STATE OF CALIFORNIA - HEALTH AND HUMAN SERVICES AGENCY ARNOLD SCHWARZENEGGER, *Governor*

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AGENDA
CSBG Advisory Committee (CAC) Meeting
Sacramento – Community Services & Development Department
2389 Gateway Oaks Drive
Sacramento, CA 95833

May 26, 2010
Time: 10:00 a.m. – 2:00 p.m.

Welcome – Pamela Harrison

Approval of February 24, 2010 minutes (5 minutes)

CSD Director- Cliff Allenby (5 minutes)

Chief Deputy Director - Andrew Signey (5 minutes)

CSD Contract and Payment Process (15 minutes)
- Cathy Kurtz
- Kimberly Petz
- Leisa Maestretti

Community Services Division Updates – Pamela Harrison (15 minutes)

Public Relation/Social Media – Maria Caudill (10 minutes)

Association Updates (30 minutes)

Public Policy and May Revise (30 minutes)
- Tom Tenorio
- Oscar Chavez

New America Foundation – Maria Sotero (15 minutes)

Community Services and Employment Training, ARRA Earned Income Tax Credit (EITC)
- Frank Ruiz (15 minutes)

EITC/Asset Development Symposium and Coalition – Tim Reese (10 minutes)

ARRA/CSBG T&TA Webinar Series Up-date – Lynn Grogan (10 minutes)

Youth Build Presentation – Paul McClain-Lugowski, Fresno County EOC (30 minutes)

California Achieves Results Through Excellence (CARTE) – Tim Reese (15 minutes)

ROLL CALL

Pamela Harrison
Andrew Signey
Cliff Allenby
Carol Forrest
Denise Arend
Maria Caudill
Cathy Kurtz
Kimberley Petz
Leisa Maestretti
Leslie Taylor
Sukie Montes
Sylmia Britt
Joel Thomas
Diamond Longjel
Charlene Pope
Sherri Bridgeforth

North Coast Opportunities
California Human Development
Cal/Neva
Lassen/Plumas/Sierra
San Mateo
Amador-Tuolumne
Redwood CAA
Orange County
Santa Barbara
Sacred Heart
Sacramento Employment & Training
Rural Community Assistance
New American Foundation
Colusa-Glenn-Trinity
Sonoma
Long Beach
Fresno
Merced
ACAP
Butte
Riverside
San Luis Obispo

Conference Call

Santa Cruz
Monterey
Campesinos Unidos
Redwood CAA
San Francisco
San Mateo
Workforce Development
Kern County
Los Angeles
Amador-Tuolumne
Foothill

Approval of Minutes

Shelly Hance moved that the February 24, 2010 minutes be approved and Patty Bruder seconds the motion.

CSD Director

Cliff Allenby, Director of CSD, complimented the staff at CSD. He said they were doing a good job with the CSD programs, even though the ARRA issues were time consuming and an interruption to the daily tasks of the employees.

CSD Chief Deputy Director

Andrew Signey, Chief Deputy Director of CSD, also applauded the CSD staff and said that the new executive staff will do all they can to protect CSD and keep the doors open. Andrew discussed the Dept. of Energy issues and CSD challenges with all of the audits from GAO, BSA, Inspector General's office, Governor's office and DOE.

CSD Contract and Payment Process

Cathy Kurtz, Kimberley Petz and Leisa Maestretti from CSD gave the report on the contract and payment process. Cathy discussed the internal payment process, timely payment process and Kimberley gave an overview of contracts and also did a power point presentation on the contract process. She said the most common delay in executing the contracts is proof of insurance. Leisa discussed receiving funds from the federal government; she said the draw down is two days. It was suggested that the power point presentation be shared with the network.

Community Services Division Update

Pamela Harrison gave the CSBG update. She discussed the meeting dates of the CAC meetings and it was agreed to change the meetings to twice a year. With that said, there will be no August meeting in 2010 and the next CAC meeting will be held in Sacramento on November 16, 2010 at the Hilton Garden Hotel. Pamela said that if program problems arise they could be discussed on a conference call. OCS will visit CSD on June 14th. They will monitor the CSBG ARRA program. OCS might want to visit a couple of agencies, if they do request a visit; Pamela will be in touch with the agencies selected. BSA will audit CSD on May 27th. They will focus on lack of follow-up on monitoring visits, and future automation system to collect information on monitoring visits and expedited the process. Pamela mentioned that the on-site monitoring tool would be revised, because it does not capture the information needed for OCS. Pamela said the CSBG ARRA federal deadline is Sept. 30, 2010. The CSBG field reps have 42 on-site visits to the agencies scheduled to be completed by Sept. 30, 2010.

