

ITEM II – CONSENT

APPROVAL OF MINUTES OF THE JULY 12, 2017 MEETING

BACKGROUND:

Attached are the minutes of the July 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, July 12, 2017  
10:00 a.m.

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

Ms. Nelson called the meeting to order at 10:03 a.m. and a quorum was established.

##### Members Present:

Denise Nelson, Head Start Policy Council  
Donald Migge, California Community Credit Union  
Lisa Culp, Women's Empowerment  
Genevieve Levy, Sacramento Food Bank and Family Services  
Rivkah Sass, Sacramento Public Library Authority (arrived at 10:14 a.m.)  
Anthony Garcia, Child Action, Inc. (arrived at 10:18 a.m.)  
Cole Forstedt, United Way (arrived at 10:20 a.m.)

##### Members Absent:

LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Calvin Sheppard, Head Start Policy Council  
Sam Starks, SMUD

#### IV. **Information Items**

##### A. **Guest Speakers:**

- Kindra Montgomery-Block – Black Child Legacy Project: Not present.
- Ian Levin – Mack Road-Valley Hi Community Center Manager

This community center has been funded by the Reimagine Foundation for four years. In four years, they have created a safe space playground, obstacle course, and soccer field. These athletic things provide a physical outlet for the neighborhood kids. It is important to engage the kids as much as possible. There are a variety of programs available in the center; they have a Chess Club called The Nightmares. There are two dance groups which helps to foster a positive community in young women. There is a cooking class every Tuesday where youth learn how to create healthy meals. Girl Scouts Troop 2374 meets at the center. A homework assistance lab takes place four times per week, 2-4 p.m. Monday through Thursday; there are volunteers that help to run the program. They have a lunch program and 30 lunches are brought in every day from Elk

Grove School District; toddlers to youth 18 years of age are fed. They have a garden producing fruits and vegetables and the kids participate in all phases. Sacramento Night Lights is held every Thursday through Saturday where kids can participate in soccer, live entertainment, food, arts and crafts, with an average of about 300 people per night. The reason behind that program was that for the first time in 15 years, there were no homicides on the evenings the program was available in the Florin Road area. It is a crime deterrent but it is also a way to create partnerships with law enforcement and the community. There's a man that comes to repair bikes and teach the kids how to repair a bike. In 2017, total services year to date 846 bikes have been fixed. They also have partnerships with Workability through Elk Grove School District. The Sacramento Regional Conservation Corps visits every Friday and works around the property.

Ms. Sass arrived at 10:14 a.m.

They have a Halloween party and a Christmas Party every year where food is provided. They did their first diaper drive this year which was a great success. Mr. Levin is the only employee. He wants to have a pool to teach the kids how to swim. They have accomplished quite a bit in only four years. When he first started the job he was fresh and did not have much experience. He met a young girl who introduced herself. The next year she became his clip board holder, always asking what she could do to help out. Her brother came in and told him that she was shot.

Mr. Garcia arrived at 10:18 a.m.

The programming they offer to all of the kids in the neighborhood provides options to avoid future violence.

Mr. Forstedt arrived at 10:20 a.m.

Jenny Abbott talked about how the Mack Road Foundation is run on \$350,000 per year all of which is fundraised privately. They rely on partnerships and are always hustling to find partners and funding. The results of Ian's work are very apparent and he has earned the community's trust. The Pannell Community Center is far from the affordable housing community they work in. The bus service in South Sacramento is lacking so the kids are not going to go to the Pannell Center. To meet the challenge, they found a way to build their own community center.

**I. Consent Item**

**A. Approval of Minutes of the June 14, 2017 Meeting**

Minutes were reviewed; no questions or comments.

Moved/Migge, second/Culp, to approve the June 14 minutes.

Roll Call Vote:

Aye: 7 (Culp, Forestedt, Garcia, Levy, Migge, Nelson, Sass)

Nay: 0

Abstentions: 0

Absent: (Dozier, Sheppard, Starks)

### III. **Action Item**

- A. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2018 Program Year

Ms. Julie Davis-Jaffe reviewed the RFP. This document has been produced utilizing public input received over the past few months. Staff is seeking approval to release the RFP.

