



Sacramento
Employment and
Training
Agency

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REGULAR MEETING OF THE COMMUNITY ACTION BOARD

DATE: Wednesday, October 13, 2021

TIME: 10:00 a.m.

LOCATION:

<https://us02web.zoom.us/j/86944888318?pwd=djd4YUxINzhJaUcwZWZZN0JlZDBKZz09>

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/86944888318?pwd=djd4YUxINzhJaUcwZWZZN0JlZDBKZz09>. 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,,86944888318# US (San Jose). Meeting ID: 869 4488 8318. Passcode: 280947. Find your local number: <https://us02web.zoom.us/j/86944888318?pwd=djd4YUxINzhJaUcwZWZZN0JlZDBKZz09>. 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 Governing 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.

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- B. Executive Director
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- D. Members of the Board
- E. Public

VI. Adjournment

DISTRIBUTION DATE: Wednesday, October 6, 2021

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

**COMMUNITY ACTION BOARD
MEETING ATTENDANCE
2021**

BOARD MEMBER	Represented Sector	1/13	2/10	3/10	4/14	5/24 *	5/25 *	6/9	7/14	8/11	9/8	10/13	11/—	12/8	# of meetings attended
LaShelle Dozier	Public Sector	X		X	X	X	X		X						
Dominique Espinosa (8/1)	Low Income Sector	X		A	X	A	A		X						
John Foley (3/24)	Private Sector				X	X	X		X						
Anthony Garcia	Public Sector	X		A	A	X	X		A						
Kristin (9/18/19) Gibbons	Public Sector	X		A	A	A	A		X						
Genevieve Levy	Private Sector	X		X	A	SFBFS chose to no longer serve on CAB 5/2021									
Jara Lindgren (7/1)	Low Income Sector	X	REPLACED BY S. PIERCE												
Donald Migge	Private Sector	X		X	X	X	X		X						
Shannon Pierce (2/2021) Alt: Donna Bonner	Low Income Sector			X	X	A	A		AP						
Jon Rango (2/6)	Private Sector	A	RESIGNED 1/20/2021												
Rivkah Sass	Public Sector	X		X	A	X	X		A						
Sam Starks	Public Sector	X		X	X	X	X		X						
Fienishia Wash (5/19)	Low Income Sector	X		X	X	X	X		X						

*Special meeting

AP: Alternate Present

ITEM II-A- CONSENT

APPROVAL OF MINUTES OF THE MAY 25, 2021 SPECIAL MEETING AND THE JULY
14, 2021 REGULAR MEETINGS

BACKGROUND:

Attached are the minutes of the May 24, 2021 special board meeting and the July 14, 2021 regular board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Electronic meeting

Tuesday, May 25, 2021
1:00 p.m.

I. Call to Order/Roll Call

Mr. Migge called the meeting to order at 1:04 p.m. The roll was called and a quorum was established.

Members Present:

Donald Migge, Chair; California Community Credit Union
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Sam Starks, Secretary/Treasurer; SMUD
Fienishia Wash, Head Start Policy Council
John Foley, Self Help Housing
Anthony Garcia, Child Action, Inc.
Rivkah Sass, Sacramento Public Library Authority (joined at 1:22 p.m.)

Members Absent:

Shannon Pierce, Head Start Policy Council
Dominique Espinosa, Vice Chair; Mutual Housing California
Kristin Gibbons, County Department of Human Assistance

II. Consent Item: None.

III. Action/Discussion Item

A. Approval of the 2022-2023 Community Services Block Grant Community Action Plan

Mr. Foley stated that he has been on the outside previously and was blown away at how carefully written the plan was; it was very detailed. He was not surprised that housing and homelessness is such a big issue. This group captures the important things to deal with.

Ms. Davis-Jaffe stated that every two years the state office requires us to do a two-year plan; a needs assessment is done for Sacramento County. The plan was reviewed. The SETA Governing Board will take action on the plan. This CAP is utilized to develop an RFP to seek service providers to provide services as outlined in the CAP.

Ms. Pamela Moore stated that the information was collected from the 2019 five-year census. The US Census put out a household pulse that describes some of the things people are dealing with due to the pandemic.

Ms. Dozier commended staff for the thorough plan; there is a lot of detail. There continues to be a need to focus on young African American males. In the plan we talk about support because of the disproportionate number of arrests. She thinks it is part of the issue; many times African Americans are targeted for arrest so it felt like it was not being looked at holistically. With the release of the RFP, this needs to be addressed.

Mr. Starks thanked staff for the production of the CAP. The issue with African American males is not new but it is newly called out. It is all over the globe that the systems and the structures are not only benign neglect, but also the systems are skewed so that certain segments are over-criminalized/policed. It leads one to believe that there may be more needs in certain communities. We are building as we fly; we have walked the walk together and asked the community agencies to work together. This is in line with the new activism that is going on with young people. Activism, Advocates, and Allies; this is our job as advocates to hear the cry and need of those that need assistance and figure out a way to move the structures.

Ms. Sass joined at 1:22 p.m.

Mr. Starks wants to approve this but make it clear that there is still work to be done.

Mr. Garcia thanked board members for their comments. He wants to be intentional on the efforts, especially on the anniversary of the murder of George Floyd. It is a reminder locally that we are all working to partner with community partners; it is important to be intentional in this space. There was somewhat of a struggle for the partners to understand what we wanted to let them know; we may see something in terms of a challenge. This board has worked to acknowledge the systemic racism and work toward dealing with it.

