



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office (916) 263-3800
Head Start (916) 263-3804

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

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

DATE: Thursday, August 5, 2004

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.

A G E N D A

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the July 1, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Approval of Labor Agreement (Kathy Kossick)
 - 2. Approval to Enter into a Cooperative Agreement with the California Department of Rehabilitation (DoR) (Robin Purdy)
 - 3. Approval of Faith-Based Foster Youth Letter of Agreement (Robin Purdy/DeWayne Norris)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works, Inc. Board Members (Kathy Kossick)
2. Approval to Accept CalWORKS Funds from the County Department of Human Assistance and Augment On-the-Job Training Under the Workforce Investment Act, PY 2004-2005 (Robin Purdy)
3. Concurrence with Sacramento Works on Board Initiative Funding Recommendations (Robin Purdy)

C. HEAD START

1. Approval to Modify Head Start Child Care Teacher Job Specification to Associate Teacher and Reallocate Incumbent Head Start Teacher Assistants to Associate Teacher (Rod Nishi)
2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher (Rod Nishi)
3. Approval to Modify Head Start Child Care Site Director Job Specification to Site Supervisor and Reallocate Incumbent Head Start Head Teachers to the Site Supervisors (Rod Nishi)
4. Adoption of Resolution Establishing the Salary Range for the Classification of Site Supervisor (Rod Nishi)

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Slavic Community Scholarships (Robin Purdy)
- B. Exemplary Performance Award (Kathy Kossick)
- C. Summary of Worker Compensation Claims Examiner's Project (William Walker)
- D. Fiscal Monitoring Reports (Kim Peck)
 - Bach Viet Association, Inc.
 - Grant Joint Unified School District (2 reports)
 - Sacramento City Unified School District
- E. Presentation of the 2004/2005 Regional Healthcare Careers Study (John Harden)

- F. Dislocated Worker Update (Robin Purdy)
- G. Outstanding Achievement Award from Mark Sanders Career Center (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, JULY 30, 2004

ITEM II-A - CONSENT

MINUTES OF THE JULY 1, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 1, 2004 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, July 1, 2004
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance: Mr. Waters called the meeting to order at 10:08 a.m.

Members Present:

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento
Sophia Scherman, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors
Illa Collin, Member, Board of Supervisors

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders

Employee Organization: AFSCME Local 146

The board went into closed session at 10:09 a.m. Mr. Waters reconvened the meeting at 10:20 a.m. with no report out of closed session.

II. Consent Items

The consent calendar included approval of the minutes of the June 17, 2004 regular board meeting, approval of claims and warrants for the period of 6/11/04 through 6/24/04, and receive and file the revised Agency budget for 2003-2004.

There were no questions or comments.

Moved/Scherman, second/Pannell, to approve the consent calendar as distributed.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Lease for Sacramento Works Career Center in South Sacramento

Ms. Kossick reported that only one proposal had been received. Staff is anticipating shrinking the space below the 9,299 sq. ft. and the term and rate is acceptable. Staff is asking for authority to negotiate a lower space size.

Mr. Thatch stated that after solicitation of a number of sources, as outlined in the staff report, competition has been deemed inadequate and the desired lease premises in the South Sacramento area are available only from one source – Franklin Business Center Associates (Intereal Corporation).

Moved/Scherman, second/Pannell, to make the sole source finding and to authorize the Executive Director to negotiate a five-year lease with Franklin Business Associates (Intereal Corporation) beginning October 1, 2004 at a fully serviced rate of \$1.2366/sq.ft. with a 3% increase each year for up to 9,299 square feet.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

2. Approval to Submit a Proposal to the California Department of Transportation for the Continuation of the Capital Area Transportation Industry Training Initiative

Ms. Welsch reviewed this item which requests the continuation of this program.

Moved/Pannell, second/Scherman, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2004 for \$427,250 and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

3. Approval of Temporary Reclassification for the Position of Staff Support Officer

There were no questions on this item.

Moved/Pannell, second/Scherman, to extend the temporary appointment as Staff Support Officer for Debbie Coyne until September 24, 2004.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval of CalWorks Augmentation for One-Stop Services to Limited-English Proficient Individuals and Ex-Offenders, FY 2005

Ms. Purdy reported that this item allocates CalWorks funds to serve limited English proficient individuals and ex-offenders. Ms. Purdy reviewed the career centers that would provide services to these customers.

Mr. Thatch stated that the record should also reflect that this funding augmentation is allocated pursuant to the RFP and the operators submitted a proposal consistent with the RFP.

Moved/Pannell, second/Scherman, to approve staff funding augmentation recommendations for One-Stop Services, FY2005, as outlined in the board packet.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval to Accept Funding from the State Department of Education for an Infant/Toddler Child Development Program

Ms. Norma Johnson explained that the state is licensing New Helvetia for this program, the kids will not be at Plaza Del Paso.

