

**BENICIA HUMAN SERVICES BOARD
MEETING AGENDA MONDAY, JULY 14, 2014 7:15 PM
COMMISSION ROOM – CITY HALL
250 EAST L STREET
BENICIA, CA 94510**

I. Call to Order

II. Convene Meeting:

A. Roll Call

B. Pledge of Allegiance

C. Reference to the Fundamental Rights of the Public

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Commission Room per Section 4.04.030 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance).

III. Monthly Board Approvals:

A. Adoption of Agenda

B. Approval of Minutes for June 9, 2014.

C. Approval of Quarterly Financials for Fourth Quarter of FY 2013-14

IV. Opportunity for Public Comment:

V. Informational Items:

A. Correspondence

VI. Grantee Reports:

A. Grantee Quarterly Reports

1. Discussion of Grantee Quarterly Reports.

The Board will discuss and review grantee quarterly reports.

Recommendation: Discuss and give direction to staff as needed.

B. Grantee Site Visit Reports

1. Grantee Site Visit Reports and Log.

The Board will review and discuss any site visit reports and the site visit log.

Recommendation: Discuss and give direction to staff as needed.

VII. Action Items:

A. Human Services Board Fundraising Efforts.

The Board will discuss fundraising efforts.

Recommendation: Discuss and give direction to staff as needed.

VIII. Adjournment:

Public Participation

The Human Services Board welcomes public participation.

Pursuant to the Brown Act, each public agency must provide the public with an opportunity to speak on any matter within the subject matter jurisdiction of the agency and which is not on the agency's agenda for that meeting. The Human Services Board allows speakers to speak on non-agendized matters under Public Comment, and on agendized items at the time the agenda item is addressed at the meeting. Comments are limited to no more than five minutes per speaker. By law, no action may be taken on any item raised during the public comment period although informational answers to questions may be given and matters may be referred to staff for placement on a future agenda of the Human Services Board.

Should you have material you wish to enter into the record, please submit it to Anne Cardwell, Assistant City Manager.

Disabled Access

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance to participate in this meeting, please contact Anne Cardwell, the ADA Coordinator, at (707) 746-4211.

Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

Meeting Procedures

All items listed on this agenda are for Human Services Board discussion and/or action. In accordance with the Brown Act, each item is listed and includes, where appropriate, further description of the item and/or a recommended action. The posting of a recommended action does not limit, or necessarily indicate, what action may be taken by the Human Services Board.

Pursuant to Government code Section 65009, if you challenge a decision of the Human Services Board in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Human Services Board at, or prior to, the public hearing. You may also be limited by the ninety (90) day statute of limitations in which to challenge in court certain administrative decisions and orders (Code of Civil Procedure 1094.6) to file and serve a petition for administrative writ of mandate challenging any final City decisions regarding planning or zoning.

Appeals of the Human Services Board, which are final actions, not recommendations, are considered by the City Council. Appeals must be filed with the City Clerk in writing, stating the basis of appeal with the appeal fee within 10 days of the date of action.

Public Records

The agenda packet for this meeting is available at the City Clerk's Office and the Benicia Public Library during regular working hours. To the extent feasible, the packet is also available on the City's web page at www.ci.benicia.ca.us under the heading "Agendas and Minutes." Public records related to an open session agenda item that are distributed after the agenda packet is prepared are available before the meeting at the City Clerk's Office located at 250 East L Street, Benicia, or at the meeting held in the Commission Room at City Hall. If you wish to submit written information on an agenda item, please submit to Anne Cardwell, Assistant City Manager, as soon as possible so that it may be distributed to the Human Services Board.

**BENICIA HUMAN SERVICES BOARD
MEETING AGENDA MONDAY, JUNE 9, 2014 7:15 PM – *Draft Minutes*
COMMISSION ROOM – CITY HALL
250 EAST L STREET
BENICIA, CA 94510**

I. Called to Order @ 7:15pm

II. Convene Meeting:

A. Roll Call:

Present: Board Members Harkins, Yarnell, Birdseye, Salazar, Petrellese, Caplin, Worthington, Pollard
Absent: Farr (excused)

B. Pledge of Allegiance

C. Reference to the Fundamental Rights of the Public

A plaque stating the Fundamental Rights of each member of the public is posted at the entrance to the Commission Room per Section 4.04.030 of City of Benicia Ordinance No. 05-6 (Open Government Ordinance).