Ms. Davis-Jaffe reviewed some date changes for the public hearing; the public notice had the correct date. There was a written reply that was received; it will be added to Appendix B.

Mr. Garcia stated that we need the Afghan community to participate in the RFP process; tell us the story of the community and what the challenges are.

Moved/Starks, second/Dozier, to approve the 2022-2023 Community Services Block Grant Community Action Plan.

Roll call vote:

Aye: 7 (Dozier, Foley, Garcia, Migge, Sass, Starks, Wash)

Nay: 0

Absent: 3 (Espinosa, Gibbons, Pierce)

IV. Information Item

- A. Fiscal Monitoring Report: No questions.

V. Reports to the Board

- A. Chair: No report.

- B. Executive Director: Ms. Kossick reported that depending on what happens in June, SETA may be fully open. Perhaps the next CAB meeting will be in person. Staff will keep the board informed as to what the Governor's decision is. Susie Alcala from La Familia was asked if she had comments.

Ms. Alcala expressed appreciation for CSBG funds. At La Familia, their funds are focused on their youth. This has been a trying time for everyone, especially for at-risk youth. Ms. Alcala reported that the families were provided services via Zoom and while it was unusual, it was effective. They will continue to serve their community.

- C. Program Manager: Ms. Davis-Jaffe thanked the board for adjusting their schedules to accommodate the approval process.
- D. Members of the Board: Mr. Garcia asked if there was a way to respond to those that provide input in writing; he would like to hear more about what is going on with the Afghan community.
- E. Public: None.

- VI. Adjournment:** The meeting was adjourned at 1:45 p.m.

REGULAR MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Electronic meeting

Wednesday, July 14, 2021
10:00 a.m.

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

Mr. Migge called the meeting to order at 10:05 a.m. The roll was called; a quorum was not established. With the arrival of members, a quorum was achieved at 10:07 a.m.

Members Present:

Donald Migge, Chair; California Community Credit Union
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Fienishia Wash, Head Start Policy Council
Donna Bonner, Alternate, Head Start Policy Council
Kristin Gibbons, County Department of Human Assistance
Dominique Espinosa, Vice Chair; Mutual Housing California (joined the meeting at 10:06 a.m.)
Sam Starks, Secretary/Treasurer; SMUD (joined the meeting at 10:07 a.m.)
John Foley, Self Help Housing (joined the meeting at 10:08 a.m.)

Members Absent:

Shannon Pierce, Head Start Policy Council (alternate present)
Anthony Garcia, Child Action, Inc.
Rivkah Sass, Sacramento Public Library Authority

While awaiting a quorum, the information items were reviewed.

IV. **Information Items**

- A. Program Operator Report – 1st Quarter: Ms. Julie Davis-Jaffe reviewed the report for the period of January-March, 2021. Some of the numbers are low due to contracts being negotiated and in place. Staff is monitoring agencies to ensure successful performance.
- B. Program Operator Report (CARES Act): The report is for five months into the contract year. Programs are improving their performance. In addition to what providers spent under the CARES Act, SETA added money to the individual training account at the career centers. Some of the services provided were mortgage assistance, utility assistance, and gas cards.

- C. Customer Satisfaction Surveys: Ms. Davis-Jaffe stated that staff is working with the service providers to obtain surveys. We have been collecting the surveys and compiling the report every three months.

Mr. Starks asked if there was anything needed from SMUD relative to offering services at the job centers? Ms. Davis-Jaffe stated that SETA has an agreement with SMUD. When a customer requests utility assistance, staff will ask for the most recent SMUD bill. We have a policy in place so that the customer may be served the same day the customer comes in. We have trained staff to determine how much can be paid based on policy and the payment is done electronically. SMUD has been fantastic with their participation in this program.

Mr. Starks inquired whether customers visiting the job centers know they can apply for assistance? Perhaps the centers would want to have utility bill pay stations; this potentially could be revenue generating. Perhaps other utility programs would consider having a pay station as well.

Ms. Dozier stated that the Sacramento Emergency Rental Assistance program located at Sierra 2 is administered by SHRA for both the City and County of Sacramento. The state made changes to the program. Previously, SHRA would pay 80% of what was due on back rent; the governor and legislature changed and now pay 100% of rent. If someone has participated in the program, SHRA can go back and reimburse the person the 20% difference. There is another tranche of funding coming from the federal government; it appears that SHRA will have the opportunity to continue providing rental assistance. Ms. Dozier encouraged those interested to go to www.shra.org to look for assistance paying rent; everything can be done online.

- D. Community Services Block Grant Fiscal Monitoring Report: Ms. Davis-Jaffe reviewed the report; there were no issues.

II. **Consent Item**

- A. Approval of Minutes of the May 24, 2021 Special Meeting

The minutes were reviewed; no questions or corrections.

Moved/Starks, second/Dozier, to approve the May 24, 2021 minutes.

Roll call vote:

Aye: 8 (Bonner, Dozier, Espinosa, Foley, Gibbons, Migge, Starks, Wash)

Nay: 0

Abstentions: 0

Absent: 2 (Garcia & Sass)

III. Action/Discussion Item

A. Approval of the 2022-2023 Community Services Block Grant (CSBG) Request for Proposals

Ms. Julie Davis-Jaffe reviewed the documents which were developed utilizing much of the public testimony received. Staff is estimating \$900,000 available for allocation, but the official notification has not yet been received. The breakdown of services was reviewed.

The SETA Governing Board will review and act on this document at their August 5 meeting and the RFP will be released to the public after the approval.

Moved/Starks, second/Gibbons, to approve the 2022-2023 Community Services Block Grant Request for Proposals.

