

**CITY OF BENICIA
BENICIA HUMAN SERVICES BOARD
FY 2013-2015 GRANT APPLICATION
TITLE PAGE**

PART A

1. **Project/Program Name:** Affordable Professional Counseling for Low-Income Benicia Residents
2. **Amount of Funding Request:** Annual: \$18,342 Grant period (2 years): \$36,684
3. **Organization Submitting Proposal:** Catholic Social Service Solano

Organization Data:

Name: Catholic Social Service Solano
 Address: 125 Corporate Place
Vallejo, CA 94590
 Phone: 707-644-8909
 Fax: 707-644-6314
 Fed. ID #: 94-2576612

Contact Person:

Name: Kurt Chismark
 Title: Executive Director
 Phone: 707-644-8909
 Email: admin@csssolano.org
 Fax: 707-644-6314

4. **Year organization legally established:** 1942 **State:** CA

5. **Project or Program Category** (check applicable categories and subcategories):

<input type="checkbox"/> Safety Net	<input checked="" type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> Other
<input type="checkbox"/> Rent	<input checked="" type="checkbox"/> Counseling	<input type="checkbox"/> Affordable Housing
<input type="checkbox"/> Food	<input checked="" type="checkbox"/> Suicide Prevention	<input type="checkbox"/> Job Skills
<input type="checkbox"/> Utilities	<input checked="" type="checkbox"/> Domestic Violence	<input type="checkbox"/> Literacy
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Child Abuse Prevention	<input type="checkbox"/> Parenting
<input type="checkbox"/> Childcare	<input checked="" type="checkbox"/> Substance Abuse	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Mental Health	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/> Parenting	<input type="checkbox"/>

6. **Serving clients** (check all that apply):

<input checked="" type="checkbox"/> Children Under 5	<input checked="" type="checkbox"/> Youth (5-18)	<input checked="" type="checkbox"/> Adults (19 to 59)	<input checked="" type="checkbox"/> Seniors Over 60	<input checked="" type="checkbox"/> Family Unit
<input checked="" type="checkbox"/> Low-Income	<input checked="" type="checkbox"/> Disabled	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Couples

7. **Anticipated Number of Unduplicated Benicia Residents to be Served:** 60

ORGANIZATION CERTIFICATION: I hereby certify that all information contained in this application and any attachments is true and accurate.

NO CITY EMPLOYEE SHALL BE A SIGNATORY ON BEHALF OF AN ORGANIZATION REQUESTING FUNDS FROM THE BENICIA HUMAN SERVICES BOARD.



Authorizing Signature

Typed name: Kurt Chismark

EXECUTIVE DIRECTOR 1/16/13

Title

Date

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Part B – BUDGET INFORMATION

8. Provide a budget for the project. (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 PROJECT COST (A)	AMOUNT OF GRANT REQUEST (B)	APPLICANT'S COST (C)
DIRECT COSTS			
Personnel (Direct ¹)	\$ 7,249	\$ 7,249	\$ 0
Benefits (Direct ¹)	1,863	1,863	0
Personnel (Support ¹)			
Benefits (Direct ¹)			
Contract Services			
Project-Supplies	300	300	0
	1,600	1,600	0
	300	300	0
Project Equipment	2,000	0	2,000
Transportation (e.g. gas costs, rental)	1,600	0	1,600
Other Direct Costs			
SUBTOTAL	14,912	11,312	3,600
INDIRECT COSTS			
(Administrative ¹)			
Personnel	2,523	2,523	0
Benefits	649	649	0
Space Rental	5,796	2,898	2,898
Utilities	Incl.	Incl.	Incl.
Telephone	540	540	0
Office Supplies	420	420	0
Transportation (e.g. gas costs, rental)			
Other Indirect Costs (Liability Insurance)	1,750	0	1,750
SUBTOTAL	11,678	7,030	4,648
TOTAL COSTS	\$ 26,590	\$ 18,342	\$ 8,248

Column A = Total cost of the proposed project.

Column B = Amount you are requesting in this grant application.

Column C = The difference between Column A and Column B, or the costs of the project that are not included in this grant request, if any.

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

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Part B – BUDGET INFORMATION – (continued)

1. Direct Costs: Personnel (Direct) and Benefits (Direct): Clinical Director Colleen MacAdam, MS, MFT at \$34.85/hour dedicated to this project for four (4) hours/week to supervise 3 clinicians = \$7,249 annually. Benefits (health insurance, pension, and payroll taxes) at 25.7% = \$1,863 annually.

1. Indirect Costs: Personnel (Administrative) and Benefits: Receptionist/Outreach (Bilingual Spanish) Specialist Donna Hite at \$12.19/hour for 2 hours/week dedicated to this project = \$1,268 annually. Benefits (health insurance, pension, and payroll taxes) at 25.7% = \$326, plus...
 Personnel (Administrative) and Benefits: HR/Accounting Manager Linda Webb at \$24.14/hour for 1 hour/week dedicated to this project = \$1,255 annually. Benefits (health insurance, pension, and payroll taxes) at 25.7% = \$323 annually.

9. APPLICANT SOURCES: Provide sources of other funds for the project. Total amount should correspond with Total C (previous page). Do not include your entire budget here (it should be attached).

Applicant Sources – Other Funding (be specific)	Amount or Value	Indicate if Cash or In-kind
Low Fee for Services (approx. 25% of 260 sessions)	\$ 1,620	Cash
Catholic Social Service Auxiliary (Fundraiser)	2,000	Cash
Catholic Social Service Annual Appeal (Donations)	2,500	Cash
Catholic Charities Annual Appeal	2,128	Cash
TOTAL	\$ 8,248	All Cash

10. List any prior City of Benicia grants or loans awarded to your organization and the number of Benicia residents served with the funds.

Fiscal Year	Program	Amount	Benicians Served
2011-12	Low-Income Counseling	\$ 17,400	49
2010-11	Low-Income Counseling	\$ 14,545	50
2009-10	Low-Income Counseling	14,545	46
2008-09	Low-Income Counseling	25,590	80
2007-08	Low-Income Counseling	25,590	80
2006-07	Counseling	25,000	60
2005-06	Counseling	25,000	60
2004-05	Counseling/Friendship	19,500	42
2003-04	Counseling/Friendship	19,500	39
TOTALS		\$ 186,670	506

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Part C - PROJECT / ORGANIZATION DISCUSSION (Please limit Part C to 5 pages.)

11. Brief Project Summary (Two to three sentences describing the grant proposal):

We propose to continue our twelve (12) year-old counseling program in Benicia, by providing low/no income Benician's most in need with low/no-fee individual, family, couples, children and group counseling services. The project will serve Benicia residents of all ages, with the main objective of improving their mental, social, and emotional health and welfare.

12. Describe organization's general purpose and activities:

The mission of Catholic Social Service Solano and its New Pathways Counseling Program is to reach out to those in the community who are unable to meet their own basic needs due to financial hardship, cultural barriers, disability, frailty, or inability to access adequate social support. We accomplish this through three (3) programs:

- New Pathways Counseling – provides an array of low-fee counseling services throughout Solano County. In addition to providing individual, couples, child, and family counseling at our offices in Vallejo, Vacaville, and Benicia, we are certified by the Solano County Probation Department to facilitate Domestic Violence Intervention Groups in Vallejo and Vacaville. We also provide Parent Education Classes to parents referred by Child Welfare Services due to allegations of child abuse. Furthermore, we facilitate Anger Management Classes, Family Reunification, and Co-Parenting counseling and training. In Fiscal Year 2011/2012, we provided nearly 1000 group classes to 203 individuals. We developed and continue to offer a bi-lingual/bi-cultural component by offering counseling services and Domestic Violence Groups in Spanish. We also provide counseling services to the children of three (3) parochial grammar schools in Solano County.
- Family Assistance – Helps low-income families in Vallejo meet their basic needs with food, job, utility, and housing/rental assistance. We operate a food pantry, which provides holiday groceries and gifts for families, in addition to grocery assistance throughout the year. Case management and information/referral service are also provided to assist homeless clients become self-sufficient and eventually move into permanent housing. (Benicia CAC does this for Benicia residents, and we partner with them to be our “fiscal agent” for our homeless case management activities in Vallejo). We also offer free income tax preparation and filing, and we assist those who are qualified in applying for the Cal Fresh (formerly Food Stamp) Program.
- Immigration – Provides immigrants with affordable legal assistance to achieve citizenship. Additional legal support is provided to immigrants who are victims of domestic violence (VAWA clients).

13. List all financial liabilities or pending legal action:

There are none.

14. Is your organization applying for other grants for fiscal years 2013-2015? If so, list the project, funding source(s), proposed budgets, and requested amount(s).

Our New Pathways Counseling Program will be applying for a Community Benefit Grant for a “Healthy Teens Project” for approximately \$10,000. This project aims to provide support groups and

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psycho-education to at risk teens in Vallejo, with the goal of increasing healthy decision-making skills and decreasing “at-risk” behaviors.

Our Family Assistance Program has applied for a CSBG grant for homeless case management from the City of Vallejo for approximately \$30,000 in FY 2013-2015.

We plan to apply for additional grants, to be determined, as funding sources and new RFP’s are indentified.

15. At what location will the proposed project take place and how long has the organization been at this location?

Catholic Social Service Solano has operated from a headquarters in Vallejo since 1942. Our Vallejo office has been located at 125 Corporate Place since April 2005, a location which provides accessibility and program growth. This proposed Benicia project would be administered from the Vallejo location, with direct counseling services provided in our dedicated Benicia location (since April 2010) at 159 East D Street.

16. What are your proposed hours of operations for this project? Please indicate hours that actual services will be provided, and how this may or may not differ from the hours project staff will be available to respond to incoming calls, answer general questions, etc.?

Our administrative office, which operates Monday through Thursday , 9 AM to 5 PM, and Fridays 9 AM to 12 PM will conduct outreach activities and answer all inquiries (including Spanish-speaking) about counseling services in Benicia. One (1) Licensed Marriage and Family Therapist and three (3) pre-licensed, CA Board of Behavioral Science-approved therapists will work, on an appointment basis, a minimum of five (5) hours per week (including evenings and Saturdays to accommodate working individuals and families). A Bi-lingual therapist is available to clients who need services in Spanish. Additional therapists and facilitators will also be available to provide more counseling or group sessions as needed.

17. Describe the project associated with this grant request. Include the goals to be achieved and the strategy that will be used to meet the goals. Be specific when discussing what will be achieved as a result of your program.

We propose to serve Benicia residents who are in need of professional counseling, but cannot afford it. We would continue to operate under our current policy of charging clients according to their ability to pay, based on a published sliding fee scale. The lowest fee is \$20/session (compared to the current \$80-\$120/session local market rate for professional counseling in Benicia). In addition to providing counseling services on this basis, this program, specific to Benicia, would provide free or minimal co-pay counseling to those Benicia residents who are in the process of being “case managed” for homelessness or joblessness, or who cannot afford the lowest fee of \$20/session. We will also offer low-cost “group” counseling sessions as the need for special groups arise, e.g. Teen Anger Management, Single Parent Support, Women’s Empowerment, Veterans PTSD, and Domestic Violence Cessation.