Mr. Migge commended staff for incorporating many of the issues brought up during meetings; it was done very well. Mr. Garcia stated that the speakers' comments were well incorporated into the document. It is very much appreciated.

Moved/Culp, second/Garcia, to approve the CSBG Request for Proposals for the 2018 Fiscal Year.

Roll Call Vote:

Aye: 7 (Culp, Forestedt, Garcia, Levy, Migge, Nelson, Sass)

Nay: 0

Abstentions: 0

Absent: (Dozier, Sheppard, Starks)

### IV. **Information Items** (continued)

- B. Fiscal Monitoring Report: Ms. Davis-Jaffe stated that all looks well with the monitoring report.

### V. **Reports to the Board**

- A. Chair: No report.

- B. Executive Director: Ms. Kossick announced that a tour of SETA's career center will be held August 17 at the Hillsdale Career Center. Members of the Head Start Policy Council have been invited to participate in the tour. Board members were asked to notify Ms. Davis-Jaffe or Ms. Hogan if there is interest in participating in the Hillsdale Career Center tour.

- C. Program Manager: Ms. Davis-Jaffe thanked the board for the engagement over the year; there has been some great dialogue. Ms. Davis-Jaffe asked if anyone

wanted to participate on the reading team. There would be two meetings, one to go over the process and the second to meet to score proposals.

Members interested in scoring proposals: Ms. Culp, Mr. Garcia, and Ms. Nelson.

Mr. Bonanno stated that staff expects around 30 proposals and it takes around 30 hours to read and score the proposals. The reading team gets together to discuss scores all day on October 18. Everyone will receive a summary of the proposal so there will be some preparation prior to the funding meeting. Mr. Forstedt stated that he would be interested but has to check his schedule. Ms. Levy agreed to serve as an alternate.

C. Members of the Board: Ms. Sass stated that the Sacramento Library is in the middle of summer reading program and they need kids to participate in this program. The age group is from birth to 100. Ms. Sass stated that she will be sharing information about a new resource the Library has started.

E. Public: No comments.

VI. **Adjournment**: The meeting was adjourned at 10:35 a.m.

## ITEM III - A- ACTION

### APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR PROGRAM YEAR 2018

#### BACKGROUND:

On August 4, 2017, SETA released a Request for Proposals (RFP) for the CSBG program for program year 2018. The RFP solicited services under the Safety-Net, Youth and Senior Support and Family Self-Sufficiency categories as identified in the 2018-2019 CSBG Community Action Plan. The amount of funding available for program services was estimated to be \$800,000, of which 40% was allocated to Safety-Net or short term emergency services, 40% allocated to case-managed Family Self-Sufficiency services, and 20% allocated to Youth and Senior Support Services.

The RFP included a special project to prevent or eliminate recidivism of felony or misdemeanor arrests in Sacramento County among African American youth 14-17. The successful proposals were eligible to receive up to \$40,000 under the Youth and Senior Support services category. Success measures under this service area will include the number of project participants without a recidivating event during 180 days of project participation.

The deadline for receipt of proposals was September 14, 2017. Thirty-three (33) proposals were received by the 5:00 p.m. deadline, requesting a total of \$1,748,513. All thirty-three (33) proposals were evaluated. Two additional proposals were submitted by email after the 5:00 p.m. deadline and were not evaluated, per the RFP instructions.

#### Evaluation Process:

All proposals received through this solicitation went through a comprehensive review process to provide funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberations of a team of eight (8) readers representing SETA's Workforce Development and Fiscal Departments, and Contracts unit, in addition to two members of the Community Action Board. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were scored and ranked into four categories:

The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency had a history of successfully operating the proposed program or a similar program, had sufficient leveraged funding, and demonstrated the establishment of collaborative partnerships.
- The proposing agency adhered to the service priorities set forth in SETA's 2018-2019 Community Action Plan.

