



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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County of Sacramento

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County of Sacramento

SOPHIA SCHERMAN
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REGULAR MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, August 10, 2022

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/84989666101?pwd=Nm1GWWxBRmVOcUxWTEorN2V2cVpwUT09>

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/84989666101?pwd=Nm1GWWxBRmVOcUxWTEorN2V2cVpwUT09>. 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,,84989666101#US (San Jose). Meeting ID: 849 8966 6101. Passcode: 785931. Find your local number: <https://us02web.zoom.us/j/84989666101?pwd=Nm1GWWxBRmVOcUxWTEorN2V2cVpwUT09>. 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

PAGE NUMBER

I. Call to Order/Roll Call

II. Consent Item

- A. Approval of Minutes of the May 11, 2022 Regular Meeting 2-8

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 (Legal Counsel) 9-10

IV. Information Items

- A. Community Services Block Grant Fiscal Monitoring Report (Julie Davis-Jaffe) 11-23
- Elk Grove Food Bank
 - Elk Grove Unified School District Adult & Community Education
 - Folsom Cordova Community Partnership
 - Lao Family Community Development
 - My Sister's House
 - Women's Empowerment

- B. Program Operator Report – 2nd Quarter 24-29

V. Reports to the Board 30

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

VI. Adjournment

DISTRIBUTION DATE: Wednesday, August 3, 2022

Community Action Board meeting hosted by:
LaShelle Dozier (Chair), Dominique Espinosa (Vice Chair), Sam Starks (Secretary/Treasurer)

“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					X								
LaShelle Dozier	Public Sector	X	X			X								
Dominique Espinosa (8/1/21)	Low Income Sector	X	X			X								
John Foley (3/24/21)	Private Sector	X	X			X								
Anthony Garcia	Public Sector	A	X			X								
Kristin (9/18/19) Gibbons	Public Sector	A	X			A								
Kara Long (1/12/22) Alt.: Charles Taylor	Low Income Sector	X	X			X								
Donald Migge	Private Sector	X	X			-								
Sam Starks	Public Sector	X	X			X								
Fienishia Wash (5/19) Alt.: Donna Bonner	Low Income Sector	AP	X			AP								

*Special meeting

ITEM II -A- CONSENT

APPROVAL OF MINUTES OF THE MAY 11, 2022 REGULAR MEETING

BACKGROUND:

Attached are the minutes of the May 11, 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, May 11, 2022
10:00 a.m.

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

Ms. Espinosa called the meeting to order at 10:04 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
Donna Bonner, Head Start Policy Council, Alternate
Fienishia Wash, Head Start Policy Council *(joined at 10:40 a.m.)*
Anthony Garcia, Child Action, Inc.
Sam Starks, Secretary/Treasurer; SMUD *(joined at 10:09 a.m.)*
Peter Coyl, Sacramento Public Library

Members Absent: Kristin Gibbons

II. **Consent Item:**

A. Approval of Minutes of the February 9, 2022 Regular Meeting

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

Moved/Espinosa, second/Dozier, to approve the minutes for February 9, 2022 Regular Meeting

Roll call vote:

Aye: 6 (Dozier, Foley, Espinosa, Long, Bonner, Garcia)

Nay: 0

Abstention: 1 (Coyl)

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/Dozier, second/Garcia, 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, Long, Bonner, Garcia, Coyl)

Nay: 0

Abstentions: 0

Absent: 2 (Starks, Gibbons)

B. Election of Officers to the Community Action Board

Ms. Davis-Jaffe stated Mr. Migge resigned from the CAB, creating a vacancy for the Chair position.

Mr. Starks nominated Ms. Dozier.

Ms. Dozier nominated Mr. Starks.

Mr. Garcia, Ms. Espinosa, and Mr. Foley concurred with Mr. Starks.

Ms. Davis-Jaffe reviewed Ms. Espinosa holds the position of Vice Chair and Mr. Starks holds the position of Secretary Treasurer.

Ms. Dozier accepted her nomination.

Moved/Espinosa, second/Bonner, to approve Ms. LaShelle Dozier as the Chair for the Community Action Board

Roll call vote:

Aye: 8 (Dozier, Foley, Espinosa, Long, Bonner, Garcia, Coyl, Starks)

Nay: 0

Abstentions: 0

Absent: 1 (Gibbons)

Mr. Coyl gave a brief self-introduction, as the new Director of the Sacramento Public Library.