III. Monthly Board Approvals:

A. Adoption of Agenda

Motion to adopt the agenda by Board Member Worthington, seconded by Board Member Harkins, and unanimously approved.

B. Approval of Minutes for May 12, 2013

Board Member Caplin noted a needed correction to the minutes, under Grantee Site Visit Reports, it should be Families in Transition that is noted. Motion to adopt minutes with that correction by Board Member Harkins, seconded by Board Member Worthington, and unanimously approved.

C. Monthly Update on Donations given by Board Member Birdseye and Pollard

A corrected monthly update was distributed at the meeting, as the one included in the packet was not accurate. Board Member Caplin inquired about the February amount, and it was noted that includes the Valero donation.

Board Member Petrellese asked about whether any direction to reduce grant amounts had been received relative to the 2014-15 budget, and staff noted not at this time.

IV. Opportunity for Public Comment:

There was no comment from the public.

V. Informational Items:

A. Completion of Open Government Awareness Training

The Open Government ordinance requires that all public officials and some employees read the Open government Ordinance and attend an annual training on the ordinance. This training also includes a review of the Brown Act, the city's Code of Conduct and other related documents. At this board meeting, board members received this training from the City Attorney.

B. Correspondence

Board Member Caplin thanked the board members who attended the recent Council meeting where Mayor Patterson presented a proclamation recognizing the Board's 50th anniversary.

VI. Grantee Reports:

A. Grantee Quarterly Reports

1. Discussion of Grantee Quarterly Reports:

There were no quarterly reports to review. The Board confirmed that it was fine to pay fourth quarter reports in June, as all grantees are in good standing.

B. Grantee Site Visit Reports

The Board received site visit reports on Catholic Social Services and Special Friends. It was noted Community Action Council's site visit would be conducted in June, with the report at the July meeting.

VII. Action Items:

A. Human Services Fundraising Efforts

The Board discussed their 2014 fundraiser event, as well as plans for the Torchlight parade.

. VIII. Adjournment: 9:05 p.m.

Public Participation

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MEMORANDUM
HUMAN SERVICES BOARD MEETING: JULY 14, 2014

To: Human Services Board
From: Anne Cardwell, Assistant City Manager
Date: July 8, 2014
Subject: Quarterly Financial Report

Recommendation:

Discuss and give direction to staff, as needed.

Summary:

The quarterly financial report provides information on revenues and expenditures for the Human Services Operations and Endowment Funds for the quarter ending June 2014. The report includes three columns – one reflecting the approved fiscal year budget, a second column showing activity for the quarter being reported and a third column reflecting cumulative totals for fiscal year.

Operations Fund

As of June 30, 2014, the Operations Fund had received \$176,137 (99.32 percent) of the \$177,335 budgeted. Expenditures charged to the Operations Fund totaled \$168,552 of the \$177,335 budgeted.

Based upon current information, the Operations Fund has ended June with a pre-audit fund balance of approximately \$23,887.

Endowment Fund

The Endowment Fund budget anticipates revenue of \$2,000 this fiscal year (from investment earnings). As of June 30, 2014, \$4,739 has been received.

The Endowment Fund ended June with a pre-audit fund balance of approximately \$161,342.

