



GOVERNING BOARD

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KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, May 10, 2017

TIME: 10:00 a.m.

PLACE: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

While the Community Action Board welcomes and encourages participation in the Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Community Action Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Community Action Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assistance Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

PAGE NUMBER

- I. **Call to Order/Roll Call**
 - Introduction of new CAB Member: Genevieve Levy, Sacramento Food Bank & Family Services
- II. **Consent Item**
 - A. Approval of Minutes of the April 12, 2017 Meeting 1-5
- III. **Action Item:** None.
- IV. **Information Items**
 - A. Program Operator Monthly Report – First Quarter 6-10

- B. Community Services Block Grant Fiscal Monitoring Reports 11-25
- Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.
 - Legal Services of Northern California, Inc.
 - River City Food Bank
 - Sacramento Area Emergency Housing Center
 - Voluntary Legal Services of Northern California
 - Volunteers of America
 - WIND Youth Services

V. **Reports to the Board** 26

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

VI. **Public Hearing for the 2018-2019 Community Action Plan**

VII. **Adjournment**

DISTRIBUTION DATE: FRIDAY, MAY 5, 2017

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE APRIL 12, 2017 BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 12, 2017 board meeting.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes.

PRESENTER: Julie Davis-Jaffe

COMMUNITY ACTION BOARD

Minutes/Synopsis

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

SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

Wednesday, April 12, 2017
9:30 a.m.

- I. **Call to Order/Roll Call:** Ms. Nelson called the meeting to order at 9:35 a.m.; a quorum was established.

Ms. Nelson welcomed new CAB member, Calvin Sheppard of the Head Start Policy Council.

Members Present:

Denise Nelson, Head Start Policy Council
Anthony Garcia, Child Action, Inc.
Mary Duncan, Adult & Aging Commission of Sacramento County
Calvin Sheppard, Head Start Policy Council
Donald Migge, California Community Credit Union
Rivkah Sass, Sacramento Public Library Authority
LaShelle Dozier, Sacramento Housing & Redevelopment Agency
Cole Forstedt, United Way (arrived at 9:41 a.m.)
Sam Starks, SMUD (arrived at 9:52 a.m.)
Lisa Culp, Women's Empowerment (arrived at 9:58 a.m.)

Members Absent:

Blake Young, Sacramento Food Bank & Family Services

- II. **Consent Item**

Approval of Minutes of the March 8, 2017 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Migge, second/Garcia, to approve the March 8, 2017 minutes.

Roll Call Vote:

Aye: 7 (Dozier, Duncan, Garcia, Migge, Nelson, Sass, Sheppard)

Nay: 0

Abstentions: 0

Absent: 4 (Culp, Forstedt, Starks, Young)

- III. **Action Item:** None.

IV. Information Items

Mr. Cole Forstedt arrived at 9:41 a.m.

- A. Community Action Board Orientation: Mr. Victor Bonanno distributed Community Action Board Orientation Manuals and urged board members to review the documents enclosed. Mr. Bonanno introduced Pamela Moore and Amy Ruddell, both of whom worked to develop the manuals.

Mr. Starks arrived at 9:52 a.m.

Mr. Bonanno reviewed the bylaws and stressed how important it is for board members to read them.

Ms. Culp arrived at 9:58 a.m.

- B. 2018-2019 Community Services Block Grant Planning Calendar: Ms. Davis-Jaffe reviewed the planning calendar and urged board members to attend each meeting.
- C. Community Services Block Grant Fiscal Monitoring Reports: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Mr. Starks asked if the Agency was responding to the proposed decreases in funding Ms. Kossick stated that SETA is not allowed to lobby. Ms. Kossick will send some national material to board members if they are interested in lobbying as a private citizen.
- C. Program Manager: No report.
- D. Members of the Board: No report.
- E. Public: No report.

