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**KATHY KOSSICK**  
Executive Director

925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

Website: <http://www.seta.net>

**REGULAR MEETING OF THE  
COMMUNITY ACTION BOARD**

**DATE:** Wednesday, May 8, 2019

**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](http://www.seta.net).

**AGENDA**

**PAGE NUMBER**

- I. **Call to Order/Roll Call**
- II. **Consent Item**
  - A. Approval of Minutes of the April 10, 2019 Meeting 1-4
- III. **Action/Discussion Items:** None.
- IV. **Information Items**
  - A Delegate Agency Reports – 1<sup>st</sup> Quarter 5-9
  - B. Fiscal Monitoring Reports 10-14
    - County of Sacramento, Dept. of Children, Family and Adult Services
    - Volunteers of America

**V. Reports to the Board**

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

**VI. Public Hearing for the 2020-2021 Community Action Plan**

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MAY 2, 2019**

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE APRIL 10, 2019 MEETING

BACKGROUND:

Attached are the minutes of the April 10, 2019 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 10, 2019  
10:00 a.m.

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

Mr. Donald Migge called the meeting to order at 10:04 a.m.

##### Members Present:

Donald Migge, California Community Credit Union  
LaShelle Dozier, Sacramento Housing & Redevelopment Agency  
Yamilka Estrella, Head Start Policy Council  
Genevieve Levy, Sacramento Food Bank and Family Services  
Lisa Culp, Women's Empowerment  
Sam Starks, SMUD (arrived at 10:09 a.m.)

##### Members Absent:

Denise Nelson, Chair, Head Start Policy Council  
Anthony Garcia, Vice Chair, Child Action, Inc.  
Rivkah Sass, Sacramento Public Library Authority

##### Also Present:

Paul Stanbrough, alternate, California Community Credit Union  
Shay Smith, Alternate, Sacramento Food Bank and Family Services

#### II. **Consent Item**

##### A. Approval of Minutes of the March 13, 2019 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Levy, second/Dozier, to approve the March 13 minutes.

Voice vote:

Aye: (Estrella, Dozier, Levy, Migge)

Nay: 0

Abstentions: 1 (Culp)

Absent: 4 (Garcia, Nelson, Sass, Starks)

#### III. **Action/Discussion Items:** None.

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

##### A. 2020-2021 Community Services Block Grant Community Action Plan Calendar

Ms. Davis-Jaffe stated that the June 12 CAB meeting is not listed. On the planning calendar, the special CAB meeting on May 29 is to approve the Community Action Plan. The Governing Board will take action on the CAP at their June 6 meeting.

- B. Community Services Block Grant Fiscal Monitoring Reports: There were no findings on the monitoring reports.
- C. National Community Action Foundation – Highlights of the Community Services Block Grant Reauthorization Act of 2019

Ms. Davis-Jaffe stated that Information Items C and D are provided to board members to give a history of CSBG services.

Mr. Starks arrived at 10:09 a.m.

- D. Community Action Partnership – Building Opportunity for All Handout

Ms. Davis-Jaffe reviewed the report showing the types of services available nationwide; it is good to know what results are coming from the services provided. For every \$1 of CSBG funds, the Network annually leverages \$7.70.

Ms. Estrella inquired who pulls the data included in the report and Ms. Davis-Jaffe replied that the California Department of Community Services collects the data annually.

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

- A. Chair: No report.
- B. Executive Director: Ms. Kathy Kossick stated that there are two public meetings to develop the Community Action Plan. Ms. Kossick encouraged the board members through their channels of communication to ask community members to attend the second public hearing on May 8. It is crucial to the development of the plan to receive input on the needs in the community.
- C. Program Manager: Ms. Davis-Jaffe introduced Ms. Pam Moore who was recently promoted into the Workforce Development Supervisor position. Ms. Moore has been working in the CSBG program for almost 10 years and has provided a lot of input on the Community Action Plan.

Ms. Davis-Jaffe reported that staff was notified by the Department of Community Services that they are awarded \$30,000 for discretionary 211 funding. SETA staff will work with the county to provide services in the community and for people to be linked with the CSBG program.

- D. Members of the Board: Ms. Levy reported that this is her last meeting until she returns from maternity leave. Ms. Levy introduced Ms. Shay Smith who will be participating as Ms. Levy's alternate.
- E. Public: No comments.
- VI. **Public Hearing for the 2020-2021 Community Action Plan**: No comments.
- VII. **Adjournment**: The meeting was adjourned at 10:15 a.m.