Our goal is to help families and individuals in Benicia become more functional and achieve improved mental, emotional, social, and physical health. Our target population is residents of Benicia who are unable to access mental health services because of low or no-income, lack of health insurance coverage, or language, cultural, or transportation barriers. Also we wish to address recent concerns of the Benicia community to 1) better equip teenagers with healthy coping skills, and 2)

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offer psycho-education and support around issues related to family violence. We plan to address the needs of both of these populations by offering specialized counseling groups for nominal fees.

The main outcome of this project will be that recipients of our services will achieve healthier functioning within their families and the local community. In addition to receiving direct counseling services from Catholic Social Service New Pathways Counseling, clients will be connected with other service providers in Benicia as needed. The resulting reduced family and social isolation and improved emotional health will make for more resilient families and a stronger community.

In looking at the long term goals of this project, by providing these affordable emotional/behavioral health services, we would be helping to lessen the burden of poverty by removing the barrier to much needed services. We would serve the mental health needs of those who are disadvantaged in the Benicia community, while promoting psychological self-sufficiency and empowering and supporting the individual. In doing so, we would actively support society by helping to build a healthier community, and being a responsive community partner in these challenging economic times.

18. Why is this project necessary for the citizens of Benicia? How will recipients benefit from your services?

Like many communities in Solano County, Benicia is also impacted by problems caused by unemployment, under-employment, financial hardship, family violence, isolation, and disability/frailty. Individuals and families who have little to no income but live in affluent communities (e.g. Benicia, as compared to most other Solano County communities), however, can face additional pressures including fewer resources designed to meet their needs, and a sense of isolation from the majority in the community who do have adequate resources.

Low-fee counseling is needed in Benicia. Many more families face financial hardships since the recession, and are unable to afford the usual costs of private counseling of \$80-\$120 per hour. Also, many low-income families lack health insurance. Furthermore, there have been many recent changes to the Medi-Cal program, including increases in share of costs to families and the elimination of coverage for most adult counseling services. These changes have created an increased need for low-cost counseling services. It is important to note that the majority of Benicia referrals for counseling we received over the last twelve (12) years were low-income clients. However, we have also seen an increase in Benicia referrals from more working, middle-class families and couples who are either not covered by insurance, or whose insurance limits their access to counseling services.

19. How will outreach be conducted?

We will tailor our brochure and informational flyers to Benicia residents, and we will distribute these materials regularly in a broad effort to reach the target population. Other outreach sources will include the Benicia Unified School District, the Benicia Police Department, Benicia Family Resource Center, Benicia Youth Action Council, VFW, and the Community Action Council. In addition, we continue to inform the Solano County Mental Health Department, Child Welfare Services, and the Probation and Parole Departments of this project in Benicia.

The Clinical Director participates in local collaborative groups in order to keep local and partner agencies informed:

- Benicia non-profits/CBO bi-monthly meetings, in order to keep all Benicia partner agencies updated on services and to collaborate on issues specific to Benicia.

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- . Napa/Solano Domestic Violence Taskforce, a collaboration of local agencies and Kaiser Permanente of Vallejo, dedicated to the eradication of domestic and family violence in our community. Catholic Social Service Solano New Pathways Counseling is the only participating agency representing Benicia on this taskforce.

Secondary sources will include local churches and other places of worship, hospitals, physicians, and clinics catering to the medical needs of Benicia residents, board and care homes and senior centers, and public centers such as the Benicia Public Library. We will conduct outreach via our CSS website, mail, email, church bulletins, St. Dominic’s School, distribution of flyers, and one-on-one and group meetings. We will also provide outreach to the general community by posting materials at prominent public sites (bulletin boards, shop windows, etc), and participating in community events (e.g. the Farmers’ Market) as appropriate/invited.

20. List the specific quantifiable goals of the project.

(Please state your goal in terms of number of individuals, families or groups served. For example, agency will provide X number of individuals counseling services per quarter.)

Report total services provided	Annual goal
Number of Individual, Family/Couples, and/or Group Counseling Sessions	260
Number of Benician Clients Provided with Counseling Services	60

Discuss how your organization will collect, organize and disseminate this data.

As shown above, we will provide a minimum of 260 units of service per year. A unit of service equals “one counseling session (1-1.5 hours) provided to Benicia residents. We estimate that a minimum of 60 Benicians will be served per year, with upside depending on the number of group sessions offered and subscribed to.

Seventy-five percent (75%) of clients will meet one or more of the following demographic descriptions (obtained and recorded during initial intake sessions): low-income, single mother, teen parent, homeless, jobless, disabled, or elder. We would expect at the end of the treatment period (as determined by the treatment plan, progress notes, and client evaluations) 8 out of 10 clients (80%) will experience decreased anxiety, decreased depression, improved self-esteem, increased use of healthy coping skills, and improved family communication, anger management, and parenting skills.

21. Is this project an existing program or activity provided by your organization? Please explain.

This project is an existing program. With continued funding, we plan on expanding the number of sessions offered to match the increasing demand for counseling services in Benicia.

22. Identify similar programs in the community and how yours will differ.

We have been unable to identify any similar programs offered in the city of Benicia.

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23. Describe previous comparable projects or programs that your organization, has undertaken that demonstrate successful administration and implementation.

Catholic Social Service Solano New Pathways Counseling has initiated a number of similar projects in the past sixteen (16) years:

- Ten years ago, we started a low-fee counseling program in Vacaville, and we now have three counselors providing services to clients in Vacaville, including a Bi-lingual counselor.
- We initiated a school counseling program in the County's elementary parochial schools. We currently operate this program in three of the elementary schools.
- Through a one-year start-up grant from the California Endowment nine years ago, we developed a successful Bi-lingual counseling program, with a steady stream of referrals, and we continue to offer Bi-lingual services today.
- In 2005, we received a two-year CDBG grant from the City of Vallejo to provide low-fee counseling to Spanish-speaking and other low-income residents of Vallejo.
- Our Batterers Intervention Program was initiated fourteen years ago, and we are now one of the largest providers of court-ordered Domestic Violence Cessation groups in Solano County.
- We added Anger Management and a Parent Education component to complement the Batterers Intervention Program, and they both continue today. Our Parent Education Program is one of the few in the county that meet requirements for those that are mandated by the courts to attend classes.
- Our Benicia Counseling Program has been generally successful in meeting its goals since its inception fourteen years ago, but since the opening of our dedicated Benicia office, we have exceeded our goals in terms of number of sessions provided and number of people served.
- We successfully facilitated two support groups during the last grant cycle while building a stronger collaborative relationship with the Family Resource Center: Teen Anger Management and Women's Empowerment were most successful, with a good number of participants. We also offered a Single Parent Support group, but only had 1 consistent participant.

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24. REQUIRED ATTACHMENTS: Verify and check off confirmation indicating that the following required items are attached to the original application.

Attachment Confirmation	Item No.	Item Description
(✓)	1.	IRS Letter of Tax Exempt Status
(✓)	2.	Organization's total budget for the current year
(✓)	3.	Copy of most recent audit or financial statement
(✓)	4.	Names and addresses of Board of Directors
(✓)	5.	List of paid principal staff and positions
(✓)	6.	Job descriptions for principal staff and personnel <u>to be paid partially or in full with grant funding</u>
(✓)	7.	Copy of resolution or board meeting minutes indicating organization's support of the project application.
(N/A)	8.	If a partnership, then of letters of commitment from each organization indicating degree of participation and a budget showing each organization's financial responsibility are required.

JB
1/16/13

Thank You!

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: July 12, 2011

Person to Contact:

Roger Meyer

Toll Free Telephone Number:

877-829-5500

Employer Identification Number:

53-0196617

Group Exemption Number:

0928

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Dear Sir/Madam:

This responds to your July 1, 2011, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2011*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2011* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

Donors may deduct contributions to you and your subordinate organizations as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to them or for their use are deductible for federal estate and gifts tax purposes if they meet the applicable provisions of section 2055, 2106, and 2522 of the Code.

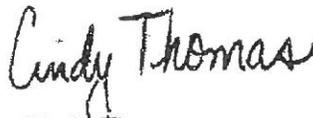
Subordinate organizations under a group exemption do not receive individual exemption letters. Most subordinate organizations are not separately listed in Publication 78 or the EO Business Master File. Donors may verify that a subordinate organization is included

in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in cursive script that reads "Cindy Thomas".

Cindy Thomas
Manager, Exempt Organizations
Determinations

CALIFORNIA • MICHIGAN • MINNESOTA • MISSISSIPPI • MISSOURI • WEST VIRGINIA • NEW YORK • NEVADA • ALABAMA • COLORADO • ARIZONA • MAINE • TEXAS • UTAH • ALASKA • GEORGIA • DELAWARE • ILLINOIS • KANSAS • NORTH CAROLINA • OREGON • NEBRASKA • KENTUCKY
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• INDIANA • OKLAHOMA • RHODE ISLAND • MONTANA • HAWAII • WASHINGTON • VIRGINIA • VERMONT • WYOMING • OHIO

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The Official Catholic Directory

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SCHOOLS, DIOCESAN

St. Francis High School (Girls), 6900
 S. 1st St., Tel: 916-452-3481; Fax: 916-
 452-3481. Email: stfrancis@stfrancis.org. Web:
 www.stfrancis.org. Pres.: Marion L. Bishop, Pres.;
 Librarian: Marjorie Walker. Librarian.
 1998, Prin.; Judy Walker, Librarian.
 Staff 129; Girls 1,140.

Catholic High School, 233
 Mary St., Tel: 916-527-8313; Fax:
 916-527-8313. Email: mercy-high.org. Web:
 www.mercy-high.org. Cheryll Ramirez, Prin. Lay
 High School. Students 84.

St. Vincent High School, 1500
 1st St., Tel: 916-444-4425; Fax: 707-
 449-1111. Email: vhigh@eps.vg.org. Web:
 www.vhigh.org. Mary Ellen Ryan, Prin.; Alexa
 Librarian. Lay Teachers 42; Students

SCHOOLS, PRIVATE

Christian Brothers High School of
 (1876) 4315 Martin Luther King
 Blvd., Sacramento, CA 95821. Tel: 916-733-3600; Fax: 916-733-
 3600. Email: cbhs@cbhs-sacramento.org. Lorcan P.
 Mary Hesser, Prin. Brothers 3; Lay
 Students 1,022.

High School, 6200 McMahon Dr.,
 Tel: 916-733-2660; Fax: 916-739-1310.
 www.stjosephsacramento.org. Joanne
 Prin. Priests 2; Sisters 2; Lay

School (1963) P.O. Box 254647,
 1200 Jacob Ln., Carmichael,
 Tel: 916-482-5060; Fax: 916-482-2310.