V. Public Hearing for the 2018-2019 Community Action Plan

1. Renee West, Case Manager, Elk Grove Food Bank Services: Ms. West stated that she was hired to provide services in addition to food. They have a need for food, clothing, and other services. They have seven different mobile services that visit senior apartments to deliver foods. While delivering food to the seniors, she talks to them; they have many needs and are on a fixed income. She is able to find out the other needs they may have. There is a need to help seniors and Ms. West asked that the board continue to provide services for seniors in the area. Ms. West also purchases fresh produce that the seniors can pick up.
2. Judy Sala, CalFresh Coordinator, Elk Grove Food Bank Services: Ms. Sala stated that she is a grant writer for this program. Elk Grove is the second largest

city in Sacramento County. About 17,000 people in the Elk Grove area live below the poverty line. About 5,000 come to the Elk Grove Food Bank for food. The senior population is their largest growing group. They serve migrant farm workers and they are now providing a food closet at Cosumnes River College. These programs are in jeopardy of being underfunded. The south part of the county has a high percentage of the working poor and a larger number of poor seniors. Elk Grove Unified School District informed Ms. Sala that 500 students are currently identified as homeless. Food insecurity is a huge problem in this county. The Elk Grove Food Bank participates in the Feeding America bags at Raley's. The Food bank provides an emergency three day supply of food but it is not adequate to meet the needs of the community. The Feeding America program, which is part of the USDA, decides where the food can be distributed. Ms. Dozier inquired how the apartment complexes become eligible for deliveries. Ms. Sala replied that the apartment managers can arrange that and get in touch with their predominately volunteer staff. They are willing to go anywhere the need is. She would love to provide board members a tour of their warehouse to see what they do with what they have.

3. Eileen Thomas, Executive Director, River City Food Bank: This food bank is located in mid-town Sacramento; they are about to celebrate 50 years. They welcome families throughout the county. They are open five days a week. They have a senior program called The Most Important Meal. Many of these seniors live in single occupancy rooms and do not have a lot left over to buy food; they are provided breakfast foods. They work with 90 schools and some are provided breakfast bags or large grocery bags of food. The food bank has been invited to expand their services to the Arden/Arcade area this has an especially high density housing/low income families. They will be located at Bell/Edison. She is working with other food banks in the Arden/Arcade area to coordinate with services already there. There are not a lot of social services for families in the area. They are expanding into a 7,000 square foot building. The Diocese of Northern California owns the building and they are very interested in building a community center for the community. They hope to be involved in a community garden. They are looking for help to provide fresh fruit and vegetables to the community members. They recently learned from the Department of Health and Human Services that there are five agencies doing refugee resettlement bringing 3,800 people into Sacramento County.
4. Patrick Ting, Attorney, Legal Services of Northern California – Senior Legal Hotline; Mr. Ting stated that he supervises their senior legal hotline. Their mission is to provide help, to protect dignity, and ensure economic stability of seniors. This program has been around for 20 years. They provide legal services, primarily legal counsel and advice and sometimes representation at administrative hearings or trials. There is one staff attorney, three part-time volunteer attorneys, and one paralegal. The demand for services is very high. Many of their clients are from underserved or vulnerable populations, SSDI, Social Security, homeless or disabled, or limited English proficient. Their clients

are assisted in housing and they represent people in unlawful detainers. In the public benefits area, they represent people that are having their benefits terminated. People that receive SSI, Cal Fresh, CalWORKs, or Medi-Cal are their clients. Mr. Ting spoke of their clients that are on fixed income. A great number were below the poverty guidelines. There is a great need for legal services.

5. Onniel Sanchez & Patricia Gonzales, La Familia Counseling Center: Mr. Sanchez stated that LaFamilia has provided services for 40 years. Project Reach has been funded for 25 years to help troubled youth aged 10-21 having issues in their life gangs/drop out issues/family barriers, etc. They work with the kids through mentorship to help see something different from what they are used to. They work with any kid needing help. They provide workshops and tours to colleges so encourage the kids to continue their education. They recently did a tour of CSS and UC Davis. Ms. Gonzales stated she is 17 years old and joined the Project Reach program in 2015. The program helps her with the present but also a look to the future. It shows her a new path. Mr. Sanchez stated that they try to be a big sister/brother to these young people and expose them to different things.
 6. Terry Kanowsky, The Salvation Army: Ms. Kanowsky stated that they have a food closet and feed 150 people per day. They pay PG & E and SMUD bills and help with rent/motel vouchers. It is not a lot of money but it makes a huge difference for their clients. A lot of their customers are disabled, so the assistance with PG & E and SMUD payments helps a lot. Most people are one pay check away from losing their home. They work with the customer to help the client to get additional services. They work with people from Sacramento and West Sacramento, down to Isleton.
 7. Gwendolyn Vinson, Salvation Army: Ms. Vinson spoke of how much The Salvation Army helped her when she experienced some family issues. She was too young to retire, but could not work. If it were not for The Salvation Army she would be on the street. The Salvation Army helped her with rent and food, and she's now grateful that she dropped the coins in the can when she could afford it. She needs people and thanked The Salvation Army for their assistance.
- VII. Adjournment:** The meeting was adjourned at 10:41 a.m.