III.C.2

**City of Benicia
Human Services Operations Fund
Quarterly Financial Report
Pre-Audit June 30, 2014**

Description	FY 13/14 Budget	4th Quarter	Fiscal Year to Date
Beginning Fund Balance (Audited)	16,302	45,498.87	16,302.25
<u>Revenue:</u>			
Donations	26,635	5,399.00	23,959.57
City Employee Donations	700	186.00	777.24
Fundraising	0	500.00	1,400.00
Transfer-In - General Fund	150,000	37,500.00	150,000.00
Total Revenue	177,335	43,585.00	176,136.81
<u>Expenditures:</u>			
Operating Supplies	1,000	0.00	91.83
Benicia Community Garden	0	0.00	0.00
Catholic Social Services	16,510	8,255.00	16,510.00
Child Assault Prevention Project	4,500	2,250.00	4,500.00
Community Action Council	90,575	30,191.68	90,575.04
Families in Transition	33,250	16,625.00	33,250.00
BUSD Prog - Special Friends	31,500	7,875.00	23,625.00
Fundraising Expenses	0	0.00	0.00
Total Expenditures	177,335	65,196.68	168,551.87
Surplus/(Deficit)	0	(21,611.68)	7,584.94
Ending Fund Balance - Pre-Audit	16,302	23,887.19	23,887.19

City of Benicia
GL Transactions by Object Code within Org. Key

Org Key: 0213121 - Human Services

Object: 7810 - DONATIONS - GENERAL

<u>Post Date</u>	<u>Reference</u>	<u>Description</u>	<u>SS</u>	<u>Misc</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
07/08/2013	CR029206	MAGENAU HSF DONATION	CR		0.00	200.00	200.00
07/09/2013	CR029210	EASH HSF DONATION	CR		0.00	25.00	25.00
07/10/2013	CR029216	MAGNELLI HSF DONATION	CR		0.00	25.00	25.00
07/12/2013	BJ0001220	BILLING JOURNAL	JE		0.00	30.00	30.00
07/17/2013	CR029313	DAHLBERG HSF DONATION	CR		0.00	25.00	25.00
07/25/2013	BJ0001227	BILLING JOURNAL	JE		0.00	20.00	20.00
07/31/2013	J071814	REVERSE JUNE ACCRUAL JUL BILLS	JE		1,470.28	0.00	(1,470.28)
07/31/2013	BJ0001229	BILLING JOURNAL	JE		0.00	1,982.00	1,982.00
07/31/2013	BJ0001232	BILLING JOURNAL	JE		0.00	9.00	9.00
08/06/2013	CR029539	E MILNE HSF DONATION	CR		0.00	25.00	25.00
08/15/2013	CR029644	SYNHORST HSF DONATION	CR		0.00	30.00	30.00
08/31/2013	BJ0001245	BILLING JOURNAL	JE		0.00	1,742.00	1,742.00
08/31/2013	BJ0001252	BILLING JOURNAL	JE		0.00	20.00	20.00
08/31/2013	J080914	REVERSE JUNE ACCRUAL AUG BILLS	JE		542.15	0.00	(542.15)
09/06/2013	CR029862	T SAWYER HSF DONATION	CR		0.00	25.00	25.00
09/20/2013	BJ0001254	BILLING JOURNAL	JE		0.00	20.00	20.00
09/20/2013	BJ0001255	BILLING JOURNAL	JE		0.00	5.00	5.00
09/30/2013	BJ0001261	BILLING JOURNAL	JE		0.00	1,969.00	1,969.00
10/03/2013	CR030229	J KIRBY HSF DONATION	CR		0.00	10.00	10.00
10/31/2013	BJ0001274	BILLING JOURNAL	JE		0.00	1,725.00	1,725.00
11/13/2013	CR030647	F YOUNG HSF DONATION	CR		0.00	100.00	100.00
11/15/2013	CR030678	M EASH HSF DONATION	CR		0.00	25.00	25.00
07/03/2013	CR029190	FEDORNAK/HIGASH HSF	CR		0.00	100.00	100.00
11/26/2013	BJ0001283	BILLING JOURNAL	JE		0.00	1,984.00	1,984.00
06/27/2014	BJ0001371	BILLING JOURNAL	JE	4th Qtr	0.00	1,667.00	1,667.00
11/27/2013	BJ0001285	BILLING JOURNAL	JE		0.00	2.00	2.00
12/24/2013	BJ0001293	BILLING JOURNAL	JE		0.00	1,735.00	1,735.00
12/31/2013	BJ0001294	BILLING JOURNAL	JE		0.00	2.00	2.00
01/06/2014	CR031183	M MAGENAU HSF DONATION	CR		0.00	225.00	225.00
01/08/2014	CR031240	M EASH HSF DONATION	CR		0.00	25.00	25.00
01/13/2014	BJ0001297	BILLING JOURNAL	JE		0.00	10.00	10.00
01/24/2014	BJ0001304	BILLING JOURNAL	JE		0.00	4.00	4.00
01/28/2014	CR031488	F YOUNG HSF DONATION	CR		0.00	100.00	100.00
01/31/2014	BJ0001311	BILLING JOURNAL	JE		0.00	1,956.00	1,956.00
02/19/2014	CR031689	MAGENAU HSF DONATION	CR		0.00	175.00	175.00
02/21/2014	BJ0001315	BILLING JOURNAL	JE		0.00	10.00	10.00
02/21/2014	BJ0001316	BILLING JOURNAL	JE		0.00	2.00	2.00
02/28/2014	BJ0001320	BILLING JOURNAL	JE		0.00	1,723.00	1,723.00
02/28/2014	J021214	RECLASS REV/EXP HSF/WW	JE		0.00	2,500.00	2,500.00
03/18/2014	CR032204	M EASH HSF DONATION	CR		0.00	25.00	25.00
03/31/2014	BJ0001334	BILLING JOURNAL	JE		0.00	1,956.00	1,956.00
03/31/2014	BJ0001335	BILLING JOURNAL	JE		0.00	27.00	27.00
04/30/2014	BJ0001344	BILLING JOURNAL	JE		0.00	1,688.00	1,688.00
05/12/2014	CR033108	M EASH HSF DONATION	CR	4th	0.00	25.00	25.00
05/27/2014	BJ0001353	BILLING JOURNAL	JE	Qtr	0.00	25.00	25.00
05/30/2014	BJ0001359	BILLING JOURNAL	JE		0.00	1,969.00	1,969.00
06/19/2014	BJ0001363	BILLING JOURNAL	JE		0.00	25.00	25.00