Revs. Gregory R. Bonfiglio,
 Michael C. Gilson, S.J., Supr.; Francis
 S.J., David F. Klein, S.J.; Kevin A.
 S.J.; Charles R. Olsen, S.J.; William K.
 S.J.; Dennis Thiesen, S.D.S.; Bro. Justin
 S.J., Ms. Brianna Lutko, Prin.; Mrs.
 Librarian. Mr. Phillip Ganir,
 S.J. (Boys) Jesuit
 Religious 1; Brothers 1; Scholastics 2;
 Boys 1,070.

ELEMENTARY SCHOOLS

St. Elizabeth Ann Seton Elementary
 3838 Macquet Ct., 95753. Tel: 916-684-
 9166. Fax: 916-691-4064. Web:
 www.stelizabethann.org. Trina Koontz, Prin. Lay
 Students 314; Total Staff 36.

NURSERY AND CHILD CARE HOMES

St. Patrick Children's Home, Inc., P.O.
 Box 55817, Tel: 916-733-0254; Fax: 916-733-
 0254. Email: mkierman@diocese-sacramento.org.
 www.stpatrickshome.net. Very Rev. Michael F.
 Exec. Dir.

HOUSES FOR SENIOR CITIZENS

Mary McMahon Terrace, 3865 J St.,
 Tel: 916-733-6510; Fax: 916-733-6515.
 Email: mmtoook@comcast.net. Web:
 www.marymahomterrace.org. Jim Cook, CEO.
 Senior Housing, Inc. Licensed Units 118;
 Assisted Annually 126; Total Staff 60.

GENERAL HOSPITALS

Mercy General Hospital, a DBA of
 Catholic Healthcare West (1997) 4001 J St., 95819.
 Tel: 916-453-4545; Fax: 916-453-4557. Web:
 www.mercygeneral.org. Denny Powell, Pres.
 Sponsored by Sisters of Mercy of the Americas
 West Midwest Community. Sisters of Mercy 6;
 Patients Assisted Annually 165,439; Beds 342;
 Staff 2,180.

Mercy San Juan Medical Center, a DBA
 Catholic Healthcare West (1967) 6501 Coyle
 Blvd., Tel: 916-537-5000; Fax: 916-537-5111.
 Email: www.mercysanjuan.org. Brian Ivie, Pres.
 Sponsored by Sisters of Mercy of the Americas
 West Midwest Community. Sisters of Mercy 4;
 Patients Assisted Annually 160,810;
 Staff 2,208.

Mercy Hospital of Folsom, a DBA of Catholic
 Healthcare West (1962) 1650 Creekside Dr., 95630.
 Tel: 916-983-7400; Fax: 916-983-7406. Web:
 www.mercyhospital.org. Don Hudson, Pres.
 Sponsored by Sisters of Mercy of the Americas
 West Midwest Community. Sisters of Mercy 1;
 Bed Capacity 85; Total Staff 660; Patients
 Assisted Annually 44,386.

Mercy Medical Center Mt. Shasta, a DBA
 Catholic Healthcare West (1938) 914 Pine St.,
 99701. Tel: 530-926-6111; Fax: 530-926-0517. Web:
 www.mercymtshasta.org. Kenneth Platou, Pres. Sponsored
 by Shasta Regional Community of the Sisters of
 Mercy. Sisters 1; Bed Capacity 88; Patients
 Assisted Annually 53,757; Total Staff 826.

RED BLOSS. St. Elizabeth Community Hospital, a DBA
 of Catholic Healthcare West (1906) 2550 Sr. Mary
 Columba Dr., 96080-4397. Tel: 530-529-3000; Fax:
 530-529-8009. Web: www.mercy.org. Jon Halfhide,
 Pres. Sponsored by Sisters of Mercy of the
 Americas West Midwest Community. Sisters 1;
 Bed Capacity 76; Patients Assisted Annually
 73,749; Total Staff 472.

REDDING. Mercy Medical Center Redding, a DBA of
 Catholic Healthcare West (1944) 2175 Rosalme
 Ave., 96001. Tel: 530-225-6000; Fax: 530-225-6125.
 Web: www.mercy.org. Mark Korth, Pres.
 Sponsored by Sisters of Mercy of the Americas
 West Midwest Community. Sisters of Mercy 1;
 Beds 264; Patients Assisted Annually 150,248;
 Total Staff 1,685.

[I] MONASTERIES AND RESIDENCES OF PRIESTS AND BROTHERS

CARMICHAEL. Sacramento Jesuit Community (1963)
 1200 Jacob Ln., 95608. Tel: 916-482-6060; Fax:
 916-972-8037. Email: mgilson@calprov.org. Web:
 www.jhsac.org. Revs. Gregory R. Bonfiglio, S.J.,
 William F. Breault, S.J.; Michael C. Gilson, S.J.,
 Supr. Email: mgilson@calprov.org; Francis G.
 Hernandez, S.J.; Luot V. Hoang, S.J.; David F.
 Klein, S.J.; Kevin A. Leidich, S.J.; Gerald P.
 McCourt, S.J.; Michael E. Moynahan, S.J.;
 Charles R. Olsen, S.J.; Thomas G. Piquado, S.J.
 Email: tpiquado@calprov.org; William K. Stolz,
 S.J.; George V. Wanser, S.J.; Arthur J. Wehr, S.J.
 Email: awehr@calprov.org; Bro. Justin DeChance,
 S.J.; Mr. Julian Climaco, S.J.; Mr. Martin Silva,
 S.J. (California Prov., Los Gatos) Priests 14;
 Brothers 1; Scholastics 2.

CITRUS HEIGHTS. Christ the King Retreat, 6520 Van
 Maren Ln., 95621. Tel: 916-723-5162; Fax: 916-
 723-6368. Email: christtheking@passionist.org.
 Web: www.passionist.org. Revs. San Juan Alfonso,
 C.P.; David Colhour, C.P.; Richard L. Parks, C.P.,
 George Stanfield, C.P.; James G. Strummer, C.P.,
 Bro. Kurt Wernert, C.P. The Passionists (Chicago,
 IL). A community residence for the Passionist
 priests and brothers who conduct missions and
 retreats. Priests 5; Brothers 1.

VINA. Abbey of New Clairvaux, Trappist, 26240 7th
 St., P.O. Box 80, 96092. Tel: 530-839-2161; Fax:
 530-839-2332. Email: monks@newclairvaux.org.
 Web: www.newclairvaux.org. Rev. Paul Mark
 Schwan, O.C.S.O., Abbot; Rt. Revs. Thomas X.
 Davis, O.C.S.O., J.C.L., Abbot Emeritus; Bernard
 Johnson, O.C.S.O., J.C.L., Abbot Emeritus; Revs.
 Harold K. Meyer, O.C.S.O.; Lawrence A. Glaser,
 O.C.S.O.; Paul Jerme Konlder, O.C.S.O.;
 Anthony R. Bellesorte, O.C.S.O.; Rt. Rev. Mark A.
 Scott, O.C.S.O. Cistercian Abbey, Cistercians of
 the Strict Observance. Priests 8; Professed
 Brothers 11; Postulants 1; Novices 2.

WALNUT GROVE. Monastery of Chau Son Sacramento,
 14080 Leary Rd., P.O. Box 99, 95690. Tel: 916-
 776-1256; Fax: 916-776-1921. Email: chauson@
 gmail.com. Revs. Dominic Hung Tran, Prior;
 Francis Xavier Phan Bao Luyen; Mark Kieu Thai
 Hoc; Vincent Nguyen Dinh Hau, Cantor; Francis
 de Sales Vu Khac Nam; Bro. Leo Nguyen Van
 Tien.

[J] CONVENTS AND RESIDENCES FOR SISTERS

SACRAMENTO. Canossian Daughters of Charity (1808)
 Our Lady of Lourdes Convent, 1949 North Ave.,
 95838. Tel: 916-925-4001; Fax: 916-925-8897.
 Email: fdcc_sac@yahoo.com. Web: www.fdcc.org.
 Sisters 4.

Religious of the Virgin Mary, 8804 El Verano Ave.,
 95626-0444. Tel: 916-992-6318. Sisters 6.

Sister Servants of the Blessed Sacrament (1904,
 Congregation); (1971, Community) 5929 61st St.,
 95824. Tel: 916-457-0182; Fax: 916-463-9950.
 Email: imijoy@hotmail.com. Sisters 4.

Sisters Catechists of Jesus Crucified (1962) Ave
 Maria House, 1123 W St., 95818. Tel: 916-443-
 7626. Email: hermanascj@pol.com. Sisters 6.

Sisters of the Holy Rosary of Fatima (1952) 1708 U
 St., 95818. Tel: 916-442-8646; Fax: 916-733-0195.
 Email: vicentalemus@bcyglobal.net. Sisters 2.

AUBURN. Sisters of Mercy of the Americas West
 Midwest Community, Inc., 535 Sacramento St.,
 95603-5699. Tel: 530-887-2000; Fax: 530-887-0789.
 Email: info@mercywmw.org. Web:
 www.mercywestmidwest.org. Sisters Norita
 Conroy, R.S.M., Pres.; Judith Fricker, R.S.M.,
 Substitute for Pres.; Sheila Megley, R.S.M.,
 Treas.; Judith Cannon, R.S.M., Sec.; Kathy
 Thornton, R.S.M., Leadership Team; Michelle
 Gorman, R.S.M., Leadership Team; Kim Kinsel,
 Community Oper. Officer; Carol Kelley,
 Community Fin. Officer; Sandy Goetzinger-Corner,
 Dir. Communications. Sisters 794; Associates 531.

CARMICHAEL. Religious of the Institute of the Blessed
 Virgin Mary, 3606 Chadsworth Way, 95821. Tel:

916-488-8188; Fax: 916-722-5297. Sisters 2.
 Other Locations: Religious of the Institute of the
 Blessed Virgin Mary, 3606 Chadsworth Way, 95821.
 Tel: 916-465-6384; Fax: 916-485-6385. Sisters 2.
 Religious of the Institute of the Blessed Virgin
 Mary, 9190 Sebastiani Way, 95829. Tel: 916-681-
 2016; Fax: 916-739-1178. Sisters 1. Religious of
 the Institute of the Blessed Virgin Mary, 3632
 Ardmore Rd., 95821. Tel: 916-489-8931. Sisters 1.

FAIRFIELD. Sisters of the Holy Faith (1867) Holy Spirit
 Convent, 1050 N. Texas St., 94533. Tel: 707-425-
 3572. Email: ecurtis@diocese-sacramento.org.
 Web: www.hsschool.org. Sisters 3.

GEORGETOWN. Discalced Carmelite Nuns (1935) P.O.
 Box 4210, 95634. Tel: 530-333-1617; Fax: 530-333-
 1617. Web: www.carmelitemonastery.com. Carmel
 of the Holy Family and Saint Therese. Sisters 15.