Public Relation/Social Media

Maria Caudill discussed the public relations/social media topic. Maria said she was working with CSBG to build profiles for each agency. These profiles would include the different services for each agency and would be a useful tool of communication. She said CSD would be sending out a survey monkey to gather information. Maria said she has been updating the CSD website and encourages the network to visit the CSD website. Maria also mentioned that CSD is funding 5000 radio spots to promote the EITC program. This is a very good outreach to the public.

Association Updates

NCAF funding to CSBG was discussed. There might be a slight chance of a small increase to the CSBG funding. There are more funds available to CSBG than ever before, so please respond to the survey being sent out to the CAA's. The network was encouraged to support NCAF with donations. This is an election year and David Bradley will be talking to the new elections hopefuls to promote CSBG programs. The Headstart "unannounced" visits have already started and the CAA's are asked to alert your neighbors and counterparts. Cal/Neva said they need assistance on the Peer to Peer training; the network was encouraged to work with Lynn at Cal/Neva. Long Beach CAA will be doing the training; it will be fully funded through CSD. Everyone was encouraged to visit the Cal/Neva website and renew your agency's membership. The Cal/Neva annual conference will be in San Francisco on Oct. 21, 22 & 23rd. Long Beach CAA will co-host.

Public Policy & May Revise

The State will be cutting more money from the May revised budget. AB2561 is old news now. This bill represented worst situation by calling for a merge with CSD and Department of Energy.

This was not a sound proposal and the support from the network had a strong impact. AB2561 was amended and the CSD language was pulled out. SB1084 will cut Cal-works and subsidized child care. As of now this bill is in suspense because money is needed to establish a taskforce. It is being determined where the funding will come from. The network is being encouraged to be part of the taskforce when it is established.

New America Foundation

Maria Sotero spoke about the organization. New America Foundation is a California Asset Building program. They educate state and local policymakers on ways to help all Californians build savings and assets. They do this through legislation, campaigns, education and communications. New America Foundation contracted with CSD to track EITC (Earned Income Tax Credit). The State does not promote EITC awareness – this is a federal program. Maria said that the reach out on EITC needs to be done year round not just at tax time. The non-profits have been encouraged to establish reach out programs on EITC.

Community Services & Employment Training, ARRA (EITC)

Frank Ruiz, Assistant Director of Community Initiative at CSET spoke about their program, best practices and challenges of the CSBG ARRA EITC Initiative. The Volunteer Income Tax Assistance (VITA) program started in tax year 2005. They did not have a budget and operated with volunteers from CSET. As their funding increased they launched additional sites, partnered with other programs to staff sites and promote the program. The current program funding for 2010 was $70,000. They have a full staff, four sites, prepared 1.543 tax returns and secured $2,761.00 in refunds. Some of their challenges have been to secure funding, office space, equipment, and developing a year-round VITA program. In the future they will request funding from IRS, VITA grant, local cities and local banks.

EITC/Asset Development Symposium and Coalition

The next EITC symposium will be held on Monday, September 27th at the Sheraton Gateway in Los Angeles.

ARRA/CSBG T&TA Webinar Series Up-date

All webinars are held from 10am to 11:30am Pacific time. The next webinar will be on June 15th, the subject will be Building a Fundraising Board. The instructor will be Linda Lysakowski, ACFRE and the webinar is approved for 1.5 CFRE credits.

Youth Build Presentation

Paul McClain-Lugowski from Fresno EOC spoke about the Youth Build organization. His phone number is (559) 263-1049. Youth Build will give a presentation at the Cal/Neva Conference.

The organization was founded in 1979 In Harlem. In 1992 they were a line item in the HUD budget and they average $100 million in funding and currently have 275 programs nationwide. The programs focus on low-income, under educated and disconnected youths between the ages of 16 and 24 years old. They have 29 youth build programs in California which focus on rehabilitation of very low income communities. The network was urged to call the youth build group and find out more about how their program could benefit your activities.

California Achieves Results Through Excellence (CARTE)

Tim Reese from Cal/Neva talked about the Pathways to Excellence. Cal/Neva is looking for five CAA's to complete the Pathways to Excellence program. The program is a process in which CAA's undertake a team-based and very detailed self-assessment of their policies and practices and compares them to the thirty-four Standards of Excellence, which emphasize the systemization of these best practices. It begins with comprehensive training for the agency's team of management staff and Board members, so that they are fully prepared for the process of performing and writing the self-study. Please contact Cal/Neva to enroll in this program.

Adjournment

The meeting was adjourned at 2pm.