Moved/Pannell, second/Scherman, to approve the Executive Director to enter into an interim agreement with the California Department of Education for \$437,000 to serve up to 25 infant/toddlers beginning July 1, 2004.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Executive Summary of the Caregiver Training Initiative Final Process and Outcome Evaluation Report: Ms. Kossick stated that this program has been a great success.
- B. Fiscal Monitoring Reports: No comments.
- C. Dislocated Worker Update: Mr. Walker reviewed the downsizing of the commissary staff at McClellan. This is the most significant layoff. No real layoffs occurred at Folsom Lake Toyota because the company that bought it kept all of the employees.
- D. Letter of Thanks from Los Rios Community College District: No comments.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick noted that the board was dressing patriotically in honor of Independence Day: Ms. Scherman in red, Mr. Waters in white, and Ms. Pannell in blue.

The board will not meet again until August 5.

C. Counsel: No report.

D. Members of the Board: In response to a question from Ms. Pannell, Mr. Walker reported that 685 people attended the Sacramento Employment Expo Job Fair held on June 24 at the Sam Pannell Community Center. Of the 43 invited employers, 40 actually showed up with several employers actually hiring.

E. Public: No comments.

VII. Adjournment: Meeting adjourned at 10:35 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/25/04 through 7/29/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A -1- ACTION

APPROVAL OF LABOR AGREEMENT

BACKGROUND:

This item provides an opportunity for the Governing Board to approve the SETA Labor Agreement. This document will be distributed to the Board under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the SETA Labor Agreement.

ITEM III-A – 2 - ACTION

APPROVAL TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE CALIFORNIA DEPARTMENT OF REHABILITATION (DOR)

BACKGROUND:

The California Department of Rehabilitation (DoR) administers a federal Cooperative Program that provides approximately \$3.00 in federal matching funds to every \$1.00 of local funds raised to serve youth with disabilities. Last year, the SETA Governing Board approved a pilot project to utilize the Cooperative Program to provide services to disabled foster youth. SETA worked with the Department of Rehabilitation, the Casey Family Program, and Pride Industries to develop a program to provide high risk, primarily probation foster youth with disabilities with services that will assist them in staying in school, transitioning into adulthood, removing barriers to employment and finding work opportunities. The program successfully served 20 disabled foster youth last year.

Staff is seeking approval from the board to renew the grant for an additional 3 years.

In order to access the federal matching funds from the Department of Rehabilitation, SETA must enter into a Cooperative contract with DOR, raise non-federal funds that are not currently being used to match federal funds, and commit to four equal payments to DoR over a one-year period.

Staff has identified \$20,000 in local funds to be provided by the Casey Family Program that may be used as the local match. Upon execution of the Cooperative contract, \$82,344 in federal matching funds would be granted to the DoR. \$11,553 would be returned to SETA to provide services. The remaining funds would be utilized in the following manner:

- ✓ \$32,344 - to DoR for 33% Rehabilitation Counselor and case service funds
- ✓ \$50,000 - to DoR Case Services Contractor (Pride Industries)

Approval of this Cooperative agreement would result in an investment by SETA of \$8,447 (\$20,000-\$11,553) with a return on our investment of \$82,344 which would be utilized to provide 1 ½ additional case managers and counselors to work with 20 at-risk disabled foster youth.

Youth will receive the following services:

1. External Situation Assessment (ESA)
2. Pre-Vocational skills training: time management, leadership development, job applications, building a resume, interviewing skills, job search and job retention

3. Field trips to expose youth to outside opportunities, including One Stop Career Centers, college career centers, job fairs, and local businesses
4. On-going counseling and case management services.

The Board Resolution authorizing the Executive Director to sign the agreement with the Department of Rehabilitation is attached for your review.

RECOMMENDATION:

Authorize the Executive Director to execute a Cooperative Agreement with the California Department of Rehabilitation and allocate \$20,000 in Casey Family Program funds as local match.

ITEM III-A – 3 - ACTION

APPROVAL OF FAITH-BASED FOSTER YOUTH LETTER OF AGREEMENT

BACKGROUND:

Each year in Sacramento County over 400 youth emancipate from foster care at the age of 18 and are expected to function as adults in our society. Within 12 to 18 months after leaving foster care

- 40% suffer serious victimization including sexual assault
- 30% will be homeless at least once
- 37% will be incarcerated
- 33% will be forced to rely on long-term public assistance

Nationwide between 500,000 and 1.3 million children are in foster care. California is home to 1 out of every 5 of the nation's foster children and Sacramento County has the highest number of foster youth per capita in the nation. In California 6.7% of youth (under 18) are African American, but 35% of the California youth who are in foster care are African American.

A significant goal of the Casey Family Program, SETA and Sacramento County is to reduce the number of children of color in the child welfare system and to "improve outcomes for children of color in the child welfare system".

