



**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, February 19, 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](http://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 February 5, 2004 Regular Board Meeting
  - B. Approval of Claims and Warrants
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. Approval of Out-of-State Travel for Novell's Annual BrainShare Conference in Salt Lake City (John Valdez)
  - B. WORKFORCE INVESTMENT ACT**
    - 1. Appointment of New Member to the Sacramento Works, Inc. Board (Kathy Kossick)
  - C. HEAD START – No items.**

**D. COMMUNITY SERVICES BLOCK GRANT – No items.**

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

A. Fiscal Monitoring Reports (Kim Peck)

- Galt Community Concilio
- Meadowview Community Action
- Sacramento City U. S. D.
- Visions Unlimited, Inc.

B. Dislocated Worker Update (William Walker)

**V. Reports to the Board**

A. Chair

B. Executive Director

C. Counsel

D. Members of the Board

E. Public

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, FEBRUARY 12, 2004**

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 5, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 5, 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

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

Thursday, February 5, 2004  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli asked that the presentations be heard before the call to order.

Mr. Nottoli presented the following staff with a present in recognition of their long-term employment at SETA: Emma Ercila, Head Start Head Teacher, Francine Bell, Head Start Teacher Assistant, Valerie Dill, Head Start Head Teacher, Linda Randall, Head Start Teacher Assistant, and Norma Johnson, Deputy Director. Staff spoke of their experiences during their employment at SETA.

- Presentation by Dr. Robert Fountain, Sacramento Regional Research Institute

Dr. Fountain provided an update on the regional economic status and answered questions. Mr. Ryan Sharp, Research Director, was introduced and provided information as well. Dr. Fountain stated that the final reports will be given in the next couple of months.

Mr. Nottoli called the meeting to order at 10:52 a.m.

**Members Present:**

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

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

Illa Collin, Member, Board of Supervisors

**Members Absent:**

Sophia Scherman, SETA Governing Board; Public Representative

Bonnie Pannell, Councilmember, City of Sacramento

- II. **Consent Items**

The consent calendar included approval of the minutes of the January 15, 2004 regular board meeting, approval of claims and warrants for the period 1/9/04 through 1/29/04, and approval of the Sacramento County Annual Investment Policy of the Pooled Investment Fund-Calendar Year 2004. There were no questions or comments.

Moved/Collin, second/Waters, to approve the consent calendar as distributed.

Voice Vote: Unanimous approval.

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

##### 1. Approval of Audit Services Contract Extension

Mr. Kim Peck reviewed this item. This will be the third extension for this contract.

Moved/Waters, second/Collin, to approve the extension of the audit services contract with Gilbert Associates, Inc. for a fee not to exceed \$28,754.

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

##### 2. Approval of Revised Procurement Policies and Procedures

Mr. Peck reported that we have changed a few things to conform to what the county and city have done recently. Mr. Peck reviewed the modifications. Mr. Thatch stated that our Joint Powers Authority (JPA) agreement requires that anything over \$100,000 go to the Board of Supervisors and City Council for approval. If the board desires, the agreement can be modified to increase the amount. After discussion, the board decided to continue with the current JPA agreement, which was prepared in 1978.

Moved/Waters, second/Collin, to approve the revised Sacramento Employment and Training Agency Procurement Policies and Procedures.

Voice Vote: Unanimous approval.

##### 3. Approval of Out-of-State Travel to the Pathways to Adulthood Conference in Washington, D. C.

Ms. Christine Welsch reviewed this item and offered to answer questions.

Moved/Collin, second/Waters, to approve the out-of-state travel for one staff to attend the Pathways to Adulthood Conference in Washington, D. C.

Voice Vote: Unanimous approval.

#### **B. WORKFORCE INVESTMENT ACT**

##### 1. Approval of the Submission of a Public Sector Re-Employment Initiative WIA 25% Governor's Discretionary Grant Application

Ms. Robin Purdy read a list of partners working with SETA in this application which request approval to submit an application for \$786,200 to

provide transferable skills assessment for public sector employees being dislocated.