IV. **Information Item**

A. Community Services Block Grant Fiscal Monitoring Reports

Ms. Davis-Jaffe reviewed the monitoring reports. No corrective action was required, except for one which needs to provide additional financial statements; this may have already taken place.

Mr. Foley asked what level of support SETA offers to agencies when issues arise.

Ms. Davis-Jaffe replied SETA staff assists the agencies with what documents are needed and makes sure they are done in a timely fashion.

Mr. Foley commented this was an agency that had issues with grants earlier this year. Do they need outside support for administration and finance?

Ms. Mora replied SETA worked with Rose Family Creative Empowerment; we were able to get their report completed. They have had challenges obtaining staff. They are using Excel to track financials, which is not the cleanest or easiest way to track finances. They need to get QuickBooks or something similar up and running.

Mr. Kim commented that in the past we have connected organizations with larger CBOs that had accounting resources they could share. We can also provide technical assistance or connect them with a technical assistance company; we do not say no or cut them off.

Ms. Dozier encouraged them to partner or share fiscal resources.

Mr. Starks said we have struggled in creating space for organizations that need a fiscal agent to step in. We have not written it into our community-based grants. He suggested to go after capacity building money.

Mr. Garcia agreed. The money often goes to the organizations with the strongest relationships with the community, which tends to be smaller operations. Does the Federal government or the State have resources for how the CSBG is administered in communities? Is there an understanding at the Federal or State level and are there resources programs can tap into to assist those agencies?

Ms. Davis-Jaffe said we will be meeting with the State representative and will discuss this with them.

B. Program Operator Report – 1st Quarter

Ms. Davis-Jaffe reviewed the report for January through March 2022. Some amounts are low, which reflects getting started for the year. SETA will be working with the agencies that may be a little behind. Staffing for many agencies has been a challenge.

C. Program Operator Report (CARES Act) – 6th Quarter

Ms. Davis-Jaffe reviewed the report. The CARES Act program consists of six quarters. March 31, 2022 was the end of the sixth quarter. The State extended funding through August, with a closeout in September. We are waiting for final closeout reports. We are making sure all funds are expended in the community by the end of the funding source.

Ms. Espinosa commented there is a big difference between agencies that served more than their goal and others who served less.

Ms. Davis-Jaffe said it could be a number of things, such as access to services. When SETA receives calls at the main office, we refer individuals out to agencies that have funding and numbers to serve. This report may not show final numbers, as some may have spent the bulk of the money at the end of the year.

Ms. Espinosa asked are they allowed to staff or give per diems to volunteers to help with the community need?

Ms. Davis-Jaffe replied yes, they have a contract with us. They will write in the proposal how many staff members they will need. Some have had trouble hiring. We have sent some over for recruitment and let other agencies know which agencies still have funds to expend.

Mr. Starks commented with two years of COVID-19 there would be some type of allowance for some providers' inability to do their work and use all their money. Has there been any type of contingencies or forbearances?

Ms. Davis-Jaffe replied we work with them on contract modifications. We have done numerous to ensure agencies are successful.

Mr. Starks asked if we have always had that ability.

Ms. Davis-Jaffe replied yes, we have. We move it to the direction it will be spent and services provided.

Mr. Starks asked are there any allowances specifically because of COVID-19.

Ms. Davis-Jaffe replied none that we are aware of. We have to stay within our procurement process and contracts. We do our best to help the agencies make sure they are supported with their needs.

Mr. Starks asked if there is someone above SETA that has anticipated that organizations may not be able to execute because of COVID-19, and has created an allowance for monitoring like SETA to make additional contingencies.

Have we heard from organizations above SETA that have made contingencies because of COVID-19?

Ms. Davis-Jaffe said we work closely with our funder, specifically for CARES Act funding, to talk about different ways the money can be spent. We do work up as well as down to make sure our providers are successful.

V. Reports to the Board

A. Chair: No Report

B. Interim Executive Director:

Ms. Lee welcomed Mr. Coyl and thanked Ms. Espinosa for stepping in today.