ITEM IV- A - INFORMATION

DELEGATE AGENCY REPORTS – 1st QUARTER

BACKGROUND:

Attached for your information is the CSBG Delegate Agency reports with program and fiscal data through the 1st Quarter of the 2019 program year.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**Community Services Block Grant**  
**Delegate Agency Expenditures Report Through March 31, 2019**  
**First Quarter**

DELEGATE AGENCIES				EXPENDITURES			DELEGATE AGENCIES				EXPENDITURES		
Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN				2019 BUDGET	Expended Through 1st Qtr.	Percent Expended	Family Self-Sufficiency - FSS Youth & Senior Support - YSS Safety-Net - SN				2019 BUDGET	Expended Through 1st Qtr.	Percent Expended
Department of Health and Human Services - YSS (Seniors)				\$16,500	\$4,182	25%	Next Move Sacramento/Francis House - SN				\$48,632	\$15,197	31%
Elk Grove Food Bank - SN				\$20,000	\$6,344	32%	River City Food Bank - SN				\$37,000	\$0	0%
Folsom Cordova Community Partnership - FSS				\$55,000	\$9,382	17%	Saint John's Program for Real Change - FSS				\$25,420	\$5,727	23%
Folsom Cordova Community Partnership - SN				\$25,000	\$7,080	28%	South County Services - SN				\$27,768	\$8,375	30%
International Rescue Committee - FSS				\$64,998	\$1,715	3%	The Salvation Army - SN				\$60,500	\$10,430	17%
La Familia Counseling Center - YSS (Youth)				\$55,000	\$10,883	20%	Volunteers of America - SN				\$22,000	\$9,855	45%
Lao Family Community Development - SN				\$40,905	\$8,987	22%	Waking the Village - FSS				\$60,000	\$18,877	31%
My Sister's House - SN				\$34,100	\$4,927	14%	Waking the Village - YSS (Youth)*				\$63,500	\$6,398	10%
St. John's Program for Real Change - FSS				\$25,420	\$2,727	11%	WIND Youth Services - SN				\$20,000	\$5,587	28%
St. John's Program for Real Change - YSS				\$40,000	\$0	0%	WIND Youth Services - FSS				\$55,000	\$16,912	31%
Next Move Sacramento - FSS				\$59,582	\$11,946	20%	WIND Youth Services - YSS (Youth) *				\$43,500	\$2,580	6%

\* Received additional funds on April 4, 2019



**Community Services Block Grant  
Delegate Agency Report Through March 31, 2019  
First Quarter**

Family Self-Sufficiency	Enrollments*				Employed in 2019				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Folsom Cordova Comm. Partnership	30	12	18	100+%	15	3	4	100+%	
International Rescue Committee	75	20	51	100+%	45	5	19	100+%	
Next Move Sacramento	150	40	41	100+%	135	34	11	32%	
Saint John's Program for Real Change	21	7	22	100+%	5	3	1	33%	
Waking the Village	24	12	22	100+%	24	6	2	33%	
WIND Youth Services	35	7	26	100+%	26	5	6	100+%	

Youth and Senior Supports	Enrollments*				Service Goals in 2019				Comments
	Annual Goal	YTD Goal	YTD Actual	YTD Rate	Annual Goal	YTD Goal	YTD Actual	YTD Rate	
Department of Health and Human Services - (Seniors)	14	10	14	100+%	14	10	14	100+%	<b>Goal:</b> Maintaining Independent Living
La Familia Counseling Center - (Youth)	40	10	19	100+%	34	8	13	100+%	<b>Goal:</b> Decrease At-Risk Behaviors/Truancy
Saint John's Program for Real Change - (Youth)	40	14	47	100+%	14	10	13	100+%	<b>Goal:</b> Decrease At-Risk Behaviors / Self-Sufficiency
Waking the Village - (Youth)	30	10	18	100+%	30	10	15	100+%	<b>Goal:</b> Increase Wellness and Self-Sufficiency
WIND Youth Services - (Youth) **	60	10	22	100+%	35	6	1	17%	<b>Goal:</b> Decrease At-Risk Behaviors/Increase Resilience and Independence

\*Enrollments may include carryovers \*\*Annual goals were increased on April 4, 2019