Staff was recently notified that on May 15 the first wave of layoff notices would be sent out to 500 CALTRANS employees. There are 1,200 jobs in the region that are being considered to be cut. Staff will receive the listing of job classifications to be dislocated in the next 15 days

Moved/Collin, second/Waters, to approve the submission of the WIA Governor's 25% Discretionary Public Sector Reemployment Initiative Grant application for Fiscal Year 2004-2005.

Voice Vote: Unanimous approval.

**C. HEAD START**

1. Approval of Lease Agreement for Early Learning Center at Phoenix Park

Ms. Brenda Flores stated that this child care center is formerly the Franklin Villa Apartments. This site will serve 60 preschool children and will start with eight Early Head Start children and may go as high as 16 children Early Head Start.

Moved/Collin, second/Waters, to approve a lease agreement for the Phoenix Park Early Learning Center based on the terms and conditions as outlined in the board packet.

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

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Resolution to Accept Program Year 2004/05 Community Services Block Grant Funds

Ms. Cindy Sherwood-Green reviewed this item which requests approval of a resolution accepting 2004-2005 funds. The final appropriation is not currently known; however, the agency has received 25% of the allocation which is approximately \$388,000. There were no questions or comments.

Moved/Collin, second/Waters, to approve the resolution accepting Community Services Block Grant funds for 2004-2005.

Voice Vote: Unanimous approval.

**E. REFUGEE PROGRAMS: No items.**

**IV. Information Items**

A. Head Start Quarterly Report

Ms. Norma Johnson reviewed the quarterly report which ends December, 2003. A book from the Family Literacy Involvement Program (FLIP) program was distributed to board members. Staff is always looking for books translated in an assortment of languages to accommodate the variety of languages spoken by SETA Head Start children and families. Books are distributed on a monthly basis.

B. Fiscal Monitoring Reports: No questions or comments.

C. Dislocated Worker Update

Mr. Walker reviewed the updated dislocated worker report and answered questions regarding the Super Shuttle layoffs.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director

Ms. Kossick recognized Ms. Collin's birthday and everyone sang Happy Birthday.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public

Ms. May Lee stated that The Year of the Monkey is here. On February 19, a fundraiser dinner will be held and will be honoring Fred Teichert.

Mr. Lyle LeTourneau, past parent on the Policy Council, spoke before the board.

**VI. Adjournment** – Meeting adjourned at 11: 48 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/30/04 through 2/11/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.



ITEM III-A – 1 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL FOR  
NOVELL'S ANNUAL BRAINSHARE CONFERENCE IN SALT LAKE CITY

BACKGROUND:

In 2004, The Information Technology (IT) staff will be upgrading our NetWare Servers to NetWare 6.5 and upgrading the email Servers to GroupWise 6.5. Attending BrainShare 2004 will provide valuable training required on NetWare 6.5 and GroupWise 6.5. The network engineer attending BrainShare 2004 will also learn about the latest Novell solutions from industry experts working on real time lab solutions. Staff will also have the opportunity to meet experts that will provide assistance should he encounter any complications with the NetWare 6.5 and GroupWise 6.5 upgrades. The last GroupWise upgrade was done in 2000.

Novell's annual BrainShare conference is the most important network services conference for information system technology experts to attend. BrainShare 2004 will offer more than 300 information-packed sessions to help make the most of the conference. SETA's Network Engineer, Richard Davis, will learn about the latest changes in technology on NetWare, SETA's primary operating system platform directly from industry experts. The conference will also offer training sessions on how to provide more security to an agency's applications across all platforms. The conference will be held in Salt Lake City March 21- March 26. The total cost of the conference including registration, travel, lodging and per diem will be approximately \$2,700.

RECOMMENDATION:

Approve out-of-state travel for Richard Davis, Network Engineer, to attend the Annual BrainShare 2004 Conference in Salt Lake City.