C. Program Manager:

Ms. Davis-Jaffe welcomed Mr. Coyl to the Board, thanked Ms. Espinosa for stepping up, and welcomed Ms. Dozier as the Chair.

Ms. Moore shared there is a reauthorization bill in front of Congress for CSBG. We are looking at reauthorization of 10 years. It looks like it will come through as is. It was proposed to expand income eligibility to 200 percent of the federal poverty level; this was struck down and will remain at 125 percent. The general vote will be on Friday. This is a fairly popular act because it benefits across the country.

D. Members of the Board:

Ms. Dozier, Mr. Garcia and Mr. Starks welcomed Mr. Coyl to the Board. Mr. Garcia said there is funding coming into Sacramento County. He asked members to reach out to him if they hear of any funding that goes in-hand with his organization.

Mr. Starks echoed Mr. Garcia's comments. We may need to remind public officials we are still here to make sure the money is going to the established agencies. He asked Ms. Dozier if the Emergency Rental Assistance program is still going or is it over?

Ms. Dozier replied the Emergency Rental Assistance still has some funds, however, it is no longer accepting applications because they have received 30,000 applications. The public can put their name on a waitlist. Individuals are not taken in order of signing up; they are taken based on AMI. To date they have helped over 12,000 families.

Mr. Garcia commented his goal is to create partnerships early on to create programs that complement each other, using his organization's fiscal capacities as the lead organization to help with flow of funds.

Ms. Lee said the lack of childcare during COVID-19 pointed out how much childcare is needed. We are expanding at exponential rates to make sure there is space for all families. Head Start focuses on low income families, but there is a gap in services for middle income families. We need to ensure there is space for everyone's needs. It is important as leaders to communicate to make sure we are not duplicating efforts.

Mr. Starks asked if we can follow up on this discussion in a future meeting?

Ms. Lee said the SETA Governing Board assigned both Workforce and Head Start to dig deeper into the childcare initiative. For future meetings, we can add an information item for updates on the initiative.

Ms. Davis-Jaffe said starting in January 2023 we will start working on the Community Action Plan and can see where there are gaps, such as housing, so we are not duplicating.

Mr. Starks asked if Ms. Dozier's group is at the table for the initiative meetings.

Ms. Dozier stated the residence services department would be a great addition to the meeting.

E. Public: None.

VI. **Adjournment**: The meeting was adjourned at 11:05 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 long-existing state of emergency related to COVID-19, which remains in effect. 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 2021, 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, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. 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.

ITEM III-A-ACTION (continued)
Page 2

RECOMMENDATION:

Authorize the continued use of teleconferencing for Governing Board meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment 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 officials continue to recommend measures to promote social distancing.

PRESENTER: Legal Counsel

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. Marie Jachino DATE: June 21, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Fiscal Monitoring Desk Review of Elk Grove Food Bank

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$34,870	1/1/2021-12/31/2021	1/1/2021-12/31/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: desk review of June 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: Elk Grove Food Bank

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net program 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

MEMORANDUM

TO: Ms. Gina Wandell **DATE:** May 31, 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	\$35,218	1/1/2021-12/31/2021	1/1/2021-12/31/2021
CSBG	FSS-CARES	\$63,014	11/2/2020-3/31/2022	7/1/2021-3/31/2022
CSBG	SN	\$38,432	1/1/2021-12/31/2021	1/1/2021-12/31/2021
CSBG	SN-CARES	\$44,906	11/2/2020-3/31/2022	7/1/2021-3/31/2022

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

Date of review: April 2022; 5/2, 5/11, 5/12

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
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:

- 1) The total costs as reported to SETA for the CSBG Family Self-Sufficiency and Safety Net grants from January 1, 2021 to December 31, 2021 and the CSBG CARES Act Family Self-Sufficiency and Safety Net grants for July 1, 2021 to March 31, 2022 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

- 1) None

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Mr. Robert Sanger **DATE: May 23, 2022**