**Community Services Block Grant  
Delegate Agency Report Through March 31, 2019  
First Quarter**

SAFETY-NET	Total Households Served YTD	Food				Eviction Assistance 1st Month's Rent				Utilities				Off-Site 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	205	333	333	205	62%												
Folsom Cordova Community Partnership	87	255	64	75	100+%	2	1	0	0%	6	1	3	100+%	5	1	0	
Lao Family Community Development	17					20	4	4	100%	15	4	4	100%	24	6	7	100+%
My Sister's House	10					8	8	8	100%	3	3	3	100%				
Next Move Sacramento	14	83	25	14	56%	2	8	0	0%	7	2	0	0%	90	22	14	64%
River City Food Bank	1,336	2,912	778	1,336	100+%												
South County Services	103	321	80	80	100%	22	5	6	100+%	58	14	7	50%				
The Salvation Army	50					150	35	14	40%	134	25	28	100+%	28	10	8	80%
Volunteers of America	54	40	10	10	100%	4	18	9	50%	9	2	8	100+%	40	10	19	100+%
WIND Youth Services	58	200	50	128	100+%	2	0	0	0%	10	2	1	50%				

**Community Services Block Grant  
Delegate Agency Report Through March 31, 2019  
First Quarter**

<b>SAFETY-NET</b>	<b>Employment Supports</b>				<b>Transportation</b>				<b>Clothing/Diapers</b>				<b>Hygiene</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	4	1	0	<b>0%</b>	150	40	31	<b>78%</b>	120	30	41	<b>100+%</b>	26	7	0	<b>0%</b>
Lao Family Comm. Development	22	6	0	<b>0%</b>					20	4	4	<b>100%</b>				
My Sister's House																
Next Move Sacramento					120	30	14	<b>47%</b>	4	1	1	<b>100%</b>				
River City Food Bank																
South County Services					36	9	22	<b>100+%</b>								
The Salvation Army																
Volunteers of America					80	20	46	<b>100+%</b>								
WIND Youth Services					200	50	106	<b>100+%</b>								

ITEM IV-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are the latest CSBG fiscal monitoring report.

Staff will be available to answer questions.

PRESENTER: Julie Davis-Jaffe

**MEMORANDUM**

**TO:** Ms. Martha Hass **DATE:** March 26, 2019

**FROM:** Tracey Anderson, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of County of Sacramento, Dept. of Children, Family and Adult Services

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Youth and Senior	\$16,500	1/1/17-12/31/17	1/1/17-12/31/17
CSBG	Youth and Senior	\$16,500	1/1/18-12/31/18	1/1/18-9/30/18

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

**Date of review:** 1/15/19, 1/22, 1/30, 1/31, 2/1, 2/14, 2/19, 3/11, 3/26

AREAS EXAMINED	COMMENTS			
	SATISFACTORY YES	SATISFACTORY NO	RECOMMENDATIONS YES	RECOMMENDATIONS 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	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: County of Sacramento, Dept of Children, Family and Adult Services**

**Findings and General Observations:**

- 1) We have reviewed the CSBG programs from January 1, 2017 to December 31, 2017 and January 1, 2018 to September 30, 2018. The costs reported for this program have been traced to the subgrantee's records. The records were verified and appear to be in order.
- 2) A 2017 expense of \$150 was paid from the subsequent program year (2018). When the error was brought to the attention of the delegate, the \$150 was refunded to SETA by journal voucher from another funding source. According to 2CFR section §200.309 – Period of Performance, “A non-Federal entity may charge to the Federal award only allowable costs incurred during the period of performance (except as described in §200.461 Publication and printing costs) and any costs incurred before the Federal awarding agency or pass-through entity made the Federal award that were authorized by the Federal awarding agency or pass-through entity.”

**Recommendations for Corrective Action:**

We recommend the delegate carefully review expenses to ensure they are charged to the proper program year.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Leo McFarland **DATE:** April 19, 2019  
**FROM:** David B. Clark, SETA Fiscal Monitor  
**RE:** Fiscal Monitoring of Volunteers of America

<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	\$ 22,000	1/1/18 - 12/31/18	1/1/18 - 12/31/18

**Monitoring Purpose:** Initial \_\_\_ Follow-Up \_\_\_ Special \_\_\_ Final **X**

**Date of review:** April 2019 - Desk audit

<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	<b>X</b>			
2 Internal Control	<b>X</b>			
3 Bank Reconciliation	<b>X</b>			
4 Disbursement Control	<b>X</b>			
5 Staff Payroll/Files	<b>N/A</b>			
6 Fringe Benefits	<b>N/A</b>			
7 Direct Participant Cost	<b>X</b>			
8 OJT Contracts/Files/Payment	<b>N/A</b>			
9 Indirect Cost Allocation	<b>N/A</b>			
10 Adherence to Contract/Budget	<b>X</b>			
11 In-Kind Contribution	<b>N/A</b>			
12 Equipment Records	<b>N/A</b>			

Memorandum  
Fiscal Monitoring Findings  
Page 2

**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



## 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.