ITEM III-B – 1 - ACTION

APPOINTMENT OF NEW MEMBER TO THE  
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

On January 28, 2004 the Sacramento Works, Inc. Board approved an increase in the size of the Board from 36 to 37 members. The intent of the increase was to add another seat to represent labor. Currently two seats represent the labor sector. With this additional seat, the private sector, with 19 members, will still be over 50% of the board as required by the Workforce Investment Act. The Board also made it clear that it would like to have Matt Kelly, Business Manager, Financial Secretary of the Sacramento-Sierra's Building & Construction Trade Council, be appointed to this additional seat.

RECOMMENDATION

Review the application (sent under separate cover) and appoint Matt Kelly to the Sacramento Works, Inc. board of directors.

ITEM IV-A - 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:** Ms. Marylou Powers **DATE:** February 5, 2004

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Galt Community Concilio

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 63,827	01/1/03-12/31/03	01/1/03-12/31/03

**Monitoring Purpose:** Initial \_\_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** 1/14/04

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

**Program Operator:** Galt Community Concilio

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The unaudited Balance Sheet as of December 31, 2003 shows total current liabilities of \$ 1,047,763.34 and total current assets of \$ 158,860.50 or excess of current liabilities over current assets by \$ 888,902.84. The Balance Sheet also shows a negative fund balance of \$323,980.91. On January 27, 2004, the organization filed for bankruptcy under Chapter 11, although it will be three to four months before a restructuring plan will be submitted to the court. Please provide SETA with updated information on any developments pertaining to the bankruptcy filing.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Donna Mobley                      **DATE:** February 2, 2004

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Meadowview Community Action

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Headstart	Basic, Quality Impv., COLA	\$ 1,504,093	9/30/02-9/29/03	9/30/02-9/29/03
Headstart	T & TA	7,500	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Prog. Impv.	24,500	9/30/02-9/29/03	9/30/02-9/29/03
CSBG	Safety Net	32,000	1/1/03-12/31/03	1/1/03-12/31/03

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X

**Date of review:** Various dates

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

**Program Operator:** Meadowview Community Action

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2002 to September 29, 2003 for Head Start and from January 1, 2003 to December 31, 2003 for CSBG have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) MCA over-reported expenditures by \$424.91 due to an error in the payment of a vendor's invoice.
- 3) Based on unaudited Profit and Loss statement, MCA incurred an operating loss of \$13,631.93 from January 1 to December 31, 2003. The Balance Sheet as of December 31, 2003 shows total current assets of \$118,537.39 and current liabilities of \$226,935.77. The current liabilities exceeded the current assets by \$108,398.38 primarily due to the loan with Wells Fargo which has a balance of \$ 93,772.95 as of December 31, 2003.
- 4) On September 12, 2003, MCA filed a claim against the Non-Profit Directors and Officer's Insurance policy for \$100,000. In the claim, MCA indicated that the organization incurred a loss in September, 2000 due to the action of the then Program Manager, who extended the Head Start school year by a month resulting in unbudgeted expenses which were not reimbursed. This caused MCA to maximize its \$100,000 credit line with Wells Fargo. Please provide SETA with information on the result of this claim filed with your insurance company.
- 5) MCA conducted fund raising activities last year and the funds raised helped the organization to keep up with the interest payments on the loan but not enough to substantially pay down the loan principal. The negative current ratio of almost 2 to 1 ( \$2 current liabilities for every \$1 of current asset) as of December 31, 2003 indicates an urgent need to raise funds to reverse this trend. Please provide SETA with your fund raising plans for the current year.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA \$424.91 from non-SETA funds and adjust your records.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Ms. Debra Merchant** **DATE: January 30, 2004**

**FROM: Greg P. Tayros, SETA Fiscal Monitor**

**RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic/T & TA	\$ 7,439,157	9/30/02-09/29/03	9/30/02-9/29/03
Error! Bookmark not defined.	Head Start	Prog. Improvement	1,380,492	9/30/02-09/29/03 9/30/02-9/29/03
Error! Bookmark not defined.				
Early H. S.	Basic/T & TA	1,031,608	9/30/02-09/29/03	9/30/02-9/29/03
Early H.S.	Prog. Improvement	13,000	9/30/02-09/29/03	9/30/02-9/29/03
Error! Bookmark not defined.				