[K] RETREAT HOUSES

SACRAMENTO. Pendola Center, 2110 Broadway,
 95818-2541. Tel: 916-736-0141; 916-733-0127;
 Fax: 916-733-0195. Email: campendola@diocese-
 sacramento.org. Web: www.pendola.org. Center
 located in Sierra-Nevada foothills near
 Camptonville. Summer camp for boys and girls
 6-16. Available for teenage and young adult
 retreats, school midweek retreats, field trips.
 Contact: Dir. of Pendola Center.

APPLEGATE. Jesuit Retreat Center of the Sierra, P.O.
 Box 128, 95703. Tel: 530-878-2776; Fax: 530-878-
 1615. Email: jrcc@cccr.org. Rev. Charles J. Tillex,
 S.J., Dir. Tel: 916-482-9666; Kris Holland, Res.
 Site Dir. Tel: 530-878-2776. Available for retreats
 and conferences from August 14 to May 15.

AUBURN. Mercy Center Auburn, 535 Sacramento St.,
 95603-5699. Tel: 530-887-2019; Fax: 530-887-1154.
 Email: info@mercycenter.org. Web:
 www.mercycenter.org. A ministry of the Sisters of
 Mercy of the Americas West Midwest Community.

CITRUS HEIGHTS. Christ the King Passionist Retreat
 Center, 6520 Van Maren Ln., 95621. Tel: 916-725-
 4720; Fax: 916-725-4812. Email: christtheking@
 passionist.org. Web: www.passionist.org/
 christtheking/. Bro. Kurt Wernert, C.P., Retreat
 Dir.; Revs. David Colhour, C.P., Retreat Team;
 Tom Bonacci, C.P., Retreat Team; Loretta
 Pehanich, Dir. Devel. & Public Rels.; Mary Lou
 Butler, Admin.

Christ the King Institute for Counseling & Spiritual
 Direction, 6520 Van Maren Ln., 95621. Tel: 916-783-
 9006; Fax: 916-723-6368. Rev. James Strummer,
 C.P., Co-Dir.; Elizabeth Evans, M.A., Co-Dir.

[L] CAMPUS MINISTRIES AND NEWMAN CENTERS

SACRAMENTO. Newman Catholic Community at
 Sacramento State University aka The Newman
 Club of Sacramento (1967) Mailing Address: 5900
 Newman Ct., 95819-2610. Tel: 916-454-4188; Fax:
 916-454-4180. Email: kawasaki@
 sacnewman.org. Web: www.sacnewman.org. Rev.
 George V. Wanser, S.J., Dir.; Sr. Kathryn
 Camacho, S.N.D.deN., Pastoral Assoc.; Maggie
 Kawasaki-Murray, M.A., Campus Min.; Ms. Mary
 Ann Williams, Business Mgr.

Newman Catholic Student Community @ Davis 514
 C St., Davis, 95616. Tel: 530-763-7893; Fax: 530-
 763-2794. Web: www.davisnewman.org. Deacon
 Clark Goecker, Dir.; Rev. Innocent Suiza
 (Rowanda), Chap.; Ellie Wright, Admin. Asst.

St. Thomas Aquinas Newman Center @ Chico 346
 Cherry St., Chico, 95926. Tel: 530-342-5182; Fax:
 530-342-3016. Email: newmancenterchico@
 ysho.com. Web: www.chiconewman.org. Rev.
 Blaise R. Berg, S.T.D., Dir.

[M] CATHOLIC SOCIAL WELFARE ACTIVITIES

SACRAMENTO. Catholic Charities of Sacramento, Inc.,
 2110 Broadway, 95818. Tel: 916-733-0253; Fax:
 916-733-0224. Email: mkierman@diocese-
 sacramento.org. Very Rev. Michael F. Kierman,
 Chm. Bd. of Directors & Exec. Dir.
 Member Agencies of Catholic Charities of Sacra-
 mento, Inc.:

Catholic Social Service of Sacramento, 5890 New-
 man Ct., 95819-2608. Tel: 916-462-7481; Fax:
 916-736-0252. Web: www.cssc.org. Very Rev.
 Michael F. Kierman, Chm. Bd. of Dir.; Kurt
 Chismark, Exec. Dir. Total Staff 4; Total Assisted
 675.

Northern Valley Catholic Social Service, 2400 Wash-
 ington Ave., Redding, 96001. Tel: 530-241-0552;
 Fax: 530-247-3354. Web: www.nvcss.org. David
 Gasman, Chm. Bd. of Directors; Don Chapman,
 Exec. Dir. Total Staff 156; Total Served 16,738.

Catholic Social Service of Solano County, 125
 Corporate Pl., Ste. A, Vallejo, 94590. Tel: 707-644-
 8909; Fax: 707-644-6314. Email:
 admin@csssolano.org. Web: www.csssolano.org.
 Ellen McBride, Chm. Bd. of Directors; Kurt

Chismark, Exec. Dir. Total Staff 11; Total Assisted 5,500.

Subsidiaries of Catholic Charities of Sacramento: **Sacramento Food Bank and Family Services**, 3833 Third Ave., 95817. Tel: 916-456-1980; Fax: 916-451-5920. Web: www.sfb.org. Patrick McClain, Chm. Bd. of Directors; Blake Young, Exec. Dir. & Pres. Total Staff 40; Total Served 56,104.

Administrative Project of Catholic Charities of Sacramento: **Mother Teresa Maternity Home**, 3109 Sacramento St., Placerville, 95667. Tel: 530-295-8006. Barbara Goyette, Chm. Bd. of Directors. Total Staff 9; Total Served 169.

Downtown Senior Outreach Program, 719 J. St., 95814. Tel: 916-733-0253; Fax: 916-733-0224. Elizabeth White, Prog. Dir. Total Staff 2; Total Assisted 100.

Centro Guadalupe, 711 T St., 95811. Tel: 916-443-5367; Fax: 916-443-5845. Elizabeth White, Prog. Dir. Total Staff 3; Total Assisted 5,000.

Mercy Education Resource Center, 6007 Folsom Blvd. #200, 95819. Tel: 916-737-6026; Fax: 916-737-6507. Email: info@mercyeducation.org. Web: www.mercyeducation.org. Sponsored by the Sisters of Mercy West Midwest Community. Provides marriage counseling and individual counseling, psycho-educational assessment for learning disabilities, school counseling, school resource teachers and instructional services, English language services for adults. Total Staff 36; Total Assisted 3,800.

Society of St. Vincent de Paul, Sacramento District Council, Thrift Store: 2275 Watt Ave., 95825. Tel: 916-972-1212; Fax: 916-972-1242. Email: jhallissy@svdp-sacramento.org. Web: svdp-sacramento.org. Office: 608 University Ave., 95825. Tel: 916-649-2214; Fax: 916-649-9241. John P. Hallissy, Pres.

Society St. Vincent de Paul, Sacramento District Council. Tel: 916-649-2214; Fax: 916-649-9241. Email: jhallissy@svdp-sacramento.org. Total Assisted 138,000; Total Staff 12.

AUBURN. Grand Council, Catholic Ladies Relief Society of the Diocese of Sacramento, 215 Terrace St., 95603. Tel: 530-823-3767. Yvonne Hawkins, Grand Pres.; Very Rev. Michael F. Kiernan, Grand Chap.

ROSEVILLE. Society of St. Vincent de Paul (1983) 503 Giuseppe Ct. #8, 95678. Tel: 916-781-3303 (Office & Food Locker); 916-781-5434 (Thrift Store); Fax: 916-781-8105 (Office Fax). Mr. Tom Stanko, Pres. Emergency Services, Clothing Vouchers, Food Assistance, Dining Room, Thrift Store, Mail Service, SSI Payee, 16 transitional housing units etc. Also free medical clinic on Wednesday mornings 8:30 a.m. to 10:00 a.m. Provide triage and urgent care; no longitudinal care. Total Assisted 24,130.

VALLEJO. Society of St. Vincent de Paul, 1225 Tuolumne St., 94590. Tel: 707-644-0378; Fax: 707-644-1423. Benedict Archer, Pres. Total Assisted 3,000.

[N] YOUTH AND YOUNG ADULT MINISTRIES

SACRAMENTO. Catholic Committee on Scouting, 2110 Broadway, 95818. Tel: 916-733-0123; Fax: 916-733-0224. Email: mrichards@diocese-sacramento.org. Web: www.obharanetworks.com/dccs.htm. Very Rev. Mark R. Richards, J.C.L., Diocesan Chap.

Department of Evangelization & Catechesis, 2110 Broadway, 95818. Tel: 916-733-0123; Fax: 916-733-0195. Web: www.diocese-sacramento.org. Steve Patton, Dir.; Brad Colvis, Assoc. Dir. Catechesis; Carson Weber, Assoc. Dir. New Media Evangelization & Outreach; Deacon Antonio Ramirez, Coord. Spanish Catechesis; Amber Cull, Coord. Deaf Ministry; Stanley Simonet, Deaf Ministry Worker; Nikki Alvarez, Respect Life Coord. & Project Rachel Coord.; Sr. Virginia Alcalá, S.C.J.C., Hispanic Institute Dir.; Kevin Staszko, Assoc. Dir., Youth & Young Adults.

[O] MISCELLANEOUS

SACRAMENTO. California Catholic Conference, Inc. (1971) 1119 K St., 95814. Tel: 916-313-4000; Fax: 916-313-4066. Web: www.caatholic.org. Most Revs. Gerald E. Wilkerson, D.D., V.G., Pres.; Jaime Soto, M.S.W., Vice Pres.; Richard J. Garcia, D.D., Sec. & Treas.; Mr. Edward "Ned" E. Dolejsi, Exec. Dir.; Carol Hogan, Dir. Pastoral Projects & Communication; Debbie McDermott, Exec. Asst./Assoc. Dir. Restorative Justice CA Catholic Conference; Mrs. Linda Wanner, Assoc. Dir. Governmental Relations; Stephen J. Pehanich, Senior Dir. Advocacy & Educ. CA Catholic Conference; Barbara Caselli, Office Mgr.

California Conference of Catholic Bishops, 1119 K St., 95814. Tel: 916-313-4000; Fax: 916-313-4066. Web: www.caatholic.org. Most Revs. Gerald E. Wilkerson, D.D., V.G., Pres.; Jaime Soto, M.S.W., Vice Pres.; Richard J. Garcia, D.D., Sec. & Treas.; Mr. Edward "Ned" E. Dolejsi, Exec. Dir.; Carol Hogan, Dir. Pastoral Projects & Communication; Debbie McDermott, Exec. Asst./Assoc. Dir. Restorative Justice CA Catholic Conference; Mrs. Linda Wanner, Assoc. Dir. Governmental Rels.; Stephen J. Pehanich, Senior Dir. Advocacy & Educ. CA Catholic Conference; Barbara Caselli, Office Mgr.

