



REGULAR MEETING OF THE SETA GOVERNING BOARD

DATE: Thursday, February 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

- Recognition of Long Term Employees: **Emma Ercila**, Head Start Head Teacher, **Lisa Ortiz**, Head Start Child Care Site Director, **Francine Bell**, Head Start Teacher Assistant, **Valerie Dill**, Head Start Head Teacher, **Linda Randall**, Head Start Teacher Assistant (20 years)
- Recognition of Long Term Employees: **Norma Johnson**, Deputy Director (25 Years)
- Presentation by Dr. Robert Fountain, Sacramento Regional Research Institute

II. Consent Items

- A. Minutes of the January 15, 2004 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Sacramento County Annual Investment Policy of the Pooled Investment Fund- Calendar Year 2004

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Audit Services Contract Extension (Kim Peck)

2. Approval of Revised Procurement Policies and Procedures (Kim Peck)
3. Approval of Out-of-State Travel to the Pathways to Adulthood Conference in Washington, D. C. (Christine Welsch)

B. WORKFORCE INVESTMENT ACT

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

C. HEAD START

1. Approval of Lease Agreement for Early Learning Center at Phoenix Park (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2004/05 Community Services Block Grant Funds (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Head Start Quarterly Report (Norma Johnson)
- B. Fiscal Monitoring Reports (Kim Peck)
 - Del Paso Heights School District
 - Elk Grove Unified School District
- C. 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. Adjournment

DISTRIBUTION DATE: FRIDAY, JANUARY 30, 2004

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 15, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 15, 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, January 15, 2004
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:09 a.m.

Members Present:

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

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Illa Collin, Member, Board of Supervisors

Two board members celebrate birthdays during the month of January:
Bonnie Pannell on January 10 and Robbie Waters on January 16.

- The following staff was recognized for their 20 years of service to SETA:
Brenda Flores, Pearl Foster, Joanne Kennedy, and Alma Walton. Each was presented with a gift and spoke of their experiences over the years.

II. Consent Items

The consent calendar included approval of the minutes of the December 18, 2003 regular board meeting, and approval of claims and warrants for the period 12/11/03 – 1/8/04.

There were no questions or comments.

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

Voice Vote: Unanimous approval.

III. Action Items

- A. GENERAL ADMINISTRATION/SETA - No items.**

B. WORKFORCE INVESTMENT ACT

1. Approval to Modify the WIA Governor's Discretionary Grant to Train Public Sector Dislocated Workers as Workers' Compensation Claims Adjusters

Mr. William Walker reviewed this item which requests a time-only extension and a modification of the contract to work with dislocated workers.

Moved/Waters, second/Pannell, to approve a modification requesting a time-only extension for SETA's WIA 25% Discretionary Grant Subgrant.

Voice Vote: Unanimous approval.

2. Approval to Augment Asian Resources, Inc.'s On-the-Job Training Program Under the Workforce Investment Act

Mr. Roy Kim reviewed this item. Staff is recommending the augmentation of Asian Resources to provide on-the-job training. Asian Resources was the only program operator that exceeded their contracted goals.

Moved/Pannell, second/Scherman, to augment Asian Resources, Inc., with \$29,729 in CalWORKs funds to provide WIA OJT services to 34 CalWORKs and 14 WIA Adult customers.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of WIND Youth Center's Request to Change its 2004 Community Services Block Grant Contract From Family Self-Sufficiency to Safety-Net

Ms. Kossick asked that this item be pulled from the agenda.

Moved/Scherman, second/Pannell, to drop this item from the agenda.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Sacramento Works Career Center Employer Customer Satisfaction Report

Mr. DeHerrera reviewed the report. Career Centers provided employer services to 73 separate employers. This survey is a result of responses from 39 of the employers.

- B. Head Start Newspaper Article – No comments
- C. Final PY 2002-2003 Workforce Investment Act Performance Results – No comments.

V. Reports to the Board

- A. Chair: Mr. Nottoli spoke of the budgetary discussions at the Board of Supervisors. Everyone receiving government funds is struggling to make ends meet.
- B. Executive Director: Ms. Kossick thanked all of the SETA staff and partners that assisted in meeting the performance standards. It was a very difficult year. Not every area in California was as successful as SETA.

The first official SETA yearbook was distributed. Ms. Kossick thanked Rebecca Valdez who finalized this yearbook.

- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell announced that there will be Martin Luther King walkathon on Saturday, January 17.
- E. Public: Ms. May Lee stated that the Martin Luther King celebration is going on all week. There will be a Job Fair Expo on Monday, January 19 at Florin Mall. Mr. Thatch was thanked as a key sponsor for five grants.

Ms. Norma Johnson introduced Margie Mitchell, chair of the Policy Council, Hasan McWhorter, chair of the Parent Advisory Committee, and Beverly Shah who is on both boards.

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 10:55 a.m. At 11:16 a.m. the board went back into open session. There was no report out.

- VII. Adjournment:** Meeting adjourned at 11:16 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period January 9, 2004 through January 29, 2004, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM II-C - CONSENT

SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF THE POOLED
INVESTMENT FUND - CALENDAR YEAR 2004

BACKGROUND:

The County Director of Finance has brought forth to the County Board of Supervisors the Investment Policy for the Pooled Investment Fund. SETA's funds are included in this Pool.

RECOMMENDATION:

Receive and file this Investment Policy for the Pooled Investment