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	1/1/21 - 3/31/22	7/1/21 – 12/31/21
CSBG	Safety Net	\$56,508	1/1/21 - 12/31/21	7/1/21 – 12/31/21
WIOA	DEA	\$130,000	6/1/21 - 3/31/23	6/1/21 – 12/31/21
RSS	ES	\$96,170	10/1/20 - 9/30/21	7/1/21 – 9/30/21
RSS	VESL OJT	\$149,895	10/1/20 - 9/30/21	7/1/21 – 9/30/21
WIOA	OSY	\$141,888	7/1/21 – 6/30/22	7/1/21 – 12/31/21
WIOA	ADULT	\$231,000	7/1/21 – 6/30/22	7/1/21 – 12/31/21
WIOA	DW	\$79,000	7/1/21 – 6/30/22	7/1/21 – 12/31/21
CSBG	SN CARES	\$60,000	11/2/20 – 3/31/22	7/1/21 – 12/31/21
CSBG	FSS CARES	\$103,917	11/2/20 – 3/31/22	7/1/21 – 12/31/21
RSS	COVID-19	\$27,720	11/1/20 – 9/30/21	7/1/21 – 9/30/21

Monitoring Purpose: Initial X Follow-up Special Final X
Date of review: 2/11/2022
Follow Up: 3/17, 4/8, 4/15

		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
AREAS EXAMINED		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: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Kathy Rothberg DATE: July 27, 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	CARES-FSS	\$125,000	11/2/2020-3/31/22	7/1/2021-3/31/22

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

Date of review: June 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 July 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. Nilda Valmores DATE: June 6, 2022

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of My Sister's House

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$34,100	1/1/2021-12/31/2021	1/1/2021-12/31/2021

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: 4/1, 5/13

AREAS EXAMINED		COMMENTS			
		SATISFACTORY		RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records		X	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: My Sister's House

Findings and General Observations:

- 1) We have reviewed the CSBG Safety Net program 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 with the following exception.
- 2) My Sister's House has not submitted a 2020 single audit as required by CFR, Title 2, Subtitle A, Part 200, Subpart F(a). The federal single audit for 2020's deadline was September 30, 2021 (includes OMB COVID extension).

Title 2, Subtitle A, Chapter II, Part 200

§ 200.501 Audit requirements.

(a) Audit required. A non-Federal entity that expends \$750,000 or more during the non-Federal entity's fiscal year in Federal awards must have a single or program-specific audit conducted for that year in accordance with the provisions of this part.

§ 200.512 Report submission.

(a) General.

(1) "...this section and reporting package described in paragraph (c) of this section must be submitted within the earlier of 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period..."

Recommendations for Corrective Action:

- 1) My Sister's House must complete a federal single audit of the fiscal year ending June 30, 2020.
- 2) Submit a Corrective Action Plan addressing the timeframe for completion of the late single audit and submit policies and procedures addressing timely submission of the single audit moving forward.

cc: Denise Lee
Governing Board

MEMORANDUM

TO: Ms. Lisa Culp **DATE:** May 5, 2022
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	1/1/21 - 12/31/21	1/1/21 - 12/31/21

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

Scheduled Desk Monitoring Due Date: 3/18/22
Follow up: 4/14/22

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

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: Denise Lee
Governing Board

ITEM IV- B INFORMATION

PROGRAM OPERATOR REPORT – 2nd QUARTER

BACKGROUND:

Attached for your information is the CSBG Program Operator report with program and fiscal data through the 2nd Quarter.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

Community Services Block Grant Delegate Agency Report:
Family Self-Sufficiency, Employment/Housing
Second Quarter through June 30, 2022

Family Self-Sufficiency: Employment	Enrollments						Employed in 2022 (Waking the Village Housed in 2022)				Employed 180 Days in 2022 (Waking the Village Housed 180 Days)			
	Annual Goal	YTD Goal	Carry- overs	2022 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	36	15	11	28	39	260%	31	4	7	175%	20	1	4	400%
INTERNATIONAL RESCUE COMMITTEE	45	35	15	15	30	86%	27	16	13	81%	21	10	9	90%
WAKING THE VILLAGE	45	34	0	36	36	106%	45	34	36	106%	41	31	0	0%
WOMEN'S EMPOWERMENT	80	48	19	4	23	48%	35	24	6	25%	18	11	3	27%
WORLD RELIEF SACRAMENTO	48	36	0	32	32	89%	31	25	16	64%	25	0	0	0%