ITEM A- INFORMATION

PROGRAM OPERATOR MONTHLY REPORT – FIRST QUARTER

BACKGROUND:

Attached for your information are the CSBG Program Operator Monthly report data for the First Quarter of the program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

Community Action Board
Delegate Agency Expenditures Report Through March 31, 2017
First Quarter (Cumulative)

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Children's Receiving Home - YSS (Youth)
Department of Health and Human Services - YSS (Seniors)
Elk Grove Food Bank - SN
Folsom Cordova Community Partnership - FSS
Folsom Cordova Community Partnership - SN
La Familia Counseling Center - YSS (Youth)
Lao Family Community Development - SN
Legal Services of Northern California - SN
My Sister's House - SN
Next Move Sacramento - FSS
Next Move Sacramento - YSS (Seniors)
Next Move Sacramento/Francis House - SN

EXPENDITURES		
2017 BUDGET	Expended Through 1st Qtr.	Expended Rate
\$28,500	\$0	0%
\$16,500	\$4,059	25%
\$20,000	\$6,245	31%
\$60,000	\$11,739	20%
\$24,000	\$8,959	37%
\$55,000	\$11,235	20%
\$20,000	\$1,587	8%
\$20,000	\$3,785	19%
\$34,100	\$7,915	23%
\$60,000	\$16,125	27%
\$25,000	\$6,563	26%
\$85,600	\$0	0%

DELEGATE AGENCIES
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
River City Food Bank - SN
Sacramento Self-Help Housing - FSS
Saint John's Program for Real Change - FSS
South County Services - SN
The Salvation Army - SN
Visions Unlimited - YSS (Seniors)
Voluntary Legal Services Program of Northern California - SN
Volunteers of America - SN
Waking the Village - FSS
WIND Youth Services - FSS
WIND Youth Services - SN

EXPENDITURES		
2017 BUDGET	Expended Through 1st Qtr.	Expended Rate
\$20,500	\$20,500	100%
\$20,000	\$4,424	22%
\$70,000	\$22,673	32%
\$27,700	\$0	0%
\$60,500	\$12,997	21%
\$35,000	\$11,537	33%
\$28,000	\$7,113	25%
\$7,600	\$0	0%
\$50,000	\$10,618	21%
\$60,000	\$7,835	13%
\$11,391	\$0	0%

**Community Services Block Grant
Delegate Agency Report Through March 31, 2017
First Quarter (Cumulative)**

Family Self-Sufficiency	Enrollments				Employed				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Folsom Cordova Comm. Partnership	24	16	15	94%	10	1	1	100%	
Next Move Sacramento	100	45	34	76%	23	5	10	200%	
Sacramento Self-Help Housing	80	20	22	110%	45	15	2	13%	
Saint John's Program for Real Change	88	40	46	115%	20	5	4	80%	
Waking the Village	16	13	26	200%	10	2	2	100%	
WIND Youth Services	20	5	5	100%	13	2	2	100%	

Youth and Senior Supports	Enrollments				Service Goals				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Children's Receiving Home - (Youth)	26	8	8	100%	26	8	8	100%	
Department of Health and Human Services - (Seniors)	14	8	7	88%	14	8	7	88%	
La Familia Counseling Center - YSS (Youth)	40	22	21	95%	40	10	10	100%	
Next Move Sacramento - YSS (Seniors)	22	22	19	86%	22	22	19	86%	
Visions Unlimited - YSS (Seniors)	45	42	36	86%	45	36	36	100%	