Roll call vote:

Aye: 8 (Bonner, Dozier, Espinosa, Foley, Gibbons, Migge, Starks, Wash)

Nay: 0

Abstentions: 0

Absent: 2 (Garcia & Sass)

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick asked for assistance from the board. The Agency is continuing to recruit for Head Start families for vacant slots in Sacramento County. We are having difficulty finding families that want to register for Head Start services. A flyer will be sent to board members and Ms. Kossick asked that they distribute the flyer to friends/family. We are not sure if it is due to COVID-19 but staff is having a very difficult time finding families.

Ms. Bonner asked for flyers and business cards to be sent to her center.

Ms. Dozier said that their SHRA residents would receive the flyers as well.

C. Program Manager: Ms. Davis-Jaffe thanked the participation of the board. A lot of changes and challenges have taken place over the past year; she thanked the board for their resilience.

E. Members of the Board: Ms. Dozier thanked staff for the cultural awareness and for their willingness to address that.

Mr. Foley stated that he would like staff assistance to understand the reports.

Ms. Davis-Jaffe replied that she or Ms. Moore will be in touch with him to answer questions.

Mr. Starks reported that SMUD pushed back their moratorium on disconnecting people to July 2022. Now people are starting to make payment arrangements; many customers are in arrears \$1,000-2,000. We are fortunate that there are many places people can go for assistance. When the money dries out, there will be a struggle for people to pay their utility bills.

F. Public: No comments.

Ms. Davis-Jaffe stated that staff is still determining whether there will be a meeting in August; SMUD may speak on their program and we are waiting to hear back from a service provider for a possible presentation.

VI. **Adjournment:** Meeting adjourned at 10:36 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 recently extended until December 31, 2021 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. Recently 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. The Community Action Board on October 13, 2021 will be the first board meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Board Agenda.

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.

ITEM III-A-ACTION (continued)

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- 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 IV-A- INFORMATION

COMMUNITY SERVICES BLOCK GRANT PROVIDER PRESENTATIONS

BACKGROUND:

My Sister's House and The Salvation Army will provide a presentation on their CSBG funded programs.

PRESENTER: Julie Davis-Jaffe

ITEM IV-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.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Nilda Valmores DATE: August 26, 2021

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 PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net-CARES	\$39,895	11/2/2020-3/31/2022	11/2/2020-5/31/2021

Monitoring Purpose: Initial ☒ Follow-up Special Final

Date of review: July 2021, 8/4, 8/16, 8/26, 9/15

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	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 CARES program from November 2, 2020 to May 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: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Richard Abrusci **DATE:** July 8, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Next Move Homeless Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$8,762	1/1/2020-12/31/2020	1/1/2020-12/31/2020
CSBG	SN-Augmented	\$36,780	1/1/2020-12/31/2020	1/1/2020-12/31/2020

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: April 2021, 5/14, 5/21, 5/24, 6/24, 7/2

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			

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Program Operator: Next Move Homeless Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG programs of Safety Net and Safety Net Augmentation from January 1, 2020 to December 31, 2020. 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: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Jessie Tientcheu DATE: August 5, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net CARES	\$60,000	11/2/2020-3/31/2022	11/2/2020-4/30/2021

Monitoring Purpose: Initial ☒ Follow-up Special Final

Date of review: 7/10/21, 7/17, 7/30, 8/4

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

ing People for Success: in School, in Work, in Life”

Program Operator: Opening Doors, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG-Safety Net CARES program from November 2, 2020 to April 30, 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: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Richard Abrusci DATE: July 8, 2021

FROM: Tracey Anderson, SETA Fiscal Monitor

RE: Desk Fiscal Monitoring of WIND Youth Services, Inc.

<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
CSBG	Safety Net	\$20,000	1/1/20-12/31/20	1/1/20-12/31/20
CSBG	SN-Augmented	\$9,000	1/1/20-12/31/20	1/1/19-12/31/20

Monitoring Purpose: Initial Follow-up Special Final X

Date of review: March 2021, 4/7, 4/21, 6/10, 6/24, 7/1

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: WIND Youth Services, Inc.

Findings and General Observations:

- 1) We have reviewed the CSBG programs of Family Self-Sufficiency, Safety Net and Safety Net-Augmented 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

ITEM IV- C- 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 of the 2021 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

Community Services Block Grant Delegate Agency Report:

Family Self-Sufficiency, Employment

Second Quarter through June 30, 2021

Family Self-Sufficiency: Employment	Enrollments						Employed				Employed 180 Days				
	Annual Goal	YTD Goal	Carry- overs	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)	50	25	14	2	16	64%	43	10	6	60%	43	10	2	20%	
FOLSOM CORDOVA COMM PARTNERSHIP	30	17	9	8	17	100%	15	7	5	71%	6	2	2	100%	
INTERNATIONAL RESCUE COMMITTEE	70	50	37	20	57	114%	28	12	14	117%	23	14	25	179%	
LAO FAMILY	45	25	9	19	28	112%	25	8	11	138%	17	0	0	N/A	
SAINT JOHN'S PROGRAM FOR REAL CHANGE	25	12	15	16	31	258%	6	4	4	100%	6	3	4	133%	
WOMEN'S EMPOWERMENT	80	55	45	16	61	111%	35	17	16	94%	18	4	6	150%	
WIND YOUTH SERVICES	40	25	19	22	41	164%	35	20	11	55%	22	0	0	N/A	