City of Benicia
GL Transactions by Object Code within Org. Key

Org Key: 0213121 - Human Services

Object 7810 Total:	<u>2,012.43</u>	<u>25,972.00</u>	<u>23,959.57</u>
Org Key 0213121 Total:	<u>2,012.43</u>	<u>25,972.00</u>	<u>(23,959.57)</u>
Grand Total:	<u>2,012.43</u>	<u>25,972.00</u>	<u>(23,959.57)</u>

GL Ledger Code: GL
 Fiscal Year: 2014

City of Benicia
GL Transactions by Object Code within Org. Key

Org Key: 0213121 - Human Services

Object: 7815 - FUND RAISING

<u>Post Date</u>	<u>Reference</u>	<u>Description</u>	<u>SS</u>	<u>Misc</u>	<u>Debit</u>	<u>Credit</u>	<u>Net</u>
02/28/2014	J021214	RECLASS REV/EXP HSF/WW	JE		2,500.00	0.00	(2,500.00)
10/18/2013	CR030455	VALERO DONATION	CR		0.00	2,500.00	2,500.00
03/14/2014	CR032189	BENICIA CAC BBQ FUNDRAISER	CR		0.00	900.00	900.00
06/30/2014	CR033699	ALEXS AUTO REPA OKTOBERFEST	CR		0.00	100.00	100.00
06/20/2014	CR033607	VARIOUS OKTOBERFEST	CR	4th Qtr	0.00	400.00	400.00
Object 7815 Total:					<u>2,500.00</u>	<u>3,900.00</u>	<u>1,400.00</u>
Org Key 0213121 Total:					<u>2,500.00</u>	<u>3,900.00</u>	<u>(1,400.00)</u>
Grand Total:					<u>2,500.00</u>	<u>3,900.00</u>	<u>(1,400.00)</u>

III.C.6

**City of Benicia
Human Services Endowment Fund
Quarterly Financial Report
Pre-Audit June 30, 2014**

Description	FY 13/14 Budget	4th Quarter	Fiscal Year to Date
Beginning Fund Balance (Audited)	156,575	157,003.60	156,574.60
<u>Revenue:</u>			
Investment Earnings *	2,000	4,338.85	4,738.85
Donations	0	0.00	29.00
Total Revenue	2,000	4,338.85	4,767.85
<u>Expenditures:</u>			
Total Expenditures	0	0.00	0.00
Surplus/(Deficit)	2,000	4,338.85	4,767.85
Transfer from Operations			
Ending Fund Balance - Pre-Audit	158,575	161,342.45	161,342.45

* Investment earnings do not include annual mark to market.