Catholic Charities of California, Inc. (1987) 1119 K St., 2nd Fl., 95814. Tel: 916-313-4005; Fax: 916-443-4731. Email: smlahay@catholiccharitiesca.org. Web: www.catholiccharitiesca.org. Shannon M. Lahay, Exec. Dir.; Greg Kepferle, Pres.; Solomon Belette, Vice Pres.; Catherine Manfredi, Sec. & Treas.

The Catholic Foundation of the Diocese of Sacramento, Inc., P.O. Box 189656, 95818-9656. Tel: 916-733-0277; Fax: 916-733-0295. Mr. Larry Garcia Esq., Pres.

Mercy Senior Housing, Inc. dba Mercy McMahon Terrace (1919) 3865 J St., 95816. Tel: 916-733-6510; Fax: 916-733-6515.

The Parochial Fund, Inc., P.O. Box 189666, 95818. Tel: 916-733-0277; Fax: 916-733-0295. Rev. F. Ignatius Haran, Pres. (Retired).

PAX Ministerio Foundation Trust Fund, 2110 Broadway, 95818. Tel: 916-733-0245. Web: www.diocese-sacramento.org. Sr. Paula Hurtado, O.P., Dir.

The Preserving Our Past, Building Our Future Foundation of Northern California, Inc., P.O. Box 188617, 95818. Tel: 916-733-0277; Fax: 916-733-0295. Mr. David Kroitine Esq., Pres.

Sacramento Catholic Forum (2002) P.O. Box 254848, 95865-4848. Tel: 916-930-1144. Web: www.sacatholicforum.org.

Stanford Settlement (1936) 450 W. El Camino Ave., 95833-2299. Tel: 916-927-1303; Fax: 916-922-1694. Email: estjerjeanne@stanfordsettlement.org. Web: www.stanfordsettlement.org. Sr. Jeanne Felton, S.S.S., Exec. Dir. Total Assisted Annually 8,000.

DIXON. Pro Ecclesia Sancta of California, 106 S. 2nd St., 95620. Tel: 707-685-0370. F. Carlos Farfan, Pres.

LOOMIS. Dominican Sisters of Mary, Mother of the Eucharist - Loomis, 5820 Rocklin Rd., 95650. Tel: 734-994-7437. Email: sjdr@sistersofmary.org. Sr. John Dominic Rasmussen, Treas.

IHR Educational Broadcasting, 3236 Penryn Rd., Ste. 100, 95650. Tel: 866-774-3278. Douglas Sherman, Pres.; Lori Brown, Contact Person.

Spiritus Sanctus Enrichment, 5820 Rocklin Rd., 95650. Tel: 734-994-7437. Email: sjdr@sistersofmary.org. Sr. John Dominic Rasmussen, Treas. Sponsored by Dominican Sisters of Mary, Mother of the Eucharist - Loomis.

RANCHO CORDOVA. Catholic Healthcare West - Sacramento Office, 3400 Data Dr., 95670. Tel: 916-851-2000; Fax: 916-851-2727. Web: www.chwhealth.org/sacramento.

Corporate Headquarters, Catholic Healthcare West, 185 Berry St., Ste. 300, San Francisco, 94107. Tel: 415-438-5500; Fax: 415-438-5726.

Holy Trinity Community North America (HTCNA), 4216 Silver Water Way, 95742. Tel: 916-213-9281. Erick Yo, Pres.; Yanliwaty S. Guerson, Sec.

Mercy Foundation (1954) 3400 Data Dr., 95670. Tel: 916-851-2700; Fax: 916-851-2724. Email: mercyfoundationmsa@chw.edu. Web: www.supportmercyfoundation.org. Sr. Bridget McCarthy, R.S.M., Pres.; Alison Sadler, Chief Operating Officer.

WOODLAND. Sociedad Guadalupeana de Woodland, Mailing Address: P.O. Box 1173, 95776. 920 North St., 95695. Tel: 530-662-4025. Email: ncampiz@cal.net. Ms. Luz Elena Campiz, Pres.

RELIGIOUS INSTITUTES OF MEN REPRESENTED IN THE DIOCESE

For further details refer to the corresponding bracketed number in the Religious Institutes of Men or Women section.

[]—Augustinian Assumptionist Fathers—A.A.

[0330]—Brothers of the Christian Schools (Napa, CA)—E.S.C.

[0270]—Carmelite Fathers & Brothers (Barrington, IL)—O.Carm.

[0850]—Cistercians Order of the Strict Observance-Trappists (Rome, Italy)—O.C.S.O.

[0370]—Columban Fathers—S.S.C.

[]—Congregation of Mother Coredeptrix—C.M.C.

[1000]—Congregation of the Passion (Chicago, IL)—C.P.

[]—Crusade of the Holy Spirit

[0520]—Franciscan Friars (Prov. of St. Francis) O.F.M.

[]—Franciscan Order of the Atonement—S.A.

[]—Hermits of the Most Blessed Virgin Mary of the Carmel—H.O.C.

[0690]—Jesus Fathers and Brothers (California, Los Gatos, CA)—S.J.

[0730]—Legionaries of Christ—L.C.

[0930]—Oblates of St. Joseph (Santa Cruz, CA)—O.S.J.

[]—Oratorians (Colombia)

[0950]—Oratoriane—C.O.

[0430]—Order of Preachers-Dominicans—O.P.

[1065]—Priestly Fraternity of St. Peter—F.S.P.

[1200]—Society of the Divine Savior (Minnesota, WI)—S.D.S.

[]—Society of the Divine Word—S.V.D.

RELIGIOUS INSTITUTES OF WOMEN REPRESENTED IN THE DIOCESE

[1940]—Congregation of the Sisters of the Holy Faith—C.H.F.

[0730]—Daughters of Charity of Calcutta (Italy)—F.d.C.C.

[]—Daughters of Divine Love

[0820]—Daughters of the Holy Spirit (France)—D.H.S.

[0420]—Discalced Carmelite Nuns—O.C.D.

[1070-03]—Dominican Sisters (Suisunville, WI)—D.S.

[1070-04]—Dominican Sisters (San Rafael, CA)—D.S.

[]—Dominican Sisters of Charity of the Province of the Blessed Virgin Mary—O.P.

[]—Dominican Sisters of Mary, Mother of the Eucharist - Loomis (Ann Arbor, MI)

[]—Handmaids of the Holy Child Jesus—H.C.J.

[2370]—Institute of the Blessed Virgin Mary (Lombard, IL)—I.B.V.M.

[2575]—Institute of the Sisters of Mary of the Americas—R.S.M.

[]—Religious of the Virgin Mary (Quezon, Philippines)—R.V.M.

[3499]—Sister Servants of the Blessed Sacrament—S.S.B.S.

[]—Sisters Catechists of Jesus Crucified (Mexico)—S.J.C.

[]—Sisters of Mercy (Omaha)—R.S.M.

[]—Sisters of Mercy of Cashel (U.S. Province)—S.M.C.

[4080]—Sisters of Social Service of Los Angeles—S.S.S.

[1630]—Sisters of St. Francis of Roman Catholic Charity (Redwood City, CA)—R.C.C.

[]—Sisters of St. Joseph of Carondelet—C.S.J.

[1960]—Sisters of the Holy Family (San Jose, CA)—S.H.F.

[]—Sisters of the Holy Rosary of Paimon (Mexico)—H.R.F.

[3680]—Sisters of the Sacred Heart of Mary (Essex)—S.H.J.M.

[4110]—Ursuline Nuns of the Congregation of the Holy Spirit—U.S.U.

[]—Visitation Sisters of Alleppey—S.V.C.

DIOCESAN CEMETERIES

SACRAMENTO. Calvary Catholic Cemetery

Mausoleum, 7101 Varner Ave., 95841. Tel: 916-726-1232; Fax: 916-726-4821.

St. Joseph Catholic Cemetery, 2615 21st St., Tel: 916-462-4831; Fax: 916-462-1394.

St. Mary's Catholic Cemetery & Mausoleum, 21st Ave., 95820-5981. Tel: 916-462-1394; 916-452-1364.

COLUSA. Holy Cross Catholic Cemetery, 7500 Highway 99, 95932. Tel: 530-458-4170; Fax: 530-458-4170.

FAIRFIELD. St. Alphonsus Catholic Cemetery, Union Ave., 94533. Tel: 707-425-3111; Fax: 425-2029.

GRASS VALLEY. St. Patrick Catholic Cemetery, Dalton St., 95946. Tel: 530-271-5347; Fax: 477-2072.

RANCHO MURIETA. St. Vincent de Paul Catholic Cemetery, Jackson Hwy., 94683. Tel: 916-452-1364; Fax: 916-452-1364.

RIO VISTA. St. Joseph Catholic Cemetery, 1160 St., 94571. Tel: 707-374-2156; Fax: 707-374-2156.

VALLEJO. All Souls Catholic Cemetery & Mausoleum, 550 Glen Cove Rd., 94591. Tel: 707-644-4331; Fax: 707-644-4331.

St. Vincent, 550 Glen Cove Rd., 94591. Tel: 707-644-4331; Fax: 707-644-4331.

WOODLAND. St. Joseph Catholic Cemetery, 503 California St., 95662. Tel: 530-662-4025; Fax: 530-662-0796.

NECROLOGY

† Coffey, Rev. Msgr. Andrew V. (Retired) 12.2010

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CATHOLIC SOCIAL SERVICE SOLANO
 Operational Budget by Program
 Fiscal Year 2012-2013

	Adm/Fundraising	Counseling	Family Assistance			Immigration	BUDGET	Historical References					
			Family Assistance	Immigration	Immigration			FY11-12 est.	FY11-12 budget	2011 audit	2010 audit		
Revenues													
Donations	8%	46%	37%	9%	100%								
CSS Auxiliary		4,500			4,500								
General Donations			5,500		5,500								
Appeals				5,000	5,000								
Fundraisers		3,116			3,116								
United Way-Bay Area		10,000			10,000								
Total Donations		17,616	5,500	5,000	28,116	72,000	25,550	68,678	26,470				
Fees for Service													
Benicia Office		13,000			13,000								
Vacaville Office		13,000			13,000								
Vallejo (16K) & Groups(86K)		102,000		12,000	114,000								
Total Fees for Service		128,000		12,000	140,000	145,000	166,000	162,739	147,019				
Foundation Support/Grants													
Tot. Founda./Grants Support					0	0	10,000	10,000	5000				
Government Support/Grants													
Food Stamp Outreach (SNAP)			37,434		37,434								
VITA (EITC-tax return prep)			6,250		6,250								
C.D.B.G.			15,104		15,104								
NEOP (pending 10/1/12)			32,091		32,091								
City of Benicia		17,400			17,400								
HAC			36,000		36,000								
Total Government/Grants Support		17,400	126,879		144,279	130,000	153,222	159,036	139,703				
School Counseling Contracts													
1 day		8,366			8,366								
2 days		16,732			16,732								
0 days													
0 days													
1 day		8,366			8,366								
0 days													