Definitions

Annual Goal: Subgrantee Projected Goals for 2021

Carryovers: Clients Enrolled in 2020 who the Subgrantee Continued to Work With in 2021

New Actual: Clients Newly Enrolled in 2021

YTD Actual: Carryovers + New Enrollments

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

**Community Services Block Grant Delegate Agency Report: Family
Self-Sufficiency, Housing and Disability Services
Second Quarter through June 30, 2021**

Family Self-Sufficiency: Housing	Enrollments						Housed				Housed 180 Days			
	Annual Goal	YTD Goal	Carry-overs	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)	5	3	0	0	0	0%	5	3	0	0%	5	3	0	0%
FOLSOM CORDOVA COMM PARTNERSHIP	8	3	0	0	0	0%	5	2	0	0%	3	2	0	0%

Family Self-Sufficiency: Disability	Enrollments						Maintained Independence				Maintained Independence 180 Days			
	Annual Goal	YTD Goal	Carry-overs	2021 New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate
FOLSOM CORDOVA COMM PARTNERSHIP	5	2	0	0	0	0%	3	1	0	0%	2	0	0	0%

Community Services Block Grant Delegate Agency Report
Youth and Senior Supports
Second Quarter through June 30, 2021

Youth and Senior Supports	Enrollments						Service Goals				Comments
	Annual Goal	YTD Goal	Carry-overs	New Enrollments	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
LA FAMILIA COUNSELING	40	26	12	15	27	104%	34	22	19	86%	Goal: Decrease truancy &/or gang-related behavior
ROSE FAMILY CREATIVE EMPOWERMENT CENTER (SPECIAL PROJECT)	15	10	12	7	19	190%	15	8	10	125%	Goal: No recidivating event for 180 days
SAINT JOHN'S PROGRAM FOR REAL CHANGE	182	76	25	25	50	66%	146	61	32	52%	Goal: Decrease truancy &/or gang-related behavior
WAKING THE VILLAGE	75	35	34	25	59	169%	68	31	57	184%	Goal: Decrease truancy &/or gang-related behavior

Definitions

Annual Goal: Subgrantee Projected Goals for 2021

YTD Goal: Subgrantee Projected Goals January 1 - June 30, 2021

Carryovers: Clients Enrolled in 2020 With Whom the Subgrantee Continued to Work in 2021

New Actual: Clients Newly Enrolled in 2021

YTD Actual: Carryovers + New Enrollments

YTD Rate: Percentage of Total Enrollments Compared to Projected Enrollments

Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2021

	Total Households Served YTD	Food				Eviction Assistance 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 FOOD BANK	361	744	496	361	73%												
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	51	60	30	45	150%	20	10	24	240%	20	15	17	113%				
FOLSOM CORDOVA COMM PARTNERSHIP	30	150	50	16	32%	26	13	12	92%	5	2	3	150%				
INTERNATIONAL RESCUE COMMITTEE	17					33	14	17	121%	35	15	0	0%				
MY SISTER'S HOUSE	30					7	19	19	100%	28	10	22	220%				
River City Food Bank	1,781	3,500	1,600	1,781	111%												
NEXT MOVE (FRANCIS HOUSE)	34	73	36	25	69%									73	36	33	92%
SALVATION ARMY	201					207	68	71	104%	102	32	99	309%	36	12	35	292%
SOUTH COUNTY SERVICES	37	116	58	15	26%	47	24	4	17%	80	40	12	30%				
VOLUNTEERS OF AMERICA	25	50	20	4	20%	20	10	3	30%	12	6	0	0%	27	14	7	50%
WIND YOUTH SERVICES	56	350	150	52	35%	7	1	0	0%								

**Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2021**

	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 FOOD BANK																
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)					54	27	43	159%					7	5	3	60%
FOLSOM CORDOVA COMM PARTNERSHIP	5	2	0	0%					40	15	7	47%	20	7	2	29%
INTERNATIONAL RESCUE COMMITTEE	28	10	0	0%	40	16	0	0%								
MY SISTER'S HOUSE																
RIVER CITY FOOD BANK																
NEXT MOVE (FRANCIS HOUSE)																
SALVATION ARMY																
SOUTH COUNTY SERVICES					232	116	6	5%								
VOLUNTEERS OF AMERICA					70	50	17	34%								
WIND YOUTH SERVICES*					300	160	40	25%								

* For Wind Youth Services, this category is for car repairs as an employment support

**Community Services Block Grant Delegate Agency Report
Second Quarter Through June 30, 2021**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2021 BUDGET	Expended Through 2nd Qtr.	% Expended	DELEGATE AGENCIES	2021 BUDGET	Expended Through 2nd Qtr.	% Expended
ELK GROVE FOOD BANK (SN)	\$34,870	\$0	0.0%	RIVER CITY FOOD BANK (SN)	\$50,000	\$14,287	28.6%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (FSS)	\$35,218	\$19,471	55.3%	ROSE FAMILY CREATIVE EMPOWERMENT CENTER (SPECIAL PROJECT) (YSS)	\$40,000	\$19,833	49.6%
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE) (SN)	\$38,342	\$27,433	71.5%	SAINT JOHN'S PROGRAM FOR REAL CHANGE (FSS)	\$35,218	\$19,548	55.5%
FOLSOM CORDOVA COMM PARTNERSHIP (FSS)	\$64,563	\$29,084	45.0%	SAINT JOHN'S PROGRAM FOR REAL CHANGE (YSS)	\$45,000	\$15,126	33.6%
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$56,508	\$12,462	22.1%	SALVATION ARMY (SN)	\$75,000	\$29,446	39.3%
INTERNATIONAL RESCUE COMMITTEE (FSS)	\$65,001	\$37,331	57.4%	SOUTH COUNTY SERVICES (SN)	\$61,768	\$19,431	31.5%
INTERNATIONAL RESCUE COMMITTEE (SN)	\$31,000	\$11,865	38.3%	VOLUNTEERS OF AMERICA-GREATER SACRAMENTO & NORTHERN NEVADA (SN)	\$27,870	\$24,937	89.5%
LA FAMILIA COUNSELING (YSS)	\$60,000	\$17,796	29.7%	WAKING THE VILLAGE (YSS)	\$40,000	\$21,009	52.5%
LAO FAMILY (FSS)	\$50,000	\$12,929	25.9%	WIND YOUTH SERVICES (FSS)	\$40,000	\$21,120	52.8%
MY SISTER'S HOUSE (SN)	\$34,100	\$18,150	53.2%	WIND YOUTH SERVICES (SN)	\$29,000	\$3,109	10.7%
NEXT MOVE (SAEHC) (SN)	\$45,542	\$18,359	40.3%	WOMEN'S EMPOWERMENT (FSS)	\$40,000	\$24,348	60.9%

