

# Communities That Care Gang Task Force

April 8, 2008  
10:00am - 11:30 am  
Sanger City Hall

## Notes

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<b>NEXT MEETING: Thursday, May 8, 2008 9:00am Sanger City Hall</b>
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**Attending:** Brooke Frost, Diane Carbray, Lori Oken, Don Reimer, Jeff Dunn, Debra McKenzie, Justin Milles, Darrell Jamgochian, Eric Cederquist, Jennifer Horton, Stephen Powers, Dino Perez, Ishmael Solis, Rick Rodriguez, Steve Wright, **Thomas Whiteside**, Dia Beigi, **Thomas Klose**, **Michael Montelongo**, Ken Rasmussen, Israel Lara, Michael Brand, Steve Carlson, Dr. Fred Mora, Nyeland Newel, Oscar Fonseca, Mikal Kirchner, Myron Dyck (**bold = Co-chair**)

### To Do List Overview (more detail on each item below)

- **Implementation Plan** review for accuracy (changes are highlighted) respond by April 21 to Debra
- **Job description** on file for any staff paid with grant funds that outline specific duties related to the grant (*Everyone*). Email from OES confirms you must have it on file.
- **Operational Agreements** ensure they are in compliance with OES, provide amended agreement to Debra as soon as possible (*Cities*)
- **Contracts** ensure City and partner agencies have contracts drawn-up for services and on file (*Cities*)
- **Non-competitive Bid Request** ensure request for any contract over \$5,000 is provided to Debra by April 28 (include copy of contract). Under \$5,000 on file for audit purposes (*Cities*)
- **Reporting/Budgets** find out and report back to the group what Sanger needs the budgets to look like when reported and if receipts are needed with invoices (*Chief Klose*). Provide a city line item budget to Debra by April 21 (*Cities*).

### Attachments

- Communities That Care Gang Task Force Roster
- Edited Implementation Plan
- Sample Operational Agreement
- Link to OES Recipient Handbook
- Non-competitive Bid Request Checklist

### I. Review Contact List & Organization Chart

(See attached CTCGTF roster). *Note someone left with the organizational chart that was being passed around for corrections. Please call Debra at your earliest convenience.*

### II. Discuss/Revise Project Goals, Objectives, & Activities

Group discussed implementation plan. Attached are proposed changes, please review and provide comments, edits no later than April 21 to Debra.

### III. Review City Agreements/Resolutions for OES Compliance

If after reading through this section, you have questions regarding the grant, please consult the OES recipient handbook first. It is available online by clicking this [link](#). If the link does not work, you can find the handbook through the OES website at <http://www.oes.ca.gov/Operational/OESHome.nsf/CJPDHome?OpenForm>

City agreement w/ Sanger: Each city should review their Operational Agreement with Sanger and make the following amendments to be in compliance with OES:

1. ensure a project name and title are included in the agreement
2. ensure the agreement includes the dollar figure your city is allocated
3. Please note - Cities are identified as Participating Agencies (not consultants/contractors) therefore they are not required to have a contract in accordance with section 3410 of the handbook; they are however required to have an Operational Agreement

City contracts w/ partners: Cities are required to have contracts between partners receiving grant dollars and their respective cities in place. Under \$5,000 they do not have to be turned into the state, but should be available for audit purposes. The contracts should include whatever format/information is necessary between the city and partner agency, for example layout a payment schedule, reporting schedule, etc. A sample operational agreement is attached.

#### IV. Non-competitive Bid Request

The contracts between the city and its partner will require a non-competitive bid contract/request. Contracts over \$5,000 will need to be submitted to the state for approval. Under \$5,000 need the information on hand for audit purposes.

1. Review and fill out the Non-competitive Bid Request Check sheet (attached); utilize section 3511 of the handbook to identify acceptable conditions as rationale.
2. Develop a one-page brief that includes information from section 3521.1 - 3521.4 from the handbook

#### V. Reporting & Expenditures

Budgets: budgets for all Operational Agreements and contracts must be **line item budgets**.

Cities are asked to provide financial and progress reports 10 calendar days after the end of a reporting period. For example if the reporting period ends April 30, the progress report is due May 10. This will allow time for Sanger to prepare a report to the state which is due 30 calendar days after the end of a reporting period. Reporting period will be provided once we hear back from OES.

#### VI. Other

For the grant to be officially awarded and the project to receive funds OES needs to receive and approve:

1. Grant Award Face Sheet (outlines amount of grant, match, and grant start date)
2. Grant Budget
3. Grant Budget Narrative
4. Non-competitive Bid Requests for contracts over \$5,000

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