CATHOLIC SOCIAL SERVICE SOLANO
Operational Budget by Program
Fiscal Year 2012-2013

											BUDGET			Historical References		
											Adm/Fund/Main	Counseling	Family Assistance	Immigration	TOTALS	FY11-12 est.
Expenses, cont.																
Personnel																
36.99-kc	(exempt)	Executive Dir. (.70 FTE) 28	5,758	15,758	26,000	5,759						53,275	same			
22.99-lw	(exempt)	Fin. Sys. Coord/Dep. Dir. (1FTE) 35	5,845	17,000	17,000	2,000						41,845	same			
28.99-ta		Program Dir.-Imm (.51 FTE) 18				27,135						27,135	same			
17.15-cc		Vol. Mgr/Case Mgr (.80 FTE) 28			24,970							24,970	same			
18.32-c		Program Dir.-FA (1.0 FTE) 35			33,342							33,342	same			
dh		Bi-lingual Rec/SNAP (1.0 FTE) 35			24,786							24,786	same			
34.17-cm	(exempt)	Clinical Director (.80 FTE) 28		49,752								49,752	same			
14.79-aa		Admin/Counseling (.71 FTE) 25		19,227								19,227	same			
16.32-ibd	7 sch x 43 wks	SVSch. Counselor A (.20 FTE) 7		4,912								4,912	same			
16.32-cc	7 sch x 43 wks	HSSch. Counselor B (.20 FTE) 7		4,912								4,912	same			
16.32-ibd	14 sch x 43 wks	SBSch. Counselor C (.40 FTE) 14		9,824								9,824	same			
		11 = 7.32 FTE	11,603	121,385	126,098	34,894						293,980	286,236	308,389	280,358	284,143
Total (Paid Staff) Personnel																
Employee Tax & Benefits																
		Payroll Tax (.072)	835	8,740	9,079	2,512						21,167	20,460			
		Health Insurance (0.12)	1,392	14,566	15,132	4,187						35,278	33,000			
		Pension (.065)	754	7,890	8,196	2,268						19,109	18,424			
			2,982	31,196	32,407	8,968						75,543	65,258	80,181	70,617	68,563
Total Tax & Benefits (25.7%)																
Total Expenses																
			36,588	254,654	196,407	53,807						541,456	542,121	568,993	532,175	558,105

CATHOLIC SOCIAL SERVICE SOLANO
 Operational Budget by Program
 Fiscal Year 2012-2013

	BUDGET				Historical References			
	Adm/Fundraising	Counseling	Family Assistance	Immigration	FY11-12 est.	FY11-12 budget	2011 audit	2010 audit
Net Income/Expense	5,498	5,162	8,308	-4,471	plus 77,039	plus 2,493	plus 91,293	minus 43,374
					TOTALS			
					plus 14,487			

NARRATIVE

Catholic Social Service Solano FY 2012-2013 Budget Narrative:

Revenues:

- 1) Donations will approximate this year's actuals (less the \$36K bequeth and \$20K 70th revenue).
- 2) Fees for service will approximate this year's actuals which were down \$28K (-17%) due to 50% less DV referrals from Probation, and fee reductions from \$35 to \$30 - market pricing).
- 3) BofA Foundation grant RFP not out until September 10--possible upside.
- 4) Government: grants and contracts received as listed. Cnty. CSBG grant not renewed (-\$49,638). NEOP grant through CC of CA applied for and pending effective 10/1/12.
- 5) School counseling contracts and revenues will be approximately the same as last year.
- 6) Other Support: Estimate ACA (now includes our diocesan rent support) to be the same.
- 7) Interest: Approximately the same.

Expenses:

- 1) Program expenses will be reduced by 19% (staff travel, meetings, and training).
- 2) Facilities & Equipment expenses will remain approximately the same (liability insurance costs up 7.5%).
- 3) Operating expenses will be approximately the same (less \$14K of 70th event expenses and \$2K less for telephones-CTF discount applied for and granted).
- 4) Outside Services will be up slightly because of increased cost of CPA's financial compilation.
- 5) Personnel costs will increase 3.7% due to employee health insurance costs increasing from 8.5% to 12% of payroll.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
FINANCIAL STATEMENTS

Years Ended June 30, 2012 and 2011

INDEPENDENT ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of
Catholic Social Service of Solano County

We have compiled the accompanying statements of financial position of Catholic Social Service of Solano County (a nonprofit organization) as of June 30, 2012 and 2011, and the related statements of activities, functional expenses, and cash flows for the years then ended. We have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

Our responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Chavez, Kirstien and Co.

CHAVEZ, KIRSTIEN & COMPANY
Certified Public Accountants

December 21, 2012

601 University Avenue
Suite 288
Sacramento, CA 95825

TEL 916.273.4808
FAX 916.273.4918

www.chavez-cpa.com

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
STATEMENTS OF FINANCIAL POSITION
June 30, 2012 and 2011

	<u>2012</u>	<u>2011</u>
<u>ASSETS</u>		
CURRENT ASSETS:		
Cash and cash equivalents	\$ 297,421	\$ 220,968
Revenues and grants receivable	30,616	46,613
Client fees receivable	-	1,447
Total current assets	<u>328,037</u>	<u>269,028</u>
DEPOSITS	5,135	5,135
PROPERTY AND EQUIPMENT, NET	<u>4,768</u>	<u>6,751</u>
TOTAL ASSETS	<u><u>\$ 337,940</u></u>	<u><u>\$ 280,914</u></u>
<u>LIABILITIES AND NET ASSETS</u>		
CURRENT LIABILITIES:		
Accounts payable	\$ 882	\$ 580
Accrued salaries and vacation	<u>20,194</u>	<u>19,062</u>
Total current liabilities	21,076	19,642
UNRESTRICTED NET ASSETS	<u>316,864</u>	<u>261,272</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>\$ 337,940</u></u>	<u><u>\$ 280,914</u></u>

See independent accountants' compilation report and accompanying notes.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
STATEMENTS OF ACTIVITIES
Years Ended June 30, 2012 and 2011

	2012	2011
REVENUES AND SUPPORT:		
Support from Catholic Charities of Sacramento, Inc.	\$ 178,744	\$ 147,930
Program service fees	135,497	162,739
Federally funded grants	113,746	144,491
In-kind counseling services and supplies	90,717	106,512
General contributions	66,735	68,678
In-kind food and FEMA	53,460	43,550
Support from Roman Catholic Diocese of Sacramento	39,600	30,600
Contracted services	33,464	43,444
Other governmental grants	13,050	14,545
Special events, net of expenses of \$13,973	7,216	-
Interest income	390	1,041
Private grants	-	10,000
	732,619	773,530
 EXPENSES:		
Program expenses:		
Counseling services	331,252	356,755
Family services	261,095	217,696
Immigration services	55,924	68,550
General and administrative expenses	28,756	39,236
	677,027	682,237
 CHANGE IN NET ASSETS	 55,592	 91,293
 NET ASSETS, Beginning	 261,272	 169,979
 NET ASSETS, Ending	 \$ 316,864	 \$ 261,272

See independent accountants' compilation report and accompanying notes.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2012

	Programs			General and Administrative	Total
	Counseling Services	Family Services	Immigration Services		
EXPENSES:					
Salaries	\$ 118,603	\$ 129,199	\$ 31,275	\$ 8,573	\$ 287,650
Employee benefits	19,934	19,597	4,354	1,006	44,891
Payroll taxes	8,269	9,202	2,588	507	20,566
	<u>146,806</u>	<u>157,998</u>	<u>38,217</u>	<u>10,086</u>	<u>353,107</u>
In-kind counseling service	82,543	7,140	971	-	90,654
Rent	43,595	23,390	8,505	4,961	80,451
In-kind food and FEMA	-	53,460	-	-	53,460
Professional services	29,633	768	741	768	31,910
Insurance	7,271	3,081	985	985	12,322
Utilities	3,543	5,154	1,288	750	10,735
Travel and conferences	5,673	2,244	827	1,343	10,087
Supplies	4,368	2,206	698	2,123	9,395
Telephone	4,160	1,700	2,231	1,186	9,277
Janitorial	1,219	1,448	419	724	3,810
Other expense	188	155	150	2,445	2,938
Licenses and staff training	1,191	163	632	366	2,352
Repairs and maintenance	399	1,121	100	399	2,019
Depreciation	-	-	-	1,983	1,983
Bank and payroll processing	473	207	82	433	1,195
Client assistance	-	751	-	-	751
Postage and printing	162	74	78	204	518
In-kind supplies and service	28	35	-	-	63
TOTAL EXPENSES	<u>\$ 331,252</u>	<u>\$ 261,095</u>	<u>\$ 55,924</u>	<u>\$ 28,756</u>	<u>\$ 677,027</u>

See independent accountants' compilation report and accompanying notes.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
STATEMENT OF FUNCTIONAL EXPENSES
Year Ended June 30, 2011

	Programs			General and Administrative	Total
	Counseling Services	Family Services	Immigration Services		
EXPENSES:					
Salaries	\$ 124,142	\$ 95,482	\$ 42,606	\$ 18,128	\$ 280,358
Employee benefits	22,359	21,980	4,883	1,128	50,350
Payroll taxes	8,901	7,225	3,309	832	20,267
	<u>155,402</u>	<u>124,687</u>	<u>50,798</u>	<u>20,088</u>	<u>350,975</u>
In-kind counseling service	97,389	7,652	710	-	105,751
Rent	43,175	23,390	8,505	4,962	80,032
In-kind food and FEMA	-	43,550	-	-	43,550
Professional services	29,964	1,649	744	653	33,010
Insurance	8,200	3,474	1,112	1,111	13,897
Travel and conferences	6,412	1,536	461	2,771	11,180
Utilities	4,132	2,807	1,020	596	8,555
Telephone	2,891	1,782	2,268	1,148	8,089
Supplies	4,017	1,200	666	1,709	7,592
Janitorial	1,573	1,219	419	724	3,935
Licenses and staff training	1,290	281	1,081	331	2,983
Other expense	237	265	140	1,710	2,352
Small equipment purchases	727	759	427	427	2,340
Depreciation	-	-	-	1,987	1,987
Client assistance	43	1,872	-	-	1,915
Repairs and maintenance	316	870	79	317	1,582
Bank and payroll processing	375	263	80	322	1,040
In-kind supplies and service	139	413	13	196	761
Postage and printing	473	27	27	184	711
	<u>356,755</u>	<u>217,696</u>	<u>68,550</u>	<u>39,236</u>	<u>682,237</u>
TOTAL EXPENSES	\$ 356,755	\$ 217,696	\$ 68,550	\$ 39,236	\$ 682,237

See independent accountants' compilation report and accompanying notes.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
STATEMENTS OF CASH FLOWS
Years Ended June 30, 2012 and 2011

	2012	2011
CASH FLOWS FROM OPERATING ACTIVITIES:		
Change in net assets	\$ 55,592	\$ 91,293
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	1,983	1,987
(Increases) decreases in:		
Revenues and grants receivable	15,997	(23,061)
Client fees receivable	1,447	359
Increases (decreases) in:		
Accounts payable and other liabilities	302	(322)
Accrued salaries and vacation	1,132	5,246
Net cash used in operating activities	76,453	75,502
NET INCREASE IN CASH AND CASH EQUIVALENTS	76,453	75,502
CASH AND CASH EQUIVALENTS, BEGINNING OF YEAR	220,968	145,466
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 297,421	\$ 220,968

See independent accountants' compilation report and accompanying notes.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
NOTES TO THE FINANCIAL STATEMENTS
Years Ended June 30, 2012 and 2011

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

Reporting entity - The Catholic Social Service of Solano County (the "Organization") is a nonprofit organization and a division of Catholic Charities of Sacramento, Inc., a nonprofit public benefit corporation. The Organization provides individual and family counseling services and parenting education for the purpose of strengthening family ties. The Organization also provides other client assistance and referral services. Revenues are derived from counseling fees and government grants. Support is received from various organizations and individuals as well as from Catholic Charities of Sacramento, Inc.