ITEM III-A – ACTION (continued)

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- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency demonstrated a potential for success.
- The proposing agency demonstrated a need exists for the service.
- If applying for the Family Self-Sufficiency category, the proposing agency had a clear description of a case-management system and had a connection with the system of Sacramento Works America's Job Centers.

Staff also considered that all identified high-risk and underserved neighborhoods would have access to services and ensured that all identified target groups would be served. Due to limited availability of CSBG funding, only twenty-one proposals are being recommended for funding.

Two new agencies, Health Education Council and International Rescue Committee are recommended for funding.

Historically, SETA has provided youth funding in the amount of \$30,000 for consultant services outside of the standard \$800,000 procurement amount. As this practice is no longer recommended, staff recommends reprogramming these youth funds to augment the Youth and Senior Support category.

Attached are the resulting proposal rankings and staff funding recommendations. Proposal summaries and funding rationale will be submitted under separate cover. The SETA Governing Board will consider CAB funding recommendations at its December 7, 2017 meeting.

RECOMMENDATION:

Approve staff funding recommendations for the Program Year 2018 Community Services Block Grant.

STAFF PRESENTER: Julie Davis-Jaffe

**2018 COMMUNITY SERVICES BLOCK GRANT  
STAFF FUNDING RECOMMENDATIONS**

**Safety-Net Services**

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
23	1	93.6	River City Food Bank	Low-Income Households	Sacramento County	\$20,000	\$40,000	\$1.25/ 32,000	\$37,000	14
19	1	93.1	Voluntary Legal Services of Northern CA	Persons w/ Criminal Convictions or Suspended Driver's Licenses	Sacramento County	\$28,000	\$34,000	\$88.54/ 384	\$34,000	12
32	1	93.0	My Sister's House	Domestic Violence Survivors	Central and South Sacramento, Elk Grove	\$34,100	\$34,100	\$568/ 60	\$34,100	17
10	1	92.3	Lao Family Community Development	Homeless and Low-Income Households	N. Sacramento, Florin, North Highlands, Arden Arcade, Lemon Hill, Parkway	\$20,000	\$70,000	\$318/ 220	\$25,000	9
5	1	91.4	Legal Services of Northern CA	Seniors	Sacramento County	\$20,000	\$20,000	\$33.33/ 600	\$20,000	7
12	1	91.1	Folsom Cordova Community Partnership	Low-Income Households	Rancho Cordova and Parts of Folsom	\$24,000	\$56,419	\$56.59/ 997	\$25,000	10
4	1	90.9	The Salvation Army	Low-Income Households	Sacramento County	\$60,500	\$75,000	\$203/ 369	\$60,500	6
6	1	90.7	Volunteers of America	Homeless and Low-Income Veterans	Sacramento County	\$7,600	\$26,850	\$107/ 252	\$22,000	7
31	2	84.9	Elk Grove Food Bank Services	Low-Income Households	Elk Grove and Zip Codes 95624, 95757, 95758, 95828, 95829, 95288, 95823, 95759, 95683, 95693	\$20,000	\$40,000	\$57.14/ 700	\$20,000	16
15	2	82.4	Next Move	Homeless Households	Sacramento County	\$85,600	\$89,605	\$358/ 250	\$14,632	11
17	3	78.9	WIND Youth Services	Imminently Homeless or Homeless Youth 12-24	Sacramento County	\$20,381	\$20,000	\$100/ 200	\$0	11
29	4	68.4	Travelers Aid Emergency Assistance Agency	Low-Income Households	Sacramento County	\$0	\$70,000	\$175/ 400	\$0	16
3	4	68.3	South County Services	Low-Income Households	South Sacramento County and River Delta Areas	\$27,700	\$49,055	\$98.11/ 500	\$27,768	6
<b>TOTAL SAFETY-NET RECOMMENDED:</b>									<b>\$320,000</b>	

