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community services  
 planning council



## SACRAMENTO REGIONAL EMERGENCY FOOD AND SHELTER BOARD

Jurisdictions 0650-00; 0670-00; 0816-00; 0824-00; 0938-00

### MINUTES

**January 24, 2012, 9:00 AM, The Salvation Army, 2550 Alhambra Blvd., Sacramento**

Present	Members	Representing
X	Mobley, Donna (Chair)	United Way
X	Catalfano, Verna	The Salvation Army, Sacramento
	VACANT	Placer County
X	Hammer, Susanne	Sacramento Co. Dept. of Human Assistance
X	Hattari, Ligaya	California Indian Manpower Consortium
Excused	Hichborn, Yasmin	El Dorado County
X	Johnson, Jeff	Love INC
	Kraintz, John	Safe Ground
Excused	Pfeifle, Rebecca	Yolo County
X	Sherwood-Green, Cindy	Sacramento Employment and Training Agency
X	Vickers, Nancy	American Red Cross
X	Weintraub, Lou	Jewish Federation
X	White, Beth	Catholic Charities
	<b>Staff Present:</b>	<b>Representing:</b>
	Alan Lange	Community Services Planning Council

Others Present	Representing
Mark Orth	SAEHC
Rachel Pearman	WEAVE, Inc.
Elnor Tilson	Travelers Aid
Rick Pryor	WEAVE, Inc.
Dave Martinez	Placer Food Bank
Diane Hunt	Auburn Interfaith Food Closet
Tara Baltzley	Powerhouse Ministries

Others Present	Representing
Tom Stanko	St. Vincent de Paul
Michelle Coleman	PEACE for Families
Robin Frank	Yolo County Children's Alliance
Robert Sanger	Folsom Cordova Community Partnership
Paul Curtis	Food Bank of Yolo County
Eanad Lott	St. John's Shelter
Scott Davis	Powerhouse Ministries

Advocate for homeless in attendance? ☒ Yes No

Agenda Item	Discussion	Action
Call to Order and Introductions	The meeting was called to order. Self-introductions were made.	<b>No action.</b>
Approve Meeting Notes	Notes from October 25 reviewed. Notes from the August 23, 2011 meeting also need to be approved.	>M/S (Lou/Verna) to approve October meeting notes; approved. >August meeting notes will be carried over for approval at the next meeting.
EFSP Phase 29 Close Out	Phase 28 Compliance Issues: Elk Grove Food Bank, South County Services, and Short Term Emergency Aid Committee have outstanding compliance issues from Phase 28 and therefore haven't received first or second payments. Each agency has been in communication with both Local and National Board and remaining documentation needs are in the process of being submitted.  Phase 29 Second Payment Status Staff received notice that second payments were being processed on the morning of Jan 24. Agencies that do not see the second payment arrive by the end of the week should contact staff.	>Staff will remain in contact with the National Board to track Phase 28 final report approval status.

Agenda Item	Discussion	Action
	<p>Because the payments have not yet been received, some agencies will be unable to spend all the funding. Reallocations will be considered, depending on the complexity of the process.</p> <p>Phase 29 Monthly Reporting Getting all final reports submitted is critical so that the jurisdiction's final report can be submitted as soon as possible. The later the report is submitted, the further down it gets reviewed by the National Board, and the later that payments for the next phase are processed. Suggested that weighting the submittal of all final documentation should be heavier in allocations considerations than the monthly reports.</p> <p>A listing of agencies who have submitted monthly reports and supporting documentation was distributed and reviewed. Staff will continue to follow up, requesting reports and documentation from providers who have not submitted needed information.</p> <p>Timeliness of reporting is scored in annual proposal scoring and allocation decisions.</p> <p>Attendees noted the incongruity between the requirement for agencies to submit reporting on a scheduled basis, even though payments are always late and second payments still have not been received. The local board requested that providers submit statements about how the lateness of payments impacts their programs so that an educational letter can be sent to the congressional representatives from our region.</p>	<p>&gt;Staff will assess approximate amount available for reallocation and the process for completing reallocations.</p> <p>&gt;Weighting of scoring for timeliness of reporting will be considered by the Allocations Committee.</p> <p>&gt;Providers will be asked to provide statement of any hardships encountered as a result of late payments; local board will prepare a letter to be sent to congressional representatives.</p>
EFSP Phase 30	<p>Although no official word is available, National Board is operating under an assumption that there will be a Phase 30. Local Board decided that it will not release an RFP until more information about the possibility of a Phase 30 is available. A simplified RFP process was also suggested to make response less burdensome for providers.</p>	<p>&gt;RFP will not be announced until there is further confirmation regarding the status of Phase 30.</p> <p>&gt;Staff will propose simplifications to the RFP.</p>
Announcements		
Next Meeting	<p>The next meeting scheduled for April 24, 2012 (unless emerging situations require otherwise).</p>	
Adjourn		