Standards of reporting - The Organization prepares its financial statements using the accrual method of accounting. Revenues are recognized when earned and expenses are recognized when incurred. Accounting standards also require the Organization to classify its assets and liabilities as unrestricted, temporarily restricted, or permanently restricted. Unrestricted net assets generally result from the receipt of unrestricted contributions, less expenses incurred in providing services, programs, and administrative functions. Temporarily restricted net assets are resources that may be used in a later period or after a specified date (time restrictions) or resources that must be used for a specific purpose (program restriction) or both. Permanently restricted net assets are resources donated with stipulations that they be preserved or invested to provide a permanent source of income.

Accounting standards also require contributions received to be recorded as unrestricted, temporarily restricted, or permanently restricted support depending on the existence and/or nature of any donor restrictions. Temporarily restricted contributions for which the restrictions are satisfied in the same reporting period are recorded as unrestricted contributions.

Cash and cash equivalents - The Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Receivables and bad debts - Receivables represent income that is expected, but not yet received. Amounts deemed uncollectible are charged to bad debt expense at the time they are deemed uncollectible (the "direct write-off" method). Generally accepted accounting principles require that the allowance method be used to reflect bad debt expense. However, the effect of using this method is not materially different than that of the method currently used.

Programs - In order to ensure observance of limitations and restrictions placed on the use of resources available to the Organization, the accounts are maintained by program. This is the procedure by which resources for various purposes are classified for accounting and reporting purposes into programs according to their nature and purpose. Accordingly, all financial transactions have been recorded in the following programs:

Counseling Services Program - The Counseling Services Program represents resources used to provide professional, confidential and affordable counseling services to the residents of Solano County. The program includes marriage and family counseling dealing with relationship issues, children's issues, anger management, domestic violence, grief counseling and other related issues.

CATHOLIC SOCIAL SERVICE OF SOLANO COUNTY
NOTES TO THE FINANCIAL STATEMENTS
Years Ended June 30, 2012 and 2011

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued):

Programs (continued) –

Family Services Program - The Family Services Program represents resources used to provide the residents of Solano County with services related to self-sufficiency, food giveaways for low-income families, holiday basket giveaways, rental assistance, homeless case management, and low-cost telephone service.

Immigration Services Program - The Immigration Services Program represents resources used to provide assistance to legal permanent residents in applying for naturalization, legalization for their families, and a full range of other immigration services.

Functional expenses - The costs of providing the various programs and other activities have been detailed on the statement of functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. These estimates are based on management estimates.

Property and equipment - Property and equipment are stated at historical cost or, if donated, at fair market value at the time of the donation. Renewals and betterments in excess of \$1,000 are capitalized. Maintenance and repairs are expensed when incurred. When an asset is sold or retired, the related cost and accumulated depreciation are removed and any gain or loss is recognized in the year of the disposal. Depreciation is provided on the straight-line method over the estimated useful lives of the assets. Based on historical capital expenditures activity and the nature of the underlying assets, all depreciable assets have been assigned a useful life of ten years.

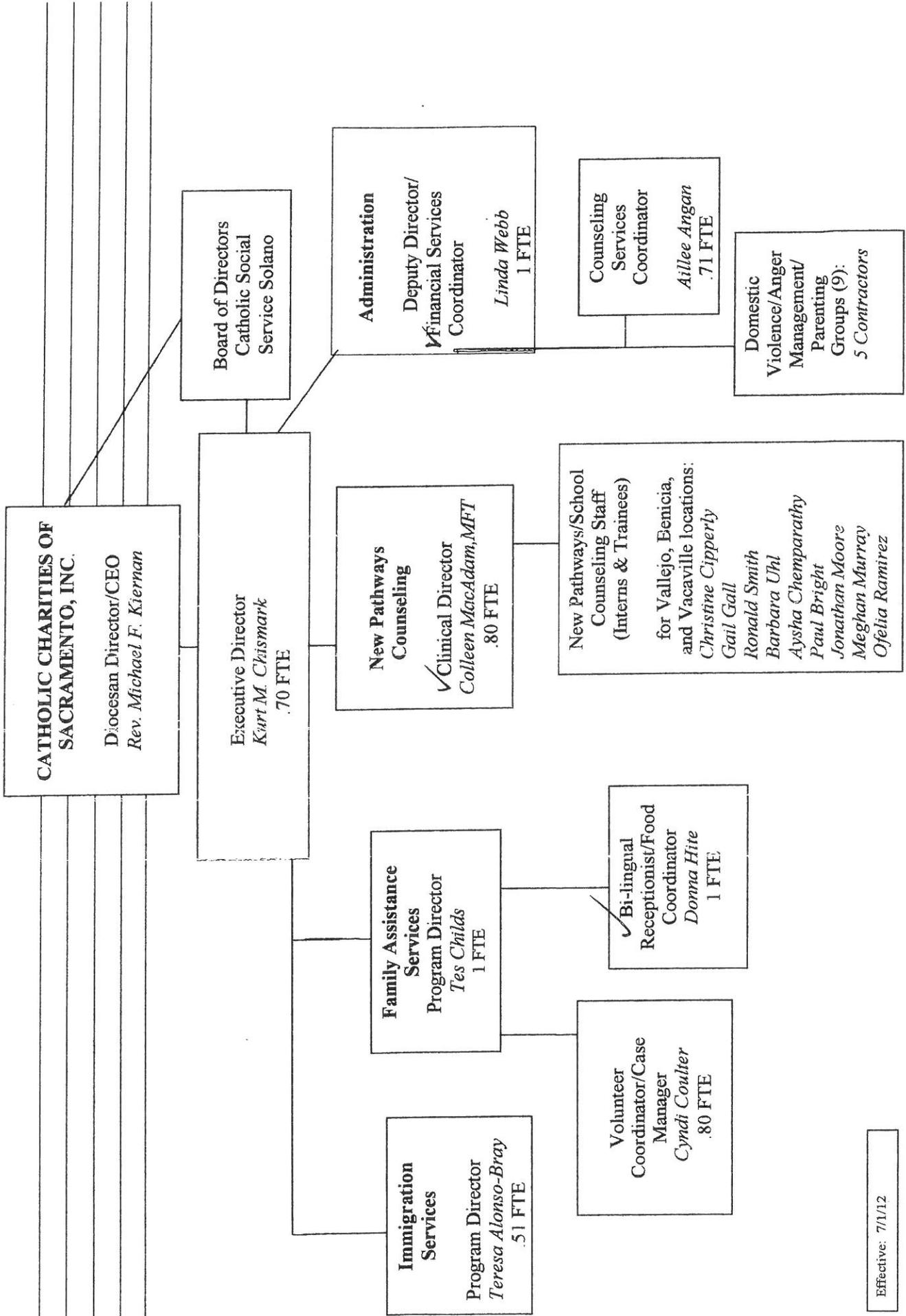
Retirement plan - Employees are eligible for retirement benefits under The Diocese of Sacramento Lay Employees Pension Plan (the "Plan"). The Plan is a defined benefit plan, which does not require nor allow employee contributions. The total contributions made by Catholic Social Services of Solano County during the years ended June 30, 2012 and 2011 was \$18,552 and \$17,801, respectively. The contribution is six percent of qualified gross employees' salaries. The Plan does not separately report over or under funding by member agencies. Therefore, no information is available specifically for Catholic Social Service of Solano County. Any over or under funding is not material to these financial statements.

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions. These assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

CATHOLIC SOCIAL SERVICE SOLANO
BOARD OF DIRECTORS
JULY 2012 – JUNE 2013

NAME	ADDRESS	OCCUPATION
Sylvia Alexander	6408 Eagle Ridge Drive Vallejo CA 94591 707-552-5171	Retired 707-373-4848 - cell sylvia.kuumba@prodigy.net
Bill Cambra <i>Secretary</i>	915 Jefferson Street Benicia CA 94510 707-745-6868	Retired wcambra@aol.com
Ellen McBride	916 Topsail Drive. Vallejo CA 94591 707-649-9510	Partnership Health Plan of Calif. Case Manager Special Programs 707-863-4446 - work emcbride@partnershiphp.org
Rene Perryman <i>Vice Chair</i>	821 Modoc Street Vallejo CA 94591 707-649-0623	Retiring / September 707-342-5944 - cell pryprsn@aol.com
Diosy Rey	117 Albatross Vallejo, CA 94589 707-557-9082	Judicial Assistant – Superior Court of California rey.d@comcast.net 707-299-1198
Angelina Vela	801 Cheryl Drive Benicia CA 94510 707-745-9512	Retired 707-319-4848 (cell) javela@pacbell.net
Richard Wieczorek <i>Chairperson/Treasurer</i>	175 Saxony Ct. Vallejo CA 94591	BART Manager 510-464-6380 – work, 510-368-2401 - cell Rwieczo@bart.gov (work) calimom_563@hotmail.com (home)
Rev. Michael F. Kiernan <i>Ex Officio</i>	2110 Broadway Sacramento CA 95818	Diocesan Director – Catholic Charities Sacramento - Social Service Ministry Phone 916-733-0253 Fax 916-733-0224 mkiernan@diocese-sacramento.org

CATHOLIC SOCIAL SERVICE OF SOLANO



Effective: 7/1/12

JOB DESCRIPTION

PROGRAM: Catholic Social Service Solano Counseling Department/
New Pathways Counseling

POSITION TITLE: Director of Counseling

SALARY: DOE

BENEFITS: 25-30 Hour work week, health, dental, vision, pension, paid holidays

SUMMARY DESCRIPTION: Under general direction from the Executive Director, the Clinical Director will have the chief responsibility for the day-to-day operation of the Department/Program. This is a key administrative position of Catholic Social Service, and as such requires professional administrative, supervisory and clinical management skills

SPECIFIC RESPONSIBILITIES:

Administrative:

1. Direct, plan, organize, coordinate and supervise the Counseling programs and staff, including the School Counseling Program.
2. Meet regularly with the Executive Director to coordinate and receive general direction for the Department.
3. Represent the agency in the community and actively participate in community networks to develop interagency relationships and a referral base for counseling programs.
4. Prepare a variety of statistical, narrative and analytical reports especially in conjunction with the Department's annual program review, and plan and budget for the new fiscal year. Manage to the budget, while fulfilling the objectives of the mission.
5. Help prepare, coordinate and manage counseling grants.
6. Submit utilization reviews for County Managed Care cases as required.