To assist in achieving this goal, DeWayne Norris, Director of the Sacramento Casey Family Programs Foster Youth Services has been working with area churches to recruit adults to help with programs serving foster youth. Casey Family Programs and SETA are working to recruit adults who may be interested in volunteering to for programs to help emancipating foster youth as well as providing support services and resources to foster youth and foster parents who are members of the churches.

A non-financial letter of agreement between SETA, Casey Family Programs and local churches that focuses on informing congregations of the need for assistance and recruiting adults to assist in the effort is attached for your review.

RECOMMENDATION:

Authorize the Executive Director to enter into a non-financial letter of agreement with Casey Family Programs and local churches to recruit adults for programs serving foster youth.

Casey Great Start Young Adult Program Letter of Agreement

This Letter of Agreement, effective as of July ____, 2004, is a letter of agreement by and between the Casey Great Start Young Adult Program (“CGS”) and the following members of the Sacramento faith based community: Antioch Progressive Church, Center of Praise Ministries, Greater Faith Church, New Covenant Church, New Testament Baptist Church, Genesis Missionary Baptist Church, Shiloh Baptist Church, Calvary Christian Center, and St. Paul Missionary Baptist Church.

CGS is collaboration between Casey Family Programs and SETA, a joint powers agency, comprised of the City of Sacramento and the County of Sacramento, that provides transitioning services and resources to current and former foster youth.

The parties wish to extend the services offered by CGS to members of the Sacramento faith based community to improve qualitative and quantitative transition support services for successful adult living to youth who currently are or have been in out-of-home care.

In consideration of the foregoing, the parties agree as follows:

- 1. Program Goals.** In order to meet the transition needs of current and former foster youth, CGS will:
 - 1.1** Positively impact the lives of youth in transition in Sacramento County. Educate the community about foster care needs, resources, and services available.
 - 1.2** Refer and connect current and former foster youth and foster parents to available resources.
 - 1.3** Provide training and technical assistance for ongoing programs, newly developed and developing programs.
- 2. SETA and CFP Responsibilities.**
 - 2.1** Coordinate CGS services.
 - 2.2** Provide technical and assistance on foster care needs, resources and training.
 - 2.3** Maintain a summary of the services or resources that each party can access to refer and connect current and former foster you and foster parents to.
 - 2.4** Assist in the development of a means to track and evaluate the Kinship Care Coalition’s success.
- 3. Church Organization Responsibilities:**
 - 3.1** Provide foster information to church members regarding resources available to them.
 - 3.2** Coordinate meetings as needed between community members and the CGS program.
 - 3.3** Refer appropriate individuals to resources available.
 - 3.4** Work to enhance existing CGS programs and add new programs

whenever possible.

3.5 Share resource information with all members.

4. **General Terms**

4.1 **Term.** This agreement will be effective through _____.

4.2 **Termination.** Members can withdraw from this agreement at any time by making said request in writing with the effective date and reason for withdrawal.

4.3 **Renewal.** This Agreement may be renewed by the parties' mutual agreement for additional terms.

4.4 **Liability.** Each party is responsible for its own acts and omissions and those of its officers, employees, and agents. No party is responsible for the acts of third parties.

4.5 **Confidentiality.** Each party agrees to maintain the confidentiality of all CGS participants.

4.6 **Data Base.** Data will be collected during the Term of this Agreement on individuals served and services provided through the Program. The parties shall jointly determine the form and content of such record keeping in a database to be provided and maintained by SETA.

IN WITNESS WHEREOF, the Parties hereto have executed this Agreement as of the Effective Date.

Antioch Progressive Church
Dr. Curtis Mitchell, Pastor

Calvary Christian Center
Dr. Phillip Goudeaux, Pastor

Casey Family Programs
De Wayne Norris

Center of Praise Ministries
Reverend Parnell Lovelace

Genesis Missionary Baptist Church
Reverend Ellington Porter, Pastor

Genesis Missionary Baptist Church
Reverend Tecoy Porter, Pastor

Greater Faith Church
Bishop Yardley W. Griffin

New Covenant Church
Pastor John Jacobs

New Testament Baptist Church
Reverend Robert D. Ester, Sr. Pastor

Shiloh Baptist Church
Dr. James Rodgers, Pastor

St. Paul Missionary Baptist Church
Dr. Ephraim Williams, Pastor

Sacramento Employment and Training
Agency
Kathy Kossick

ITEM III-B - 1 – ACTION

APPOINTMENT OF SACRAMENTO WORKS, INC. BOARD MEMBERS

BACKGROUND:

There are two Private Business sector seats now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of two members.

Enclosed under separate cover are copies of the applications received from the nominees for the Private Business sector seats. Legal counsel has reviewed all applications.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the applications, and make two Private Business sector appointments to the Workforce Investment Board operating as Sacramento Works, Inc.