**Community Services Block Grant
Delegate Agency Report Through March 31, 2017
First Quarter (Cumulative)**

SAFETY-NET	Total Unduplicated Households Served YTD	Food				Eviction				1st Month Rent				Shelter (Motel)			
		Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank	126	300	75	126	168%												
Folsom Cordova Community Partnership	174	320	50	105	210%	1	1	1	100%					14	3	5	167%
Francis House	47	208	52	43	83%									180	45	47	104%
Lao Family Community Development	5	35	7	0	0%	3	0	2	67%	3	0	0	0%	18	4	2	50%
Legal Services of Northern California	138																
My Sister's House	12					25	5	5	100%	13	2	5	250%				
Next Move Sacramento	31					6	2	10	500%	5	2	0	0%	6	2	2	100%
River City Food Bank	778	2645	661	778	118%												
South County Services	0	240	0	0	0%	28	0	0	0%								
The Salvation Army	85					100	25	16	64%	50	10	10	100%	28	10	7	70%
Voluntary Legal Services Program	105																
Volunteers of America	4					4	1	0	0%	2	0	3	150%	18	5	1	20%
WIND Youth Services	125	500	125	125	100%												

**Community Services Block Grant
Delegate Agency Report Through March 31, 2017
First Quarter (Cumulative)**

SAFETY-NET	Utilities				Legal Services				Employment Supports				Transportation				Clothing Diapers			
	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%	Annual Goal	YTD Goal	Actual	%
Elk Grove Food Bank																				
Folsom Cordova Community Partnership	4	1	1	100%					38	9	0	0%	232	65	92	142%	100	25	87	348%
Francis House									184	46	19	41%								
Lao Family Community Development	17	4	1	25%					3	1	0	0%	79	16	0	0%	3	0	0	0%
Legal Services of Northern California					725	181	138	76%												
My Sister's House	29	5	2	40%																
Next Move Sacramento	14	5	19	380%					3	1	0	0%	50	15	0	0%	5	2	0	0%
River City Food Bank																				
South County Services	51	0	0	0%									100	0	0	0%				
The Salvation Army	134	25	53	212%																
Voluntary Legal Services Program					384	96	105	109%												
Volunteers of America	7	2	1	50%																
WIND Youth Services	30	7	0	0%					10	3	0	0%	500	125	0	0%				

ITEM IV-B INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest CSBG fiscal monitoring reports.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

MEMORANDUM

TO: Ms. Kathleen Steffanic **DATE:** April 4, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of
 Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIOA	Out-of-School Youth	\$151,340	7/1/16-6/30/17	7/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final
Date of review: 2/27&2/28/17

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
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: Goodwill Industries of Sacramento Valley and Northern Nevada, Inc.

Findings and General Observations:

We have reviewed the WIOA program from July 1, 2016 to December 31, 2016. The costs reported for the program has 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
Fiscal Monitoring Findings
Page 2

Program Operator: Legal Services of Northern California, Inc.

Findings and General Observations:

The total costs as reported to SETA for CSBG 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:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

We have reviewed the CSBG programs from January 1, 2016 to December 31, 2016. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

None

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Eileen Thomas **DATE:** April 27, 2017
FROM: Mayxay Xiong, SETA Fiscal Monitor
RE: Desk review 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	\$20,500	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial Follow-up Special Final X
Date of review: 2/1/17

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation's	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	N/A			
6	Fringe Benefits	N/A			
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: River City Food Bank

Findings and General Observations:

The total costs as reported to SETA for the CSBG program contract year of January 1, 2016 to December 31, 2016 have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring desk review.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Victoria Jacobs **DATE:** April 19, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Voluntary Legal Services of Northern California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 28,000	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 1, 2017 desk audit

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

Program Operator: Voluntary Legal Services of Northern California

Findings and General Observations:

The total costs as reported to SETA for CSBG 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:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Leo McFarland **DATE:** April 12, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Fiscal Monitoring of Volunteers of America

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 7,600	1/1/16-12/31/16	1/1/16-12/31/16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 2017 desk audit

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

Program Operator: Volunteers of America

Findings and General Observations:

The total costs as reported to the SETA CSBG programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathleen Steffanic **DATE:** April 21, 2017
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of WIND Youth Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,381	1.1.15-12.31.15	8.1.15-12.31.15
CSBG	Self-Sufficiency	\$ 60,000	1.1.16-12.31.16	1.1.16-12.31.16
CSBG	Safety Net	\$ 20,831	1.1.16-12.31.16	1.1.16-12.31.16

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: desk audit March 1, 2017 and follow-up April 17, 2017

COMMENTS/

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

Program Operator: WIND Youth Services

Findings and General Observations:

The total costs as reported to SETA for the CSBG Programs have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

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.