## Family Self-Sufficiency Services

Prop #	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
27	1	92.0	International Rescue Committee	Low Income Households and Single Parents w/ Children 0-5	Arden Arcade, Florin, Carmichael, North Highlands, Natomas, and Citrus Heights	\$0	\$64,998	\$867/ 75	\$64,998	15
24	2	88.4	Waking the Village	Homeless Pregnant and Parenting Youth w/ Children	Sacramento County	\$50,000	\$85,000	\$3,542/ 24	\$60,000	14
13	2	82.0	Next Move	Homeless	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, Lemon Hill, No. Sacramento, Parkway, Rancho Cordova	\$60,000	\$59,582	\$397/ 150	\$59,582	10
11	3	79.4	Folsom Cordova Community Partnership	Low Income Households and Single Parents w/ Children 0-5	Rancho Cordova and Portions of Folsom	\$60,000	\$81,592	\$2,720/ 30	\$55,000	9
18	3	77.6	WIND	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$60,000	\$74,344	\$1,549/ 48	\$55,000	12
20	3	72.0	Saint John's Program for Real Change	Low Income Families and Single Parents w/ Children 0-5	Arden Arcade, North Highlands, Foothill Farms, Carmichael, Citrus Heights, Elk Grove, Florin, City of Sacramento, Parkway, Rancho Cordova	\$70,000	\$125,000	\$1,190/ 105	\$25,420	12
28	4	69.0	Visions Unlimited	Seniors 65+	South Sacramento County	\$35,000	\$40,000	\$889/ 45	\$0	16
8	4	55.4	Sacramento Self-Help Housing	Low Income and Homeless Households	Foothill Farms, Florin, Lemon Hill, Arden Arcade	\$20,000	\$52,628	\$376/ 140	\$0	8
33	4	50.8	Linkage to Education	Probation and Foster Youth	Sacramento County	\$0	\$0	\$750/ 40	\$0	17
<b>TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:</b>									<b>\$320,000</b>	

## Youth and Senior Support

Prop#	Rank	Score	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	Page #
1	1	91.3	La Familia Counseling Center	In-School, Truant, Gang and Pre-Gang Youth	Lemon Hill, Parkway, Florin and Galt	\$55,000	\$85,500	\$1,425/ 60 Youth	\$55,000	5
2	1	90.3	Department of Health and Human Services	Seniors 65+	Sacramento County	\$16,500	\$16,500	\$1,182/ 14 Seniors	\$16,500	5
22	2	89.0	Waking the Village	Pregnant and Parenting Youth and their Children	Sacramento County	\$0	\$70,000	\$2,333/ 30 Youth	\$45,000	13
7	2	88.5	Health Education Council	African-American Youth, 14-17	Sacramento County	\$0	\$40,000	\$1,333/ 30 Youth	\$40,000	8
16	2	81.7	WIND Youth Services	Homeless and Imminently Homeless Youth 12-24	Sacramento County	\$0	\$60,924	\$609/ 100 Youth	\$33,500	11
25	2	81.4	Children's Receiving Home	Foster Youth	Sacramento County	\$28,500	\$40,000	\$1,333/ 30 Youth	\$0	15
21	2	80.3	St. John's Program for Real Change	Resident Youth 0-17 Years	Arden Arcade, Foothill Farms, La Riviera, Florin, North Highlands, Lemon Hill, Parkway, North Sacramento	\$0	\$50,000	\$476/ 105 Youth	\$0	13
9	3	79.1	Court Appointed Special Advocates	Foster Youth	Arden Arcade, Carmichael, Citrus Heights, Elk Grove, Galt, Florin, No. Highlands, Rancho Cordova, and City of Sacramento	\$0	\$50,000	\$625/ 80 Youth	\$0	8
14	3	76.4	Next Move	Seniors 65+	Sacramento County	\$25,000	\$27,416	\$1,246/ 22 Seniors	\$0	10
26	4	67.9	Children's Receiving Home	African American Foster Youth 14-17	Sacramento County	\$0	\$40,000	\$2,000/ 20 Youth	\$0	15
30	4	50.9	Linkage to Education	Probation and Foster Youth	Sacramento County	\$30,000 Consult.	\$0	\$0	\$0	16
<b>TOTAL YOUTH (\$173,500) AND SENIOR (\$16,500) SUPPORT RECOMMENDED:</b>									<b>\$190,000</b>	

ITEM IV-A - INFORMATION

PROGRAM OPERATOR REPORTS – THIRD QUARTER

BACKGROUND:

Attached for your information are the CSBG Program Operator reports for the third quarter of the program year.