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

Agencies with less than 50% expended in funds may have been awarded funds for similar services through other sources, or experienced low enrollments due to COVID-19.
Community Action Board

ITEM IV- D- INFORMATION

PROGRAM OPERATOR REPORT (CARES Act) – 3rd QUARTER

CSBG

BACKGROUND:

Attached for your information is the CSBG Program Operator report for CARES Act Funding with program and fiscal data through the 3rd Quarter.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant CARES Act Delegate Agency Report: Family Self-Sufficiency:
Employment; Health and Social/Behavioral Development
Third Quarter through June 30, 2021**

Family Self-Sufficiency: Employment	Enrollments				Employed				Employed 180 Days			
	Program Goal	YTD Goal	YTD Actual	YTD Rate	Program Goal	YTD Goal	YTD Actual	YTD Rate	Program Goal	YTD Goal	YTD Actual	YTD Rate
ELK GROVE UNIFIED SCHOOL DISTRICT (EGACE)	36	15	28	187%	31	12	2	17%	31	5	0	0%
FOLSOM CORDOVA COMM PARTNERSHIP	37	15	20	133%	20	6	10	167%	10	1	0	0%
LAO FAMILY	75	30	30	100%	60	26	25	96%	36	3	5	167%
PIVOT SAC	90	30	16	53%	50	15	5	33%	27	7	0	0%
WIND YOUTH SERVICES	56	26	0	0%	42	20	0	0%	24	10	0	0%
WORLD RELIEF SACRAMENTO	72	40	35	88%	58	25	8	32%	53	6	0	0%
Family Self-Sufficiency: Housing	Enrollments				Housed				Housed 180 Days			
	Program Goal	YTD Goal	YTD Actual	YTD Rate	Program Goal	YTD Goal	YTD Actual	YTD Rate	Program Goal	YTD Goal	YTD Actual	YTD Rate
FOLSOM CORDOVA COMM PARTNERSHIP	37	15	20	133%	15	4	0	0%	10	0	0	N/A
Family Self-Sufficiency: Health and Social/Behavioral Development	Enrollments				Demonstrate Positive Approaches to Learning							
	Program Goal	YTD Goal	YTD Actual	YTD Rate	Program Goal	YTD Goal	YTD Actual	YTD Rate				
SAINT JOHN'S PROGRAM FOR REAL CHANGE Age 0-5	100	38	13	34%	66	22	13	59%				
SAINT JOHN'S PROGRAM FOR REAL CHANGE Grades 1st-8th	70	28	15	54%	46	18	15	83%				
	Enrollments				Demonstrate Improved Mental/Behavioral Health and Well-							
	Program Goal	YTD Goal	YTD Actual	YTD Rate	Program Goal	YTD Goal	YTD Actual	YTD Rate				
SAINT JOHN'S PROGRAM FOR REAL CHANGE	30	13	28	215%	17	7	5	71%				

Definitions

Program Goal: Subgrantee Projected Goals for 2020-2022

YTD Goal: Projected goal at current point of the program period

YTD Actual: Actual Enrollments at current point of the program period

YTD Rate: Percentage of Total Cumulative Enrollments Compared to Projected Cumulative Enrollments

**CSBG CARES Act Delegate Agency Report
Third Quarter Through June 30, 2021**

	Total Households Served YTD	Food				Eviction Assistance 1st Month's Rent				Utilities				Off-Site Shelter (Motel)			
SAFETY-NET		Prog. Goal	YTD Goal	Actual	%	Prog. Goal	YTD Goal	Actual	%	Prog. Goal	YTD Goal	Actual	%	Prog. Goal	YTD Goal	Actual	%
ELK GROVE FOOD BANK	143	1396	376	143	38%					112	37	0	0%				
ELK GROVE USD	43	51	25	37	148%	23	18	25	139%	45	12	24	200%				
FOLSOM CORDOVA COMM PARTNERSHIP	93	50	25	40	160%	28	15	37	247%	25	12	26	217%				
INTL RESCUE COMMITTEE	27					70	35	23	66%	35	20	8	40%				
MUTUAL ASST. NETWORK	0	90	60	0	0%	31	23	0	0%	15	9	0	0%				
MY SISTER'S HOUSE	13					35	24	11	46%	25	10	7	70%				
OPENING DOORS	67	50	23	35	152%	20	8	22	275%	50	23	9	39%	10	4	1	25%
RIVER CITY FOOD BANK	1579	3500	1400	1579	113%												
ROSE FAMILY	10					27	12	1	8%	36	18	10	56%	6	3	0	0%
SOUTH COUNTY SVCS.	48					16	12	15	125%	20	11	26	236%	6	3	8	267%
THE SALVATION ARMY	178					75	35	73	209%	108	60	109	182%				
VOLUNTEERS OF AMER.	11	40	22	8	36%	26	14	7	50%	30	10	3	30%	50	28	2	7%
WIND YOUTH SVCS.	9	187	45	9	20%	5	2	0	0%	10	6	0	0%				
WORLD RELIEF SAC.	32					28	14	16	114%	30	15	5	33%	3	1	2	200%