Definitions

Annual Goal: Subgrantee Projected Goals for 2022

Carryovers: Clients Enrolled in 2021 who the Subgrantee Continued to Work With in 2022

New Enrollments: Clients Newly Enrolled in 2022

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total YTD Enrollments Compared to YTD Goal

Community Services Block Grant Delegate Agency Report
Youth and Senior Supports
Second Quarter through June 30, 2022

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New 2022 Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
INTERNATIONAL RESCUE COMMITTEE	40	20	0	10	10	50%	30	15	0	0%	Goal: Decrease truancy &/or gang-related behavior
LA FAMILIA COUNSELING CENTER	42	30	5	29	34	113%	32	22	24	109%	Goal: No recidivating event for 180 days
ROSE FAMILY CREATIVE EMPOWERMENT	20	10	0	0	0	0%	12	6	0	0%	Goal: No recidivating event for 180 days

Definitions

Annual Goal: Subgrantee Projected Goals for 2022

YTD Goal: Subgrantee Projected Goals thru June 30, 2022

Carryovers: Clients Enrolled in 2021 With Whom the Subgrantee Continued to Work in 2022

New Actual: Clients Newly Enrolled in 2022

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total Enrollments Compared to YTD Goal

**Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2022**

	Total Households Served YTD	Food				Eviction Avoidance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
SAFETY-NET		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	61	60	20	47	235%	32	15	40	267%	24	12	19	158%				
FOLSOM CORDOVA COMM PARTNERSHIP	40	100	50	27	54%	36	17	9	53%	20	10	5	50%	5	2	0	0%
MY SISTER'S HOUSE	31					53	23	19	83%	32	16	25	156%				
OPENING DOORS	0	112	10	0	0%	23	2	0	0%								
River City Food Bank	681	1,400	700	681	97%												
SALVATION ARMY	87					40	20	58	290%	11	6	17	283%	12	6	13	217%
SOUTH COUNTY SERVICES	124	60	30	45	150%	10	4	14	350%	40	12	41	342%				

Opening Doors provides 1st Month's Rent only, and not Eviction Avoidance

Elk Grove Unified School District Hygiene Kits are classified as Employment Supports on this chart

**Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2022**

	Employment Supports				Transportation				Clothing/Diapers				Hygiene			
SAFETY-NET	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	7	3	0	0%	68	30	39	130%								
FOLSOM CORDOVA COMM PARTNERSHIP	10	5	0	0%	50	25	0	0%	100	50	3	6%				
MY SISTER'S HOUSE																
OPENING DOORS																
RIVER CITY FOOD BANK																
SALVATION ARMY																
SOUTH COUNTY SERVICES					60	30	45	150%								

**Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2022**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2022 BUDGET	Expended Through 2nd Qtr.	% Expended	DELEGATE AGENCIES	2022 BUDGET	Expended Through 2nd Qtr.	% Expended
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (FSS)	\$63,500	\$17,384	27.4%	RIVER CITY FOOD BANK (SN)	\$30,000	\$30,000	100.0%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (SN)	\$54,489	\$45,738	83.9%	ROSE FAMILY CREATIVE EMPOWERMENT (YSS)	\$50,000	\$0	0.0%
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$76,896	\$2,654	3.5%	SALVATION ARMY (SN)	\$60,000	\$48,439	80.7%
INTERNATIONAL RESCUE COMMITTEE (FSS)	\$75,000	\$4,800	6.4%	SOUTH COUNTY SERVICES (SN)	\$25,656	\$24,589	95.8%
INTERNATIONAL RESCUE COMMITTEE (YSS)	\$65,000	\$0	0.0%	WAKING THE VILLAGE (FSS)	\$80,000	\$33,682	42.1%
LA FAMILIA COUNSELING (YSS)	\$83,000	\$15,917	19.2%	WOMEN'S EMPOWERMENT (FSS)	\$48,500	\$8,647	17.8%
MY SISTER'S HOUSE (SN)	\$43,959	\$0	0.0%	WORLD RELIEF (FSS)	\$84,000	\$17,222	20.5%
OPENING DOORS (SN)	\$60,000	\$7,266	12.1%				

Definitions: Family Self-Sufficiency (FSS); Youth & Senior Support (YSS); Safety-Net (SN)

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.