Staff will be available to answer questions.

STAFF PRESENTER: Julie Davis-Jaffe

**Community Action Board**  
**Delegate Agency Expenditures Report Through September 30, 2017**  
**Third Quarter (Cumulative)**

<b>DELEGATE AGENCIES</b>
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
Francis House (Next Move_ - 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)

<b>EXPENDITURES</b>		
<b>2017 BUDGET</b>	<b>Expended Through 3rd Qtr.</b>	<b>Percent Expended</b>
\$28,500	\$16,440	<b>58%</b>
\$16,500	\$10,059	<b>61%</b>
\$20,000	\$13,524	<b>68%</b>
\$60,000	\$35,388	<b>59%</b>
\$24,000	\$17,919	<b>75%</b>
\$70,400	\$55,134	<b>78%</b>
\$55,000	\$38,149	<b>69%</b>
\$20,000	\$11,146	<b>56%</b>
\$20,000	\$12,970	<b>65%</b>
\$34,100	\$22,736	<b>67%</b>
\$60,000	\$43,969	<b>73%</b>
\$25,000	\$14,700	<b>59%</b>

<b>DELEGATE AGENCIES</b>
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN
Next Move Sacramento/Francis House - 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

<b>EXPENDITURES</b>		
<b>2017 BUDGET</b>	<b>Expended Through 3rd Qtr.</b>	<b>Percent Expended</b>
\$15,200	\$12,883	<b>85%</b>
\$20,500	\$20,500	<b>100%</b>
\$20,000	\$13,856	<b>69%</b>
\$70,000	\$70,000	<b>100%</b>
\$27,700	\$9,122	<b>33%</b>
\$60,500	\$53,972	<b>89%</b>
\$35,000	\$26,470	<b>76%</b>
\$28,000	\$21,188	<b>76%</b>
\$7,600	\$5,749	<b>76%</b>
\$50,000	\$35,806	<b>72%</b>
\$60,000	\$21,857	<b>36%</b>
\$11,391	\$7,460	<b>65%</b>

**Community Services Block Grant  
Delegate Agency Report Through September 30, 2017  
Third Quarter (Cumulative)**

<b>Family Self-Sufficiency</b>	<b>Enrollments</b>				<b>Employed</b>				<b>Program Monitoring Comments</b>
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	
Folsom Cordova Comm. Partnership	24	15	23	100+%	10	5	4	80%	
Next Move Sacramento	100	80	75	94%	23	16	21	100+%	
Sacramento Self-Help Housing	80	60	67	100+%	45	35	11	31%	Finding for not meeting SETA case management standards
Saint John's Program for Real Change	88	60	82	100+%	20	16	12	75%	Finding for not following the FSS model re: SWAJCCs
Waking the Village	16	14	23	100+%	10	8	10	100+%	
WIND Youth Services	20	15	15	100%	13	4	2	50%	Finding for inaccurate recordkeeping & reporting

<b>Youth and Senior Supports</b>	<b>Enrollments</b>				<b>Service Goals</b>				<b>Program Monitoring Comments</b>
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>YTD Actual</b>	<b>YTD Rate</b>	
Children's Receiving Home - (Youth)	26	21	31	100+%	26	21	23	100+%	
Department of Health and Human Services - (Seniors)	14	13	11	85%	14	13	12	92%	
La Familia Counseling Center - YSS (Youth)	40	30	44	100+%	40	30	35	100+%	
Next Move Sacramento - YSS (Seniors)	22	22	21	95%	22	22	19	86%	Finding for inaccurate, incomplete case files & notes
Visions Unlimited - YSS (Seniors)	45	45	44	98%	45	45	41	91%	Finding for inaccurate client contact dates in case files