Clinical:

7. Provides direct individual and group supervision of clinical counseling staff, and school counselors.
8. Provide direct clinical services to clients in crisis situations, serve as clinical backup for all counseling staff, and may carry a small caseload.

9. Maintain contact with local universities to negotiate placement and supervision of student interns/trainees.
10. Be responsible for ensuring the Department's compliance with federal, state and local statutes; accrediting requirements; and standards for ethical, professional practice.
11. Review all intakes and assign cases to counselors for ongoing treatment.

Personnel:

12. Implement the agency's recruitment and selection process in filling vacancies for the Department. Conduct annual employee performance evaluations.
13. Provide orientation to new Department employees.
14. Plan and coordinate in-service trainings for Departmental staff including HIPAA training.

SPECIFIC EXPERIENCE AND EDUCATION:

Education and Experience: Must have a master's degree in a social service or mental health field. Must possess a valid and current California license (LCSW or MFTT) to practice psychotherapy, and have four years of clinical experience. Two years of supervisory experience is required.

General Qualifications: Ability to work with diverse individuals, groups and agencies. Sensitive to Church issues, and willing to promote the philosophy statement of the Agency. Experience and skills in administration including training and supervision, financial management, preparing reports, and proposal writing. Ability to organize time and work of others for maximum efficiency. Ability to make objective decisions. Ability to communicate effectively.

CONDITIONS OF EMPLOYMENT:

Six month introductory period. Proof of educational degree and current professional license, and legally and/or professionally required fingerprint and/or other clearances. Must possess a valid California driver's license, auto/liability insurance.

APPLICATION INFORMATION:

Interested applicants, mail or fax resume to:

Catholic Social Service Solano
125 Corporate Place, Suite A
Vallejo, CA 94590
Fax: 707-644-6314

AA/EOE Employer
Minorities are encouraged to apply

Catholic Social Service Solano

JOB DESCRIPTION

Department: Administration

Position: Deputy Director/Financial Services Coordinator

Category: EXEMPT

SUPERVISOR: Executive Director, CSS Solano/Sacramento

DEFINITION: Assists the Executive Director in the general management of Agency operations; acts on behalf of the Executive Director in his/her absence. Coordinates and manages all accounting, human resources, and financial administration functions for CSS Solano and CSS Sacramento. Oversees the management and administration of the Counseling Groups Program.

ESSENTIAL FUNCTIONS:

- Provides administrative support to the Executive Director.
- Prepares and presents recommendations to the Executive Director
- Represents the Agency at meetings with other agencies, business groups, community groups as assigned by the Executive Director.
- Coordinates and participates in the preparation on the annual budgets.
- Discharges the power and duties of the Executive Director in the Executive Director's absence.
- Implements adequate controls to insure that program expenditures are maintained within program revenues.
- Provides staff with immediate attention and direction when a crisis arises.
- Intervenes on behalf of program staff with all involved parties, when necessary.
- Meets all reporting responsibilities within the time frames established by program funding resources, and CSS and diocesan administration.
- Reviews Agency financial and human resources operating procedures and ensures compliance with standard internal control practices and diocesan policies.
- Provides bookkeeping functions using appropriate financial software applications; implements all processes of payroll, employee benefits, accounting cycle, basic internal controls, and generally accepted accounting principles.
- Develops and maintains effective working relationships with co-workers and board members.
- Attends staff meetings and other meetings and training sessions as assigned.
- Provides for the supervising, training, and evaluating of Counseling Groups staff and contractors, as assigned by the Executive Director.
- Performs related duties as assigned by the Executive Director.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in a field related to the position, such as social work, psychology, business, or public administration. At least eight years of increasingly responsible experience in the management of private, non-profit, or public programs.

(CSS Solano DD/FSC JOB DESCRIPTION, continued)

- OTHER CONDITIONS OF EMPLOYMENT:
- Employee must have a car, a valid driver's license, and proof of automobile insurance.
- Position is dependent on continued funding.

X Brenda Webb
Employee Signature

7/19/12
Date

[Signature]
Supervisor Signature

KMC-7/1/12

JOB DESCRIPTION

JOB CLASSIFICATION: OFFICE / CLERICAL

POSITION TITLE: RECEPTIONIST / FOOD COORDINATOR

DEFINITION: Under general direction from the Family Assistance Program Director, the Receptionist / Clerical Support will have the chief responsibility for the day-to-day operations of incoming phone calls and messages, as needed. This is a key position to the agency and requires strong skills in communication.

Examples of Duties:

1. First point of contact for telephone switch boards; call screening and messaging.
2. In charge of opening and closing the hours of office operation.
3. Politely greet clients and guests, and announces their presence as appropriate.
4. When handling multiple phone lines, uses courtesy when placing people on hold.
5. Places messages in the appropriate voicemail boxes.
6. Daily use of computer to input client's information.
7. Make appointments for Family Assistance clients like Food/Holiday Giveaways; bus pass; etc. Interview clients as needed and assist them with the Intake Forms.
8. Provide general clerical and secretarial assistance to the organizational staff.
9. Will perform Monthly Reports for the Family Assistance Program.
10. Creates standard referral resource sheets and give them out to clients when needed.
11. Other assignments as required.

Additional Qualifications:

1. Reliability, professional attitude, ability to organize and alphabetize files and manage multiple tasks.
2. Strong interest in social service / non-profit organization.
3. Excellent interpersonal communication skills, including writing ability, telephone reception, and experience dealing with the public.
4. Proficiency in Microsoft Office, Word, Works, Excel, Outlook, and PowerPoint.
5. Experience with database and paper filing systems.
6. Fluency in Spanish a plus.

The receptionist is the first contact the public has with our agency. The impression the receptionist makes will reflect on our reputation. A pleasant and professional approach is of utmost importance.

Note: This is just an outline of some of the job responsibilities and it is in no way a complete list.

**Catholic Social Service Solano
Board of Directors Meeting Minutes
125 Corporate Place, Vallejo, CA November 27, 2012**

Board Members Present	Board Members (Excused)	Staff/Guests Present
<p>Bill Cambra (Secretary) Ellen McBride Rene Perryman (Vice Chairperson) Richard Wiczorek (Chairperson/Treasurer) Angie Vela Rev. Michael Kiernan (ex-officio) via conference call</p>	<p>Sylvia Alexander Diosy Rey</p>	<p>Kurt Chismark – Staff: E.D.</p>

Agenda Item	Information/Discussion	Action/Follow Up
<p>1. Call to order, introduction of quests, and reflection</p> <p>2. Approval of agenda, minutes, and financial statements</p>	<p>Mr. Wiczorek called the meeting to order at 6:35 PM. The opening prayer was shared by all the board members and staff.</p> <p>The agenda and minutes were approved as presented. Financial statements were introduced by Mr. Chismark. Mr. Wiczorek stated that the current budget is on track at 25% and recommended that they be submitted for audit.</p>	<p>No Action Required</p> <p>No Action Required</p>

<p>3. Executive Director's Report</p>	<ul style="list-style-type: none"> - Family Assistance. Mr. Chismark recommended that board members read story in Tes Childs October monthly report. - Mr. Wiczorek suggested that every effort be made to insure that Christmas gift request be filled. - Mr. Chismark reported that there are plans to expand Domestic Violence, Parenting and Anger Management classes in jail. This may have an affect on classes now be offered by CSS. More information to come. - Additional hours added to immigration services has resulted in more service to clients. - Mr. Chismark recommended the following resolutions; - <u>RESOLUTION:</u> <i>That the Executive Director be authorized to apply for, and execute if awarded, a Community Development Block Grant (CDBG) from the City of Vallejo to provide homeless case management services. The grant amount and project time line would be for approximately \$15,000 annually, for fiscal years 2013-2014 and 2014-2015.</i> - <u>RESOLUTION:</u> <i>That the Executive Director be authorized to apply for, and execute if awarded, a Homeless Assistance Center (HAC) HUD grant from Solano County Health & Social Services to provide homeless case management services in Vallejo. The grant amount and project time line would be for approximately \$36,000 annually, for one year beginning April 1, 2013 and ending March 31, 2014.</i> - <u>RESOLUTION:</u> <i>That the Executive Director be authorized to apply for, and execute if awarded, a grant from United Way of the Bay Area for approximately \$6,000 for Tax Season 2013 (January 1, 2013 – June 30, 2013) to provide quality, free tax preparation and filing services to those in our community who qualify for the Earn It! Keep It! Save It! Program.</i> 	<p>Mr. Chismark will confirm with staff that requests are filled.</p> <p>Approved unanimously</p> <p>Approved unanimously</p> <p>Approved unanimously</p>
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	<ul style="list-style-type: none"> - <i><u>RESOLUTION:</u> That the Executive Director be authorized to apply for, and execute if awarded, a grant from the Benicia Human Services Board to provide dedicated, professional counseling services to Benicia residents in need. The grant amount and project time line would be for approximately \$17,000 annually, for fiscal years 2013-2014 and 2014-2015.</i> 	Approved unanimously
4. Catholic Charities and Diocesan Update	<ul style="list-style-type: none"> - Fr. Kiernan briefed the board regarding the upcoming review of Catholic Social Services in the Sacramento Diocese. Effective January 1, 2013, Fr. Kiernan will no longer be Director of CSS and the Bishop will head a committee to study the structure and operation of CSS of the diocese. He complimented and thanked Mr. Chismark for his service and for rescuing CSS of Solano County upon his employment in 2001. He also thank the board, especially Mr. Wieczorek and Ms. McBride, for their dedication and guidance. He stated that the review must be viewed as a positive step towards making any improvements. 	
5. Old & New Business	<ul style="list-style-type: none"> - Mrs. Vela reported that the Catholic Social Service Auxiliary luncheon was a success. 130 sold tickets netted \$2,200. - Mr. Wieczorek provided Mr. Chismark a St. Vincent de Paul Media Guide. - Mr. Chismark invited board members to attend the annual staff Christmas party on Wednesday, 12/12 at Zio Frado's, noon to 2:30 PM. - Fr. Kiernan provided funding for staff and board attendance at the 2013 National Catholic Charities gathering in San Francisco. 	
6. Next Meeting/Adjournment	<ul style="list-style-type: none"> - Next board meeting: 6:30 PM, Tuesday, January 22, 2013. - Meeting was adjourned at 7:50 PM. 	