**CSBG CARES Act Delegate Agency Report
Third Quarter Through June 30, 2021**

	Employment Supports				Transportation*				Clothing/Diapers			
SAFETY-NET	Prog. Goal	YTD Goal	Actual	%	Prog. Goal	YTD Goal	Actual	%	Prog. Goal	YTD Goal	Actual	%
ELK GROVE FOOD BANK												
ELK GROVE USD	20	10	17	170%	38	20	37	185%				
FOLSOM CORDOVA COMM PARTNERSHIP	10	5	1	20%					21	8	15	188%
INTL. RESCUE COMMITTEE	25	10	0	0%	30	14	0	0%				
MUTUAL ASST. NETWORK	87	64	0	0%								
MY SISTER'S HOUSE												
OPENING DOORS												
RIVER CITY FOOD BANK												
ROSE FAMILY												
SOUTH COUNTY SVCS.												
THE SALVATION ARMY												
VOLUNTEERS OF AMER.					75	40	0	0%				
WIND YOUTH SVCS.*					180	75	1	1%				
WORLD RELIEF SAC.	3	1	1	100%	7	3	8	267%				

* For Wind Youth Services, this category is for car repairs as an employment support
Community Action Board

**CSBG CARES Act Delegate Agency Report
Third Quarter Through June 30, 2021**

EXPENDITURES				EXPENDITURES			
DELEGATE AGENCIES	2021 BUDGET	Expended Through 3rd Qtr.	% Expended	DELEGATE AGENCIES	2021 BUDGET	Expended Through 3rd Qtr.	% Expended
ELK GROVE FOOD BANK (SN)	\$54,000	\$0	0.0%	RIVER CITY FOOD BANK (SN)	\$50,000	\$10,000	20.0%
ELK GROVE USD (FSS)	\$63,014	\$36,514	57.9%	ROSE FAMILY (SN)	\$33,286	\$8,177	24.6%
ELK GROVE USD (SN)	\$44,906	\$33,558	74.7%	PIVOT SAC (FSS)	\$43,919	\$7,227	16.5%
FOLSOM CORDOVA COMM PARTNERSHIP (FSS)	\$103,917	\$32,473	31.2%	SAINT JOHN'S PROGRAM FOR REAL CHANGE (FSS)	\$65,008	\$49,928	76.8%
FOLSOM CORDOVA COMM PARTNERSHIP (SN)	\$60,000	\$40,296	67.2%	SALVATION ARMY (SN)	\$60,000	\$59,065	98.4%
INTL RESCUE COMMITTEE (SN)	\$60,000	\$24,630	41.1%	SOUTH COUNTY SERVICES (SN)	\$33,286	\$29,867	89.7%
MUTUAL ASSISTANCE NETWORK (SN)	\$60,000	\$0	0.0%	VOLUNTEERS OF AMER. (SN)	\$54,000	\$8,576	15.9%
				WORLD RELIEF SACRAMENTO (FSS)	\$78,506	\$27,046	34.5%
LAO FAMILY (FSS)	\$125,000	\$12,287	9.8%	WIND YOUTH SERVICES (FSS)	\$78,042	\$13,687	17.5%
MY SISTER'S HOUSE (SN)	\$39,895	\$16,963	42.5%	WIND YOUTH SERVICES (SN)	\$24,800	\$1,683	6.8%
OPENING DOORS (SN)	\$60,000	\$41,196	68.7%	WORLD RELIEF SAC (SN)	\$37,724	\$16,747	44.4%

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

Agencies with less than 50% expended in funds may have been awarded funds for similar services through other sources, or experienced low enrollments due to COVID-19.

ITEM IV-E- INFORMATION
CUSTOMER SATISFACTION SURVEYS

BACKGROUND:

Customer satisfaction surveys are attached for your review. Staff will be available to answer any questions.

PRESENTER: Julie Davis-Jaffe

2021-2022 CSBG Satisfaction Survey

Survey Questions:

1. It was easy to connect with an agency worker to discuss my situation.
2. I was treated with respect during my contacts with the agency.
3. I was informed of other services that could also assist me.
4. **(Safety-net only)** I received emergency assistance within three (3) working days of my initial request.
(FSS/YSS only) My case manager was engaged and seemed to understand my situation.
5. On a scale of 1 through 10 ("1" being the least and "10" being the highest), how satisfied were you with the services you received?