ITEM III-B - 2- ACTION

APPROVAL TO ACCEPT CALWORKS FUNDS FROM THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE AND AUGMENT ON-THE-JOB TRAINING UNDER THE WORKFORCE INVESTMENT ACT (WIA), 2004-2005

BACKGROUND:

On June 17, 2004, the Board approved the allocation of \$810,000 for On-the-Job Training (OJT) under the WIA Adult program for program year 2004-2005. This was an extension of programs that were procured through a Request for Proposals process completed the previous year.

OJT is an activity designed to place customers into full-time jobs in higher skill occupations on a "hire first" basis where supervision and training are provided by the employer. It provides the opportunity for customers to be trained or retrained while acquiring the work skills necessary to succeed in and retain employment. OJT providers use a standard OJT Contract form and employers are eligible for reimbursement of up to 50 percent of the customer's wages.

The County Department of Human Assistance (DHA) is extending its agreement with SETA for an additional year to pay up to \$148,981 in wages for 79 CalWORKs, former CalWORKs and low-income customers enrolled in the OJT component. WIA funds will be used to pay wages for an additional 38 customers and to provide case management services.

RECOMMENDATION:

Approve staff recommendations to augment WIA OJT providers as shown in the attached chart.

**WIA FUNDING AUGMENTATION RECOMMENDATIONS
ON-THE-JOB TRAINING
PY 2004-2005**

Service Provider	WIA Funding Amount 2004 - 2005		CalWORKs Augmentation Recommendation 2004 - 2005			Total Final Allocation 2004-2005	
	\$ Amount	Number to be Served	\$ Amount	Number of CalWORKs to be served	Additional Number of WIA to be Served	\$ Amount	Total Number to be Served
Asian Resources	\$180,000	38	\$30,600	17	8	\$210,600	46
Sacramento Chinese	150,000	35	29,452	17	8	\$179,452	43
La Familia Counseling Center	180,000	41	30,400	19	10	\$210,400	51
Sacramento Lao Family	150,000	29	28,800	13	6	\$178,800	35
Greater Sacramento Urban League	150,000	36	29,729	13	6	\$179,729	42
	\$810,000	179	\$148,981	79	38	\$958,981	217

ITEM III-B - 3 – ACTION

CONCURRENCE WITH SACRAMENTO WORKS ON BOARD INITIATIVE FUNDING RECOMMENDATIONS

BACKGROUND:

In October, 2003 Sacramento Works, Inc. approved the Marketing Plan developed by the Employer Outreach Committee. The goal of the new plan is to:

- Increase the visibility of Sacramento Works, Inc. in the community such that the organization is recognized and utilized by business,
- More effectively develop and coordinate strategic alliances among local workforce development organizations,
- Develop strategic partnerships with employers, and
- Benchmark employer customer satisfaction with Sacramento Works, Inc.

This year the Sacramento Works, Inc. Board Initiative funds will be used to implement the Sacramento Works Marketing Plan. The funds available for this effort total \$254,000.

The Employer Outreach Committee is considering funding several initiatives that support the goals of the Sacramento Works Marketing Plan, including:

1. Continuation of Marketing Efforts
2. SACTO Economic Profile Insert: Marketing the one stops and the work force investment boards of the region in the SACTO Economic Profile and State of the Workforce Report
3. Continue the SRRI Research: Developing New Measures of Regional Workforce Quality (to be used to recruit business to the area)
4. Sponsorship of the Construction Business Plan: LEED Sacramento is the fiscal agent and coordinating entity for the Construction Consortium. The consortium consists of 52 members. The Consortium is requesting \$15,000 for staff support to develop the Construction Business Plan. The objectives of the plan are to:
 - Create a pipeline for job seekers to access construction jobs in the Sacramento Region.
 - Expand a construction workforce development system that can be replicated across the state
 - Decrease job attrition rates and lower the average age of entry level construction workers
5. Increase high school graduation rates for youth enrolled in construction and design programs
6. Support for the Youth Services Provider Network: Providing staff support and supplies to continue support of the Youth Services Provider Network, a collaboration of Sacramento County organizations and individuals committed to

promoting strength-based principles and practices that support the positive development of youth.

7. Youth Council Celebration of Success

At the July 28, 2004 Sacramento Works, Inc. meeting the board approved the recommendation by the Employer Outreach Committee to allocate funds for three initiatives:

1)	SACTO Economic Profile, 2004-2005	\$12,000
2)	Youth Services Provider Network, 2004-2005	15,000
3)	Construction Business Plan, 2004-2005	<u>15,000</u>
		<u>\$42,000</u>

The Employer Outreach Committee will meet in August to develop their recommendation on use of the remaining funds.

