



Sacramento
Employment and
Training
Agency

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

DATE: Thursday, January 11, 2007

TIME: 10:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

**REVISED
AGENDA**

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **Consent Items**
 - A. Minutes of the December 7, 2006 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Approval to Continue the Services of SETA Job Search Consultant
 - D. Sacramento County Annual Investment Policy of the Pooled Investment Fund – All Calendar Years
- III. **Action Items**
 - A. **GENERAL ADMINISTRATION/SETA**
 1. Approval of Transition Grant Agreement between Casey Family Programs and the Sacramento Employment and Training Agency (Robin Purdy)

KATHY KOSSICK
Executive Director

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

“Preparing People for Success: in School, in Work, in Life”

2. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency (Legal Counsel)
3. Approval of Incident Reporting Policy and Procedure (Kathy Kossick)
4. ***Approval to Release a Request for Proposals for Telecommunications Services and Equipment (Melissa Noteboom/Robin Purdy)***

B. WORKFORCE INVESTMENT ACT

1. Appointment of Member to the Sacramento Works, Inc. Board (Kathy Kossick)

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Modify Delegate Agreement with Francis House (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Update on SMARTware Client Tracking and Case Management System (Melissa Noteboom)
- B. Fiscal Monitoring Reports (Rick Pryor)
 - Bach Viet Association, Inc.
 - Crossroads Diversified Services, Inc.
 - Opening Doors, Inc.
 - Sacramento Chinese Community Services Center
 - Sacramento City Unified School District
- C. Dislocated Worker Update (William Walker)
- D. Sole Source Contract with California Schools Management Group to Develop and Submit an E-Rate Application (Robin Purdy)
- E. Collaboration with Prison Industry Authority (PIA) and the Elk Grove Unified School District to Submit a Prisoner Re-Entry Initiative Grant (William Walker)
- F. Citrus Heights Career Center Newspaper Item (Robin Purdy)

V. Reports to the Board

- A. Chair
- B. Executive Director
- C. Counsel
- D. Members of the Board
- E. Public

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, JANUARY 5, 2007

REVISED AGENDA DISTRIBUTION DATE: MONDAY, JANUARY 8, 2007, 9:30 A.M.

ITEM III-A – 4 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSAL FOR
TELECOMMUNICATIONS SERVICES AND EQUIPMENT

BACKGROUND:

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission began adding a tax on telecommunication services to provide discounts to schools and library programs. The program, known as the Schools and Libraries Program of the Universal Service Fund, is commonly referred to as E-Rate. For the past 10 years the eligible entities for E-Rate have included schools, school districts and libraries. This year, Head Start programs were added to the list of eligible applicants.

SETA's Executive Director has authorized the hiring of a consultant to guide staff through the applications process for the E-Rate process (see Information Item #IV-D for more details). The consultant has advised staff that SETA must release a Request for Proposal on January 10, 2007 to seek a vendor to provide the telecommunications equipment and services that will be necessary to connect all 38 early learning centers to the internet, provide video conferencing to/from all sites, utilize the internet to provide curricula and learning activities to children enrolled in the early learning centers to meet all E-Rate and CIPA (Child Internet Protection Act) requirements, and safeguard children while they are using the services and equipment. It is anticipated that these services and equipment costs will range between \$150,000 and \$175,000. The actual purchase of services and equipment will not occur until SETA has received a determination on acceptance for discounts by E-Rate. Up to 90% of those funds expended will be refunded through the E-Rate Program.

Staff is requesting retroactive approval for the attached Request for Proposals for Telecommunications Services and Equipment. If approved, the timeline for returning to the board for approval of the vendor is as follows:

January 10, 2007	Release Request for Proposals
February 7, 2007	Deadline for submission of Proposals from Vendors
March 1, 2007	Approval of selected Vendor by SETA Governing Board
July 15, 2007	Notification of selection by E-Rate for discounts
August, 2007	Begin purchase of services and equipment

RECOMMENDATION:

Approve the retroactive release of a Request for Proposals for E-Rate Telecommunications Services and Equipment and authorize the Executive Director to enter into negotiations with the selected vendor.