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review: Various dates**  
**02/11/04**

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



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2002 to September 29, 2003 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) The school district reported Program Improvement (PI) expenditures of \$1,380,492.38 for the construction of three portables but excluded the purchase and installation of a new playground equipment at the Parkway Head Start site which is provided for in the PI budget. The Program Coordinator, in a letter dated November 24, 2003, mentions that the playground equipment was not purchased because the actual costs of the portables exceeded the budget allocation and that the playground equipment will be funded from another funding source. The school district cannot provide at this time a copy of the requisition showing the obligation of funds for the purchase of said playground equipment. In view of this, we are questioning \$40,825.00 of the total PI expenditures, which represents the total budgeted cost of the playground equipment. The PI budget has a special condition which states, "Expenditures of these funds for purposes other than those identified in the budget without the prior written approval of Grantee and ACF, may be cause for disallowance of those costs."
- 3) The finding mentioned in our previous monitoring report ( Sept. 4, 2003), which involved disallowed costs of \$ 41,559.38, is still outstanding.

**Recommendations for Corrective Action:**

- 1) Submit a copy of the requisition showing the obligation of funds for the purchase and installation of a playground equipment at the Parkway Head Start site.
- 2) Adjust your records and reimburse SETA \$41,559.38 from non-SETA funds.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Margaret Mapes **DATE:** February 6, 2004  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG-Youth	Family Self-Suff.	\$ 64,876	1/01/03-12/31/03	1/01/03-12/31/03
CSBG-Seniors	Family-Self-Suff.	38,196	1/01/03-12/31/03	1/01/03-12/31/03

**Monitoring Purpose:** Initial \_\_\_ Follow-Up\_\_\_ Special \_\_\_ Final X  
**Date of review:** 1/22/04

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

**Program Operator:** Visions Unlimited, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – 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 PY2003/2004

The following is an update of information as of February 9, 2004 on the Worker Adjustment and Retraining Notification (WARN) notices and Preliminary WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	6/24/03	McKesson Corporation 11000 Trade Center Drive Rancho Cordova, 95670	8/25/03	88	7/01/03
Official	6/30/03	OSI 7405 Greenhaven Sacramento, CA. 95831	8/23/03	327	7/16-17/03 3 Orient. Per day
Official	7/01/03	T.G.I. Friday's 307 Sunrise Blvd. Citrus Heights, CA 95610	7/31/03 Revised	71	5/28/03
Unofficial	7/9/03	San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	6/30/03	208	Pending as of 8/26/03
Unofficial	7/09/03	Sacramento City Unified School District 5735 47 <sup>th</sup> Ave. Sacramento, CA	6/30/03	124	7/24/03
Official	7/22/03	Fleming Companies, Inc. 8301 Fruitridge Road Sacramento, CA 95826	9/10/03	93	Assistance Declined
Official	9/08/03	OSI 2920 Prospect Park Drive Rancho Cordova, 95670	11/02/03	81	9/8-9/03 2 Orient. Per day
Unofficial	11/03/03	Internal Revenue Service Distribution Center 3041 Sunrise Blvd. Rancho Cordova, CA	3/1-6/30/04	300+	3/01/04-6/30/04

Unofficial	11/14/03	Boeing Inc. 3855 North Freeway Blvd., Suite 100 Sacramento, CA. 95829	1/13/04	13	12/12/03
Unofficial	1/09/04	Boeing Inc 3855 North Freeway Blvd., Suite 100 Sacramento, CA 95829	1/23/04	12	2/17/04
Unofficial	1/12/04	Earthlink Inc. 1660 East Roseville Parkway Roseville, CA	4/01/04	450	4/01/04
Official	2/04/04	Sacramento Transportation System, Inc. dba Supershuttle Sacramento 3100 Northgate Boulevard Sacramento, CA 95833	2/29/04	11	Pending
Official	2/09/04	US Bancorp 3947 Lennane Drive, Suite 100 Sacramento, CA 95834	3/22/04 – 4/30/04	50	Pending
			<b>Total # of Affected Workers</b>	<b>1828</b>	

## ITEM VI - 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.