RECOMMENDATION:

Concur with the action taken by Sacramento Works, Inc. to allocate \$42,000 of the Sacramento Works board initiative funds for:

1. Printing and design of 4 additional pages to be included in the SACTO Economic Profile/State of the Regional Economy. The insert will market the one stop career centers and the workforce investment boards in the region.
2. Contracting with LEED Sacramento for \$15,000 to fund staff for the Youth Service Provider Network to continue promoting youth development and training staff and youth providers. (Previously approved by SETA Governing Board on June 17, 2004)
3. Sole source contract with LEED Sacramento for \$15,000 to fund staff to develop the Construction Business Plan. The sole source contract is based on the finding that LEED is the fiscal entity of the Construction Consortium, a 52 member industry consortium made up of local employers, business associations, labor organization, educational entities and governmental agencies for the purpose of planning and implementing initiatives to meet the needs of local employers.

ITEM III-C - 1 - ACTION

APPROVAL TO MODIFY HEAD START CHILD CARE TEACHER JOB SPECIFICATION TO HEAD START ASSOCIATE TEACHER AND REALLOCATE INCUMBENT TEACHER ASSISTANTS TO ASSOCIATE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Head Start Child Care Teacher job specification to Associate Teacher. Employees currently in the classroom hold status as Head Start Child Care Teachers and Head Start Teacher Assistants. The purpose of this action is to meet California State Department of Education and Community Care Licensing regulations. The effect of this recommendation is that all Head Start Child Care Teachers and Head Start Teacher Assistants will be combined into one classification.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME) of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents in the two (2) job classifications. Incumbents in the current Head Start Child Care Teacher and Head Start Teacher Assistant classifications shall be allocated to the revised Head Start Associate Teacher classification. Any employees in those classifications that do not meet the required permit will be given one (1) year to obtain the permit.

No financial impact occurs with this action to those holding current status as Head Start Child Care Teachers. An increase of approximately 24% to those holding status as Head Start Teacher Assistants shall result from this action.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

RECOMMENDATION:

Approve the modification to the Head Start Child Care Site Teacher job classification to that of the Associate Teacher and reallocate incumbent Teacher Assistants to the Associate Teacher job classification.

~~HEAD START CHILD CARE TEACHER ASSOCIATE TEACHER~~

Definition: Under general supervision, to conduct activities for children ~~6 months~~ *infants* to 12 years old in a *Head Start preschool and day care* program; *to supervise and assist children with learning activities; to work with parent; to provide direction to child care teacher assistants and parent volunteers; and to do related work as required.*

EXAMPLES OF DUTIES

~~Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children; to assist in planning and implementing educational activities in a Head Start classroom; assist with observing and assessing the progress of children; supervise children in outdoor activities and field trips; participate in parent and staff meetings; assist children with basic needs; to provide some direction for Teacher Assistants and parent volunteers; to promote parent involvement in the classroom; and to do related work as required.~~

Minimum Qualifications:

Knowledge of: Child Care programs and functions, developmental stages and needs of infants to 12 year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to: Perform care-giving routines for children from 6 months to 12 years in a child care program operated by SETA; provide guidance for the parent volunteers and teacher assistants; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; maintain records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one (1) year of successful work experiences as a teacher or a teacher assistant in a day care program in an educational or recreational setting.

~~Head Start Child Care Teacher~~ **Associate Teacher**

Page 2 -

Special Requirements: Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date. (Specify on a sheet of paper, what specific courses/work you have completed.) ***be eligible for a Child Development Associate Teacher Permit as verified by the State of California Commission on Teacher Credentialing.***—When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

~~When assigned to school age care, the teacher may substitute twelve (12) units appropriate to elementary school age children on a unit per unit basis or recreation units relevant to elementary school-age children.~~

Some special Head Start Child Care grants may require possession of a Children's Center Instructional Permit, either a limited or a regular permit (emergency permits are accepted).

ITEM III-C -2- ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY RANGE FOR THE
CLASSIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to establish a salary range.

RECOMMENDATION:

Approve the attached resolution establishing the salary range for the Associate Teacher classification.

RESOLUTION NO. 2004-4

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of **Associate Teacher**; and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$10.41	\$10.93	\$11.48	\$12.05	\$12.65

NOW BE IT FURTHER RESOLVED AND ORDERED, that the SETA Governing Board authorizes the Sacramento Employment and Training Agency (SETA) to establish this salary range accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the Governing Board of the Sacramento Employment and Training Agency, State of California, this fifth day of August, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM III-C - 3 - ACTION

APPROVAL TO MODIFY THE HEAD START CHILD CARE SITE DIRECTOR JOB SPECIFICATION TO CHILD CARE SITE SUPERVISOR AND REALLOCATE INCUMBENT HEAD START HEAD TEACHERS TO SITE SUPERVISORS

BACKGROUND:

The Agency Executive Director is proposing a modification to the Head Start Child Care Site Director job specification to that of a Site Supervisor. Employees that are currently responsible for the Head Start child care centers hold status in the Head Start Head Teacher and Head Start Child Care Director classifications. The purpose of this action is to meet California State Department of Education and Community Care Licensing regulations.