**Community Services Block Grant  
Delegate Agency Report Through September 30, 2017  
Third Quarter (Cumulative)**

<b>SAFETY-NET</b>	<b>Utilities</b>				<b>Legal Services</b>				<b>Employment Supports</b>				<b>Transportation</b>				<b>Clothing Diapers</b>			
	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>	<b>Annual Goal</b>	<b>YTD Goal</b>	<b>Actual</b>	<b>%</b>
Elk Grove Food Bank																				
Folsom Cordova Comm. Partnership	2	1	3	100+%					38	19	0	0%	232	180	231	100+%	100	75	201	100+%
Francis House													184	138	116	84%				
Lao Family Comm. Development	17	12	8	67%					3	1	5	100+%	79	48	20	42%	3	0	3	100%
Legal Services of Northern California					725	543	368	68%												
My Sister's House	29	15	10	67%																
Next Move Sacramento	14	11	24	100+%					6	4	0	0%	50	34	19	56%	5	4	0	0%
River City Food Bank																				
South County Services	51	26	32	100+%									100	50	13	26%				
The Salvation Army	134	100	138	100+%																
Voluntary Legal Services Program					384	228	426	100+%												
Volunteers of America	7	6	4	67%																
WIND Youth Services	15	10	0	0%					10	8	0	0%	200	150	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



**Program Operator: Children's Receiving Home**

**Findings and General Observations:**

We have reviewed the CSBG program from January 1, 2016 to December 31, 2016. The costs reported for this 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**

**TO:** Ms. Kathy Rothberg **DATE:** October 13, 2017  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Lao Family Community Development

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$220,982	10/1/16-9/30/17	10/1/16-6/30/17
TA	VESL/ES	\$62,452	10/1/16-9/30/17	10/1/16-6/30/17
WIOA	OJT CW SE	\$134,915	7/1/16-6/30/17	7/1/16-6/30/17
WIOA	Adult SA	\$86,780	7/1/16-6/30/17	7/1/16-6/30/17
CSBG	SN	\$20,000	1/1/17-12/31/17	1/1/17-6/30/17
CSBG	SN	\$20,000	1/1/16-12/31/16	10/1/16-12/31/16

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 8/22-8/23/17

	<b>AREAS EXAMINED</b>	<b>COMMENTS/RECOMMENDATIONS</b>			
		<b>SATISFACTORY</b>		<b>YES</b>	<b>NO</b>
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	N/A			
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: Lao Family Community Development**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2016 to June 30, 2017 for the WIA OJT and CSBG programs 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: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Nilda Valmores    **DATE:** August 31, 2017

**FROM:** Mayxay Xiong, SETA Fiscal Monitor

**RE:** Desk review of My Sister's House

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
CSBG	Safety Net	\$34,100	1/1/16-12/31/16	7/1/16-12/31/16
CSBG	Safety Net	\$34,100	1/1/17-12/31/17	1/1/17-6/30/17

**Monitoring Purpose:**    Initial        Follow-up    Special    Final      
**Date of review:** 8/1/17

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	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: My Sister's House**

**Findings and General Observations:**

We have reviewed the CSBG programs from July 1, 2016 to June 30, 2017. 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. Verna Catalfano **DATE:** August 25, 2017  
**FROM:** Mayxay Xiong, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of The Salvation Army – SAC Metro

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$60,500	1/1/16-12/31/16	7/1/16-12/31/16
CSBG	Safety Net	\$60,500	1/1/17-12/31/17	1/1/17-3/31/17

**Monitoring Purpose:** Initial  Follow-up  Special  Final   
**Date of review:** 7/12/17

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator: The Salvation Army – SAC Metro**

**Findings and General Observations:**

We have reviewed the CSBG programs from July 1, 2016 to March 31, 2017. 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 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.