CSBG Delegate Agency	Program	Q 1-4; Average "Yes" responses (out of total responses 4/4)	Q 5; Average score (out of 10 Possible)
Elk Grove Adult and Community Education	FSS	100% Yes	8
	SN	100% Yes	10
Folsom Cordova Community Partnership	FSS		
	SN		
International Rescue Committee	FSS		
	SN		
La Familia Counseling Center	YSS	100% Yes	10
Lao Family Community Development	FSS		
My Sister's House	SN	100% Yes	9
Next Move Francis House	SN		
Rose Family Creative Empowerment Center	YSS SP		
ST. John's Program for Real Change	FSS		
	YSS		
The Salvation Army	SN	99% Yes	9.8
South County Services	SN		
Volunteers of America	SN		
Waking the Village	YSS		
Wind Youth Services	FSS		
	SN		
Women's Empowerment	FSS	100% Yes	10

Analysis:

For Questions 1-4, responders were given a Yes or No option. Responses to questions 1 through 4, on average, were **(99.8%)**. Program participants say they were able to connect with an agency contact to discuss their situation, were treated with respect, were informed of additional or other services, received emergency assistance within three (3) working days, and received full engagement from their assigned case manager. Question 5 provided customers the opportunity to rate their satisfaction experience on a scale of 1 through 10; 1 being least and 10 being highest. On average, delegate agencies were given a rating of **(9.5) out of 10**. Overall, customers were highly satisfied with the CSBG services they received. A total of **(20)** surveys were received for this report; blank spaces indicate that no surveys were completed for the given agency. *Due to the brief nature of the exchange, food banks were not included in this survey.*

*** Customer Comments:**

EGACE: *"Thank you, Mrs. Liz for your respect and help in such a time of need." "Liz kept me informed throughout the process, even when she didn't have an available service, she called to tell me. She also referred me to another agency so I knew that she was working to get help for me."*

Women's Empowerment: *"Staff was always attentive and quick to respond to messages or emails." "All staff really made this program easy to stick with because of their passion and dedication to the program." "Thank you for all you do and making a great difference in my life today. Please keep being you and do not forget how you have made a positive impact on me and many women, too!"*

ITEM IV-F- INFORMATION

DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT – COMMUNITY SERVICES DIVISION – MONITORING REPORT

BACKGROUND:

The Department of Community Services and Development – Community Services Division monitored the Sacramento Employment and Training Agency's (SETA) Community Services Block Grant in May 2021. SETA met all the monitoring requirements.

The final monitoring report is included in this packet for your review.

PRESENTER: Julie Davis-Jaffe



Department of Community Services and Development
Community Services Division
Monitoring Report (rev. 5/2021)

Agency Information

Agency Name Sacramento Employment and Training Agency

Agency Type Community Action Agency-Public

Report # C-21-052

CSD/Field Representative Jennifer Milovina

Date Report Completed May 19, 2021

Contracts Reviewed

Contract #	Program Term	Amount	Contract Type
20F-3033	1/1/20- 5/31/21	\$1,821,879.00	Annual CSBG
20F-3033	1/1/20- 5/31/21	\$32,000.00	CSBG Discretionary
20F-3672	3/27/20- 5/31/22	\$2,470,821.00	CSBG CARES
20F-3672	10/1/20- 5/31/22	\$40,370.00	CSBG CARES Disc
21F-4033	1/1/21-12/31/21	\$1,821,879.00	Annual CSBG
21F-4434	6/1/21-5/31/22	\$28,250.00	CSBG Discretionary

Entrance Conference

Purpose of Visit The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Virtual Entrance Conference May 19, 2021

The following persons were present during the Entrance Conference:

Julie Davis-Jaffe
Pamela Moore
Karen Mora
Roy Kim
Kathy Kossick
Cynthia Moreno
Jennifer Milovina

The following items were discussed:

- Virtual Monitoring Overview
- 2021 Contracts
- Subcontractor Monitoring
- CSBG Expenditure Trend
- Annual Report Status
- CAP/CNA

- CSBG CARES Enhanced Fiscal Reviews

Administrative Review

Board Composition

According to the agency's bylaws dated January 3, 2019, the Tripartite Board is composed of twelve members per agency's bylaws: 4 from the public sector, 4 from the private sector, and 4 from the low-income sector.

The board roster dated April 21, 2021 indicates that there is currently one board vacancy in the private sector since 4/13/2021.

**Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board /council members during the pandemic. Board vacancies occurring during the period from March 2020 through December 2022, will be documented in this report but no new corrective action designation (Observation or Finding) will be assigned. Agencies will be required to submit updates as detailed in the corrective action section below. Starting with the 2023 monitoring session, CSD will return to the regular board/council vacancy monitoring practices. To the extent possible, CSD encourages agencies to engage in recruitment activities to fill vacancies during this period..*

Board Minutes

Sacramento Employment and Training Agency submits approved board minutes to (CSD) no later than thirty days after the minutes are approved as required in the annual contract agreement (2021 CSBG Contract Agreement Article 4.1.4).

A review of the board minutes from November 9, 2020, January 13, 2021, and March 10, 2021 indicates that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficient information to determine the board's involvement in the development, planning, implementation, and evaluation of the program.

Fiscal Review

Advance Payment

The Field Representative was presented documentation that demonstrates that the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))

Expenditure Progress

During the monitoring review the Field Representative met with the Fiscal Manager, to discuss the status of all open contracts as follows:

2020 CSBG Contract

A review of EARS reports from January 2020 through May 2021 indicates 100% or \$1,821,879.00 of \$1,821,879.00 has been expended.

2020 Discretionary

A review of EARS reports from April 2020 through May 2021 indicates 100% or \$32,000.00 of \$32,000.00 has been expended.

2021 CSBG Contract

A review of EARS reports from January 2021 through June 2021 indicates 24.6% or \$448,250.26 of \$1,821,879.00 has been expended. According to the agency's Fiscal Manager, it is on track to fully expend the contract funds by the end of the contract term.