The effect of this recommendation is the all Head Teachers and Site Directors will be combined into one classification. The possession of or eligibility for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing is required.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME) of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents in the two (2) job classifications.

A fiscal impact occurs with this action of approximately 5% increase to the affected classification. This is caused by an equity adjustment to bring this classification in line with other supervisor classifications within the Head Start Department.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

RECOMMENDATION:

Approve the modification to the Head Start Child Care Site Director job classification as Site Supervisor, and reallocate Head Start Head Teachers to Site Supervisors.

HEAD START CHILD CARE SITE DIRECTOR Supervisor

DEFINITION: Under general direction, to coordinate educational activities, enrollment and community outreach activities; to provide work direction for site staff and parent volunteers; to conduct staff and parent meetings.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to provide a variety of assistance with the outreach, social service, and health components of the Child Development Program operated by the Sacramento Employment and Training Agency. Responsibilities include assisting with outreach and enrollment programs, assisting families with the use of community resources, health screenings, maintenance of health records, supervising and overseeing a child care site that may include infant/toddler child care and/or preschool and/or school age.

This is a specialized classification for positions assigned to provide a variety of work coordination, as well as perform teaching duties at a Child Development Program site operated by Sacramento Employment and Training Agency. Responsibilities include curriculum planning, training, teaching, and promotion of parent involvement in site activities.

EXAMPLES OF DUTIES

Coordinates program activities at a Child Development site; plans daily learning activities; encourages parent involvement in site activities; performs classroom teaching functions; observes and assesses the progress of children; conducts home visits; coordinates field trips; conducts fire and evacuation drills; orders supplies; disseminates information from the SETA central office to site staff; conducts orientations for new and substitute personnel; assists with identifying and working with children and families with mental health problems and Special Education needs; insures that site activities are operated in accordance with Head Start and/or State Department of Education standards and regulations; insures a healthy and safe environment for children, parents, and staff; prepares new sites for licensing and maintains licensing requirements of existing sites.

Also assists with ~~Head Start~~ enrollment and community outreach programs; conducts home visits and discusses programs and problems with parents and families; assists families in locating and using community resources; accumulates health immunization and emergency information for children at a Child Development Program site; assists with health screenings and follow-up procedures; maintains inventory of health supplies; assists with presenting health information to students and parents; coordinates work assignments with other staff; works with parent advisory groups and organizations.

Head Start Child Care Site Director Supervisor

Page 2 -

MINIMUM QUALIFICATIONS:

Knowledge of: Child Development programs and functions; early childhood development; basic knowledge of health problems and communicable diseases; problems and needs of infant, pre-school and school age children; first aid; problems and needs of low-income families; staff development and training; principles of supervision.

Ability to: Coordinate and direct activities at a child care site operated by SETA; promote training for parent volunteer and site staff; work effectively with low-income families and parent groups; speak and write effectively; insure site compliance with Head Start regulations and standards, **California State Department of Education** and California State Community Care Licensing regulations; maintain records and prepare reports (such as ~~Child Observation Records, Chicago Early Screening and IDPs~~ **assessments, screenings and individual education plans**); assist with a variety of community outreach, parent involvement, enrollment and health activities of the child development program; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities would be:

At least ~~two (2)~~ **three (3)** years of successful teaching experience as a teacher in a day care program, or one (1) year of successful supervisory experience in a similar program assisting the early childhood development of young children. Experience working in infant/toddler care is preferred.

Special Requirements: Possession of a ~~Children's Center Instructional Permit, issued by the State of California, or a Child Development Associate Credential, or an Associate of Arts Degree or a Bachelor of Arts Degree in Early Childhood Education.~~ **or eligible for a Child Development Site Supervisor Permit as verified by the State of California Commission on Teacher Credentialing.** Completion of at least six (6) semester units in ~~Childhood Education Administration and Supervision.~~ At least three (3) semester units above must be related to the care of infants. **An Associate of Arts degree or a Bachelor of Arts degree in Early Childhood Education preferred.**

and

Possession of, or ability to obtain, a valid Class 3 California Driver's License is required. A good driving record of at least two (2) years duration, as evidenced by freedom from multiple or serious traffic violations or accidents, is required. Failure to obtain a Class 3 Driver's License will be evaluated on a case by case basis.

ITEM III-C- 4- ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY RANGE FOR THE
CLASSIFICATION OF SITE SUPERVISOR

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to establish a salary range.

RECOMMENDATION:

Approve the attached resolution establishing the salary range for the Site Supervisor classification.

RESOLUTION NO. 2004-5

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of **Site Supervisor**; and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$17.01	\$17.86	\$18.75	\$19.69	\$20.67

NOW BE IT FURTHER RESOLVED AND ORDERED, that the SETA Governing Board authorizes the Sacramento Employment and Training Agency (SETA) to establish this salary range accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fifth day of August, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM IV-A – INFORMATION

SLAVIC COMMUNITY SCHOLARSHIPS

BACKGROUND:

Attached is an article from the Sacramento Bee that features Anatoliy Biskupets (SETA consultant) and his work in the Slavic community for Sacramento Works.

