50,000	7/1/2020-6/30/2021	1/1/2021-6/30/2021
WIOA	OSY	\$120,680	7/1/2020-6/30/2021	1/1/2021-6/30/2021

Monitoring Purpose: **Initial:** X **Follow-up:** **Special:** **Final:** X

Date of review: March 2022

AREAS EXAMINED		COMMENTS			
		SATISFACTORY	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	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: Lao Family Community Development

Findings and General Observations:

- 1) We have reviewed the CSBG Family Self-Sufficiency CARES Act from November 2, 2020 to June 30, 2021 and the WIOA Adult, Dislocated Worker and Out-of-School Youth from January 1, 2021 to June 30, 2021. 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: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Amanda McCarthy **DATE: April 4, 2022**

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of River City Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$50,000	1/01/2021-12/31/2021	1/01/2021-12/31/2021
CSBG-CARES Act	Safety Net	\$50,000	11/2/2020-3/31/2022	10/1/2021-3/31/2022

Monitoring Purpose: **Initial** **Follow-up** **Special** **Final X**

Date of review: March 2022

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

Program Operator: River City Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net and CSBG CARES Act-Safety Net program from January 1, 2021 to March 31, 2022. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Jacqueline Rose **DATE:** March 29, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Rose Family Creative Empowerment

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	YSS	\$40,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021
CSBG	CARES-Safety Net	\$33,286	11/2/2020-3/31/2022	11/2/2020-9/30/2021

Monitoring Purpose: Initial: X Follow-up Special Final: X

Date of review: October 2021, 11/17, 12/3, 2/2/2022, 2/25, 3/17, 3/25

AREAS EXAMINED		COMMENTS			
		SATISFACTORY	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	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: Rose Family Creative Empowerment Center, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG, YSS and CSBG CARES Safety Net programs from November 2, 2020 to December 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.
- 2) Many challenges were encountered as Rose Family Creative Empowerment (RFCE) was asked to provide the necessary documentation to complete a fiscal monitoring review. All requested documents were eventually made available, however in order to make the monitoring process more efficient going forward, SETA makes the following recommendations:

Recommendations for Corrective Action:

SETA recommends that RFCE ensure day-to-day financial transactions are entered properly into financial software and keep all supporting documentation readily available.

SETA, to date, has not received any form of financial statements from RFCE. We recommend the Executive Director work with a CPA that is able to provide a financial statement package and a copy be submitted to SETA as soon as possible.

cc: Denise T. Lee
Governing Board

MEMORANDUM

TO: Lt. Larry Carmichael **DATE:** April 13, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of The Salvation Army

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$75,000	1/1/2021-3/31/2022	10/1/2021-3/31/2022
CSBG	SN-CARES	\$60,000	11/2/2020-3/31/2022	10/1/2021-3/31/2022

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: March 2022

AREAS EXAMINED		COMMENTS			
		SATISFACTORY	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	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: The Salvation Army

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net and the CSBG Safety Net CARES Act programs from October 1, 2021 to March 31, 2022. 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: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** April 4, 2022

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	\$122,493	7/1/2021-6/30/2022	7/1/2021-12/31/2021
CSBG	YSS	\$40,000	1/1/2021-12/31/2021	1/1/2021-12/31/2021

Monitoring Purpose: Initial X Follow-up Special Final X

Date of review: March 2022

AREAS EXAMINED		COMMENTS			
		SATISFACTORY	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	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, 2021 to December 31, 2021 and the CSBG Youth and Senior Support programs from January 1, 2021 to December 31, 2021. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Denise Lee
Governing Board

ITEM IV- B- INFORMATION

PROGRAM OPERATOR REPORT – 1st QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 1st Quarter.

The report will be provided under separate cover.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM IV- C INFORMATION

PROGRAM OPERATOR REPORT (CARES Act) – 6th QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report for CARES Act Funding with program and fiscal data through the 6th Quarter.

The report will be provided under separate cover.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

ITEM V - REPORTS TO THE BOARD

A. CHAIR'S REPORT

The Chair of the SETA Community Action Board on a regular basis receives numerous items of information concerning legislation, current programs and agency activities.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

B. INTERIM EXECUTIVE DIRECTOR'S REPORT

This item is set aside to allow the Interim 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 Interim 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.