2021 Discretionary

This \$28,250.00 contract was executed on 4/26/2021 and has no reported expenditures at this time.

CSBG CARES Contract

A review of EARS reports from March 2020 through May 2021 indicates 21.90% or \$541,097.55 of \$2,470,821.00 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term. (See detailed CARES information below.)

CSBG CARES Disc Contract

A review of EARS reports from October 2020 through May 2021 indicates 4.01% or \$1,617.89 of \$40,370.00 has been expended. According to the agency's Fiscal Manager, it is on track to fully expend the contract funds by the end of the contract term. (See detailed CARES information below.)

Line Item Expenditure Review

Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.

The Field Representative sampled 2 expenditure transactions from costs reported in EARS:

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
20F-3033	12/1/20-12/31/20	Program	Subcontractor/Consultant Services	\$42,622.11
20F-3033	11/1/20-11/30/20	Admin	Operating Expenses	\$1,964.20

The Field Representative reviewed the expense detail reports, general ledger, subcontractor invoices, agency invoices, and verified that the documentation supported the transactions sampled from expenditures reported in (EARS).

Equipment Validation Review:
Programmatic Review
Program Reports

Not Applicable

A review of the most recent CSBG Annual Report Modules 2 – 4 indicates the report has been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

Family Domains (Module 4)	Indicator	Target	Actual
Housing	FNPI 4d. The number of individuals who maintained safe and affordable housing for 180 days.	1	7
Health and Social/Behavior Development	FNPI 5g. The number of individuals with disabilities who maintained an independent living situation.	2	2
Employment	FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage)	174	148

Performance Target Accuracy

FNPI 4d. is at 700% which is outside the 80-120% threshold and required comment from the agency: "One program exceeded its projections for number of people to retain housing for 90 and 180 days."

Organizational Standards Review

☒ The agency certified that their 2020 Organizational Standards Assessment score was 100%. Therefore, the agency transfers this score to stand as the 2021 Organizational Standards Assessment score.

Subcontractor Review

The Field Representative in accordance with the 2021 CSBG Contract, (Article 4, section 4.21.2) conducted an assessment of the contractor requirements, which include verification of the Excluded Parties List System (EPLS), submission of the CSD 163 form, monitoring policy, and procurement. The assessment determined the agency is in compliance with their monitoring policy. This was determined by reviewing subcontractor

monitoring schedules and written evaluations of the subcontractors who were monitored.

Child Support

The Field Representative determined that the agency has a written referral policy in place to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b)).

Site Visits

Due to COVID-19 CSD did not conduct an agency site visit.

Client File Review

Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.

The Field Representative conducted a client file review of 3 clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: 4d, 5g, 1b. The client files contained the applicable documentation to demonstrate the client met the income eligibility for services. The client files contain documentation that verifies outcomes have been met.

Safeguard of client files

Due to COVID-19 CSD did not conduct an agency site visit. CSD accepts the 2020 results for Organization Standard 8.13, "The Organization has a written policy in place for record retention and destruction" as sufficient verification for this item.

☒ Organization Standard 8.13 was "met" for this review period.

CSBG CARES Activities

CSBG CARES contract was executed on 8/13/2020.

The agency submitted their revised spending plan on 5/17/2021. According to their updated projections, SETA will be submitting expenditures in the amount of \$110,264.99 on a monthly basis They expect to be 30% expended by July 2021.

The CARES Quarterly fiscal reconciliation review requirement was completed on 4/7/2021. No issues were discovered.

CSBG CARES Quarterly Fiscal Reviews

The Field Representative reviewed Agency invoices, the general ledger, rental verification, vendor invoices, financial obligation request forms, bank statements and COVID-19 impact forms and verified the documentation supported the transactions sampled from expenditures reported in (EARS).

CSBG CARES Program Performance

☒ CSBG CARES Annual Report data not available for this Report

CSBG CARES Client File Review

☒ CSBG CARES Annual Report data not available for this Report

If applicable: CSBG DRSF Activities

DRSF Program Performance ☒ Not Applicable, the agency is not a DRSF Contractor

Exit Conference

Date of Virtual Exit Conference May 19, 2021

The following persons were present during the Exit Conference:

Kathy Kossick
Julie Davis-Jaffe
Pamela Moore
Karen Mora
Roy Kim
Cynthia Moreno
Jennifer Milovina

The following items were discussed:

- Highlights of Review
- Monitoring Timeline
- CSBG Contract-2020-2021
- Organizational Standards
- CARES Expenditure Rate
- Annual Report
-

Finding(s)

Finding(s):

No Findings identified during this review

Observation(s)

Observation(s):

No Observations identified during this review

Recommendation(s)

Recommendation(s): Not Applicable

Other: Board Vacancies

Board Vacancy:

The board roster dated April 21, 2021 indicates that there is currently one board vacancy in the private sector since 4/13/2021. According to CSD's guidance/flexibilities for board vacancies that will be in effect from March 27, 2020 through December 31, 2022. New vacancy(ies) occurring during the referenced timeframe, will be documented in the monitoring report (desk review or modified review report), however no corrective action will be assigned. Your agency will be required to submit updates to CSD according to the schedule below if the vacancy(ies) persist:

- September 30, 2021
- December 31, 2021
- June 30, 2022
- December 30, 2022

Technical Training Assistance(s)

Recommendation(s): Not Applicable

*CSD may request additional information related to meeting/resolving Findings addressed in this report.
Unresolved Findings may result in additional monitoring or a High-Risk designation.*

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. 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.