Staff will be available to answer questions.

ITEM IV-B – INFORMATION
EXEMPLARY PERFORMANCE AWARD

BACKGROUND:

Attached for the Board's review is a copy of a letter from the Employment Development Department indicating SETA's performance goals.

Staff will provide additional information.

ITEM IV-C - INFORMATION

SUMMARY OF WORKER COMPENSATION CLAIMS EXAMINERS PROJECT

BACKGROUND:

The State's Workforce Investment Division asked SETA/Sacramento Works, Inc., staff to participate in a workgroup addressing employment in the Workers Compensation Industry. The workgroup consisted of SETA/Sacramento Works, Inc., EDD and the Insurance Commission staff as well as the leading educator in the industry, Insurance Educational Association (IEA). The group focused on meeting the needs of the employers regarding their responses to Insurance Commissioner John Garamendi's Worker's Compensation Claims Examiner Training Survey.

Over a period of several weeks, SETA and EDD staff met and interviewed five leading employers in the industry: Inservices Inc., Adventist Health, Claims Management, Inc., Zurich of North America and Kemper Insurance Company.

As result of the workgroup meetings and interviews with employers, the Workforce Investment Division (WID) allowed SETA/Sacramento Works, Inc. to work with the Insurance Educational Association to develop an Accelerated Workers Compensation Claims Examiner Program for new hires in the industry. Professor David Chetcuti, American Commercial Claims Administrators (ACCA) took IEA's five semester class certificate program along with advanced Workers' Compensation Claims Professional program created for existing workers in the field, and condensed it into an intensive four-week eight hours a day program. This included a three-day business skills training tailored to the requirements of the Claims Examiner's duties and responsibilities.

SETA/Sacramento Works, Inc., EDD staff and two employers held two orientations where over 120 interested job seekers attended. Staff, along with employers' input, was able to assess, screen and interview about 80 prospective trainees. Of that 80, 26 of the most qualified individuals were selected to participate in the training. Two employers worked closely with SETA/Sacramento Works staff in the selection process, Debra Yokota of Sutter Health and Kim Davis from Claims Management, Inc. Debra and Kim shared with the group the opportunities in the Worker Compensation Industry and validated the need for qualified claim examiners. Their participation was one of the key factors in the retention rate.

All 26 students completed their course work on July 2, 2004. Every student passed the test that Jo Thackrey, course instructor, described as one of the hardest tests that she had ever developed.

Upon graduation, IEA sent student resumes to various associations and organizations including Valley Industrial Claims Association (VICA), the largest Sacramento workers'

compensation claims association. The president of this association was asked and agreed to forward the student resumes to their membership. Student resumes were also sent to key managers of California Workers' Compensation Claims Institute (CWCI), the research institute for the California workers' compensation claims community. CWCI members are most of the private insurance companies and several large self-insured organizations in California. IEA administrators feel that this class will be highly successful in finding employment. In addition, a job fair for the class with industry employers is scheduled in late July, 2004.

ITEM IV-D - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Jimmy Tran **DATE:** July 1, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
RESS	VESL/ES	\$ 170,412	10/1/03-9/30/04	10/1/03-4/30/04
TAD	VESL/OJT	10,417	10/1/03-9/30/04	10/1/03-4/30/04
TAD	ES	6,945	10/1/03-9/30/04	10/1/03-4/30/04
TA	ES	72,000	10/1/03-9/30/04	10/1/03-4/30/04
TA	VESL/OJT	72,000	10/1/03-9/30/04	10/1/03-4/30/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 5/11/04 & 6/8/04

	<u>AREAS EXAMINED</u>	<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
		<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control		X	X	
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2003 to April 30, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The finding mentioned in our previous monitoring report dated December 3, 2003 is still outstanding.
- 3) The audit report for the period October 1, 2002 to September 30, 2003 has not been submitted and is now overdue.

Recommendations for Corrective Action :

- 1) Submit documents to support the consultant fee or reimburse SETA the amount of \$6,000.00 from non-SETA funds no later than July 30, 2004.
- 2) Submit the audit report for the fiscal year ended September 30, 2003.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Hal Steward, Program Manager **DATE:** July 8, 2004