MEMORANDUM
HUMAN SERVICES BOARD MEETING: JULY 14, 2014

To: Human Services Board

From: Anne Cardwell, Assistant City Manager

Date: July 8, 2014

Subject: Correspondence

Summary:

There is no correspondence for this meeting.

MEMORANDUM
HUMAN SERVICES BOARD MEETING: JULY 14, 2014

To: Human Services Board

From: Anne Cardwell, Assistant City Manager

Date: July 8, 2014

Subject: Discussion of Grantee Quarterly Reports

Recommendation:

Discuss and give direction to staff as needed.

Summary:

There are two quarterly reports for this meeting for the Board's review. Any additional quarterly reports that are received prior to the Board meeting will be provided as a handout at the meeting.

Attachments:

- Families in Transition Quarterly Report and Scope of Work
- Community Action Council Quarterly Report and Scope of Work

BENICIA FAMILIES IN TRANSITION (FIT)

“Extending a Hand to Help Families Keep a Home”

Non-Profit Organization - TIN 94-3152270

July 7, 2014

**Board of Directors
2014**

**President
Sue Hayes**

**Vice President
Melody Seymour**

**Treasurer
Kathy Griffin**

**Secretary:
Diane Wassmann**

**Corresponding
Secretary:
Rosemary Boss**

**Past President:
Nora Gauger**

**Communications
Coordinators:
MT Matthews
Nora Gauger**

**In-take:
Diana Thomas
Melody Seymour
Rosemary Boss**

**Member at Large:
John Matthews
Hal Gauger
Jeanne Eldahl**

**Legal Advisor:
Robert Schroth**

**Charter Member:
Bonnie Schroth**

City of Benicia
Attention: Anne Cardwell
Human Services Board
250 East L Street
Benicia, CA 94510

Re: Report for Quarter End June 30, 2014

Enclosed is our Agency Quarterly Report for the above reference quarter.

Please call me if you have any questions or contact our President, Sue Hayes at 751-1435.

Best regards,



Kathy Griffin
Treasurer
707 745-3627

PO BOX 321 -- BENICIA CA 94510 -- HOT LINE (707) 645-3000

www.familiesintransition.org

VI.A.1.1

Benicia Human Services Fund
Agency Quarterly Report

Agency:	Families in Transition	For the Quarter Ending:	6/30/2014
Project:	Families in Transition	Date Submitted:	7/07/2014
		Annual Funding Amount:	\$33,250

The following is an overview of the progress for the above project for the quarter just ended.

SERVICE DELIVERY

Report total services provided to actual number of individuals, demographic information as needed.	Services Quarter	Services Year-To-Date
Total number of families served with rental assistance	16	59
Total number of families served with utilities assistance	3	11
TOTAL FAMILIES SERVED	19	70

OBJECTIVE INFORMATION

Measurable objectives from RFP	Amount	
	Services - Quarter	Services Year-To-Date
Dollars provided in rental assistance	12,953.	47,718
Dollars provided in utilities assistance	707.	3,582
Dollars collected from previous clients <i>(enter as a negative)</i>	-120.	- 610.
TOTAL FINANCIAL AID PROVIDED	13,540.	50,690.

OUTREACH EFFORTS FOR THE QUARTER

We are working on a Tri-fold poster to be used when we do outreach projects such as Farmer Markets, presentation to service clubs, etc. We are adding paypal option to hopefully encourage people to donate on line. We have printed more brochures to distribute during the Torchlight parade.

b

UNMET NEEDS

None

ORGANIZATIONAL CHANGES

Program changes: None

Key Personnel changes: None

Policy changes: None

Mission/Direction changes:None

CONFIRMATION OF CONTINUED NON-PROFIT STATUS

Put a check mark in each box indicating that a designated Board Member has verified your organization's current IRS tax-exempt and California Business Entity Detail status.

Certify IRS tax-exempt status is listed as PC, Public Charity

Your organization's current status can be verified at <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>.

Certify California Business Entity Detail is Active Status

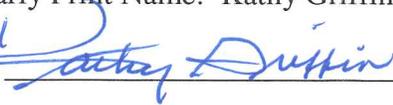
Your organization's current status can be verified at <http://kepler.sos.ca.gov/>

Certification Completed by:

Type/Clearly Print Name: Kathy Griffin

Title Treasurer

Signature



Date 7/7/2014

Part B – BUDGET INFORMATION

Provide the project budget. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL GRANT BUDGET (A)	QUARTERLY ACTUAL-TO-DATE (B)	ACTUAL YEAR-TO-DATE (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$	\$	\$
Benefits (Direct ¹)			
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies			
Project Equipment			
Transportation (e.g. gas costs, rental)			
Other Direct Costs			
SUBTOTAL	0	0	0
INDIRECT COSTS			
(Administrative ¹)			
Personnel			
Benefits			
Space Rental			
Utilities			
Telephone	325	45	328
Office Supplies			
Transportation (e.g. gas costs, rental)			
Other Indirect Costs			

¹ Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

SUBTOTAL		0		0	0
TOTAL COSTS	\$	325	\$	45	\$ 198

Column A = Total cost of Grant Budget.

Column B = Total expenditures of grant funds Quarterly Actual-To-Date.

Column C = Total expenditures of grant funds Actual Year-To-Date.

If there are any changes for your organization and/or the grant funded programs and services from what was provided in your Request for Funding, please note below:

This report, to the best of my knowledge, is an accurate representation of the Families in Transition's efforts provided on this project through the City of Benicia's Human Services Fund.

Signature:  Title: Treasurer

Type Name: Kathy Griffin Date 7/07/2014

Scope of Human Services Provided by Benicia Families in Transition (FIT)

The funds will be used to allow Benicia Families in Transition to provide past due rent or mortgage payments for Benicia families who encounter sudden difficult financial problems and are unable to meet the monthly payment. FIT also pays PG&E and Water bills.

The purpose of the organization is to prevent homelessness in Benicia. Help is given on a short-term basis with the purpose of helping the families to stabilize when confronting loss of income due to unforeseen circumstances such as disability, loss of employment, relocation due to separation, divorce or death.

Measurable objectives:

- Total number of families served with rental and utilities assistance and dollars provided
 - Goal: 59 families at \$33,250 total per fiscal year

Outreach:

- To inform the community about FIT and its services, bi-annual mail outs are conducted, flyers are distributed to churches and organizations. Board members speak to groups.
- Information about FIT is published in the Benicia herald Community Calendar and on the city's TV channel and on the FIT website.
- Members solicit donations and disseminate information with friends and acquaintances.
- Participate with the Human Services Fund Board members at least once annually with outreach efforts to promote our services.



Benicia Human Services Fund
Agency Quarterly Report

Agency:	Benicia Community Action Council	For the Quarter Ending:	June 30, 2014
Project:	Benicia Safety Net	Date Submitted:	July 7, 2014
		Annual Funding Amount:	\$90,575

The following is an overview of the progress for the above project for the quarter just ended.

SERVICE DELIVERY

Report total services provided to actual number of individuals, demographic information as needed.	Services - Quarter	Services Year-To-Date
Helping Low Income People Become Self Sufficient		
Total number of clients who obtained employment	6	17
Total number clients who maintained employment at least 90 days	4	16
Total number of clients assisted with increasing ability to manage income and resources	19	95
Total number of clients assisted with eliminating barriers to employment and self sufficiency	4	29
Total number of clients who obtained Federal Income Tax Credit	71 \$51,781.00	220 \$215,967.00
Helping Low Income People Achieve their Potential by Strengthening Family and Other Support Systems		
Number of families with increased nutrition	2,280	9,239
Number of families experiencing reduced emergency needs	19	154
Number of families that will increase ability to manage income through individual budgeting workshops	20	39
Number of families that obtain linkages	425	1,333
Number of families that have increased/maintained housing	16	49
Total number of senior citizens participating in services that support active, independent living	131	453
Total number of unduplicated families served	89	493
Total number of individuals and families that were seen over a period of time requiring case management	Individuals: 8 Families: 6	Individuals: 39 Families: 14

Part B – BUDGET INFORMATION

Provide the project budget. (Expenses listed in this document should be consistent with the Project Description.) This budget is only for the project utilizing grant monies.

PROJECT EXPENSES	TOTAL GRANT BUDGET (A)	QUARTERLY ACTUAL-TO-DATE (B)	ACTUAL YEAR-TO-DATE (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$ 32,982.80	\$ 8,245.00	\$ 32,982.80
Benefits (Direct ¹)	4,488.81	1,123.00	4,488.81
Personnel (Support ¹)	5,000.00	1,250.00	5,000.00
Benefits (Direct ¹)	900.00	225.00	900.00
Contract Services			
Project-Supplies	20,000.00	5,000.00	20,000.00
Project Equipment	1,000.00	250.00	1,000.00
Transportation (e.g. gas costs, rental)	500.00	125.00	500.00
Other Direct Costs			
SUBTOTAL	64,871.00	16,218.00	64,871.00
INDIRECT COSTS			
(Administrative ¹)			
Personnel	9,392.00	2,347.98	9,392.00
Benefits	1,413.00	353.25	1,413.75
Space Rental	1,397.00	349.32	1,397.00
Utilities	2,500.00	625.09	2,500.00
Telephone	600.00	150.00	600.00
Office Supplies	1,196.51	299.12	1,196.51
Transportation (e.g. gas costs, rental)	75.00	18.75	75.00
Other Indirect Costs	9,129.00	2,283.00	9,129.00
SUBTOTAL	25,702.51	6,406.51	25,702.51
TOTAL COSTS	\$ 90,573.51	\$ 22,644.10	\$ 90,573.51

¹ Provide names, titles and total estimated annual salary. Attach additional sheets if necessary and summarize total here.

OUTREACH EFFORTS FOR THE QUARTER

Ongoing "Friends In Need" column in the Benicia Herald. Attended monthly countywide Continuum of Care meetings. Attended Chamber of Commerce events. Attended community meetings regarding low income housing and transportation.

UNMET NEEDS

No financial assistance for housing available to single people or families without children. No funds available for rental deposits, or housing available for homeless and especially for TAY. Lack of dental and health care for the uninsured. Lack of dental care for those on Medi-CAL.

Additional Comments:

Goal 1

Employments: Because Benicia does not have an employment agency, the Benicia CAC maintains a Job Board with current job openings received daily from EDD and from local employers. On a daily basis, many copies are made for clients from the Job Board. Clients have to follow the job leads themselves and do not usually let us know if it led to employment. The Benicia CAC assisted 10 clients with job search and obtaining employment.

Budgeting workshops are offered on an individual basis with success. Anyone needing housing or utility assistance receives some budgeting counseling.

At present, there are 85 people in homelessness.

ORGANIZATIONAL CHANGES

Program changes: None

Key Personnel changes: None

Policy changes: None

Mission/Direction changes: None

CONFIRMATION OF CONTINUED NON-PROFIT STATUS

Put a check mark in each box indicating that a designated Board Member has verified your organization's current IRS tax-exempt and California Business Entity Detail status.

- Certify IRS tax-exempt status is listed as PC, Public Charity

Your organization's current status can be verified at <http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check>.

- Certify California Business Entity Detail is Active Status

Your organization's current status can be verified at <http://kepler.sos.ca.gov/>

Certification Completed by:

Type/Clearly Print Viola Robertson Title Executive Director
Signature Viola Robertson Date 7/3/14

ATTACHMENT B

Column A = Total cost of Grant Budget.
Column B = Total expenditures of grant funds Quarterly Actual-To-Date.
Column C = Total expenditures of grant funds Actual Year-To-Date.

If there are any changes for your organization and/or the grant funded programs and services from what was provided in your Request for Funding, please note below:

This report, to the best of my knowledge, is an accurate representation of the Benicia Community Action Council's efforts provided on this project through the City of Benicia's Human Services Fund.

Signature: Viola Robertson Title: Executive Director
Type Name: Viola Robertson Date: 7/3/14

Scope of Human Services Provided by Benicia Community Action Council

The funds will be used to allow the Benicia CAC to provide human services to ensure a higher quality of life to low income people in Benicia. These direct services include case management, job training, referral and placement, mandated community services hours, food, rent and mortgage payments, PG&E utility assistance payments, and health care referrals. The CAC is also a Workability Site for the Benicia Unified School District. This fund will be applied to the general operating expenses of the agency so that the CAC can continue to provide needed services and resources to low income Benicians.

The object is to help low income families become self sufficient so that they are able to move from poverty. Recipients will be able to maintain an improved quality of life via the CAC helping families in crisis.

Measurable objectives:

Goal 1 Help low-income people become self sufficient

- ❑ 20 clients obtain employment
- ❑ 10 clients maintain employment at least 90 days
- ❑ 20 clients increase ability to manage income and resources
- ❑ 20 clients eliminate barriers to employment and self-sufficiency
- ❑ 50 clients will obtain Federal Earned Income Tax Credit

Goal 2 Help low-income people achieve their potential by strengthening family and other support systems

- ❑ 300 families have increased nutrition
- ❑ 100 families experienced reduced emergency needs
- ❑ 60 families will increase ability to manage income through individual budgeting workshops
- ❑ 400 families will obtain linkages
- ❑ 50 families have increased/maintain housing
- ❑ 50 senior citizens participate in services that support active, independent living

Outreach:

- ❑ Maintain network with Solano County Health and Social Services, Workforce Investment Board, Benicia Ministerial Association, local churches, other local agencies, such as Families in Transition, and the Benicia Family Resource Center
- ❑ Participate with the Human Services Fund Board members at least once annually with outreach efforts to promote our services.

MEMORANDUM
HUMAN SERVICES BOARD MEETING: JULY 14, 2014

To: Human Services Board

From: Anne Cardwell, Assistant City Manager

Date: July 8, 2014

Subject: Grantee Site Visit Reports and Log

Recommendation:

Discuss and give direction to staff as needed.

Summary:

The Board will review and discuss any site visit reports and the site visit log.

Attachment:

- Site Visit Log 2013-14

**CITY OF BENICIA
HUMAN SERVICES BOARD
SITE VISIT SCHEDULE
QUARTERLY REPORT LOG
FISCAL YEAR 2013-14**

SITE VISIT MONTH	SITE VISIT REPORT MONTH	BOARD MEMBER	PROGRAM	FIRST QUARTER	SECOND QUARTER	THIRD QUARTER	FOURTH QUARTER
May	June	Pollard/Farr	CATHOLIC SOCIAL SERVICES (CSS) \$16,510	11/4/2013	1/21/2014	4/22/2014	
March	April	Petrellese/Caplin	CHILDREN'S NURTURING PROJECT (CNP) - \$4,500	10/7/2013	1/2/2014	4/8/2014	
June	July	Salazar/Pollard	COMMUNITY ACTION COUNCIL (CAC) - \$90,575	10/7/2013	1/7/2014	4/4/2014	7/3/2014
April	May	Worthington/Luna-Yarnell	FAMILIES IN TRANSITION (FIT) \$33,250	10/7/2013	1/6/2014	4/5/2014	7/7/2014
April	May	Birdseye/Harkins	SPECIAL FRIENDS PROGRAM (SF) - \$31,500	10/7/2013	1/6/2014	4/8/2014	

MEMORANDUM
HUMAN SERVICES BOARD MEETING: JULY 14, 2014

To: Human Services Board

From: Anne Cardwell, Assistant City Manager

Date: July 8, 2014

Subject: Human Services Board Fundraising Efforts

Recommendation:

Discuss and give direction to staff, as needed.

Summary:

The Board will discuss fundraising efforts.