FROM: Anthony Yu, SETA Fiscal Monitor

RE: On-site Fiscal Monitoring of Grant Joint Union High School District

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
TA	VESL/OJT	\$77,00	10/01/2003-	10/01/2003-04/30/2004
TA	VESL/OJT	\$10,41	10/01/2003-	10/01/2003-04/30/2004
TA	ES	\$95,00	10/01/2003-	10/01/2003-04/30/2004
TA	ES	\$6,945	10/01/2003-	10/01/2003-04/30/2004
RESS	VESL/ES	\$238,4	10/01/2003-	10/01/2003-04/30/2004
RESS	VESL/VT	\$66,88	10/01/2003-	10/01/2003-04/30/2004
TA	VESL/OJT	\$96,00	10/01/2002-	10/01/2002-09/30/2003
TA	VESL/ES	\$100,0	10/01/2002-	10/01/2002-09/30/2003
RESS	VESL/ES	\$260,9	10/01/2002-	10/01/2002-09/30/2003
RESS	VESL/VT	\$72.37	10/01/2002-	10/01/2002-09/30/2003

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____

Date of review: Feb. 11, 2004 and various dates

Period Covered: See above

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	X			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		
13 Program Income		N/A		

Program Operator: Grant Joint Union High School District

Findings and General Observations:

(1) The total TA/RESS costs as reported to SETA for the period October 1, 2002 to April 30, 2004 have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order and there are no adjustments required.

Recommendation:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Hal Steward, Program Manager **DATE:** July 6, 2004

FROM: Anthony Yu, SETA Fiscal Monitor

RE: On-site Fiscal Monitoring of Grant Joint Union High School District

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
WIA	Younger	\$159,9	07/01/2003-	07/01/2003-04/30/2004
WIA	NWI	\$135.0	11/02/2002-	07/01/2003-04/30/2004

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____

Date of review: Feb. 20, 2004 and various dates

Period Covered: See above

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	N/A			
4 Disbursement Control		X		
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	X			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	X			
13 Program Income	N/A			

Program Operator: Grant Joint Union High School District

Findings and General Observations:

(1) The budget period for the Nurse Workforce Initiative (NWI) contract is from November 2, 2002 to June 30, 2005. A review of the subgrantee's fiscal records disclosed the subgrantee has billed SETA for \$99,520.48 for tuition payments or class fees. The class fees schedule from Grant JUHSD indicated the NWI training consists of four quarters and the following:

Quarter I--\$1,068.76 for the period 08/19/03 to 03/26/04.
Quarter II--\$1,551.19 for the period 03/29/04 to 09/10/04.
Quarter III--\$1,391.63 for the period 09/13/04 to 02/24/05.
Quarter IV--\$1,488.49 for the period 02/28/05 to 07/29/05.

Further analysis of the class fees schedule and the backup documents revealed the subgrantee has billed SETA for 16 participants for all four quarters in advance back in September 2003. As a result, the reported costs to SETA for the fiscal year ending June 30, 2004 were overstated by \$46,080.80 since Quarters III and Quarter IV will not start until September 13, 2004. Also, there is no assurance that the 16 participants will continue to attend the training in the future for Quarter III and Quarter IV.

Recommendation:

(1) The tuition payments charged to the NWI contract should be based on the actual enrollment and attendance. The subgrantee needs to revise the NWI fiscal report to reflect the appropriate class fees or tuition payments for Quarter I and Quarter II and refund the over-charge of \$46,080.80 to SETA.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2003 to April 30, 2004 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) The findings mentioned in our previous monitoring report have been corrected and are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-E -INFORMATION

PRESENTATION OF THE 2004/2005 REGIONAL HEALTHCARE CAREERS STUDY

BACKGROUND:

The special study of healthcare occupations in the Sacramento region has been completed. The project was designed to identify a number of critical elements in the local Healthcare Industry, including analysis of the supply of trained and qualified applicants versus the demand for those workers by local healthcare employers, estimates of growth, and education/experience requirements.

ITEM IV-F – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

Dislocated Worker Information PY2004/2005

The following is an update of information as of July 20, 2004 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

<u>WARN Status</u>	<u>Month Received Notice</u>	<u>Company and Address</u>	<u>Dislocation Date</u>	<u># of Affected Workers</u>	<u>SETA's Intervention</u>
<u>Unofficial</u>	6/03/04	Pacific Gas and Electric Company Sacramento Records Office 10375 Old Placerville Road Sacramento, CA 95827-2506	8/02/04	59	Union Displacement Services
<u>Unofficial</u>	6/15/04	McClellan Defense Commissary Agency Building 949 McClellan Business Park	8/27/04	23	7/28/04
<u>Unofficial</u>	6/24/04	Sprint 3075 Prospect Park Drive Rancho Cordova, CA	10/30/04	37	7/15/04 & 7/30/04
<u>Official</u>	7/02/04	Brown & Williamson Tobacco Corporation 3100 Zinfandel Drive, Suite 280 Rancho Cordova, CA 95670	8/31/04	38	<u>Pending</u>
			Total # of Affected Workers	<u>157</u>	

ITEM IV-G – INFORMATION

OUTSTANDING ACHIEVEMENT AWARD FOR MARK SANDERS CAREER CENTER

BACKGROUND:

SETA and EDD were recently awarded with an exemplary performance award for the Mark Sanders Career Center.

Staff will provide additional information.

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- D. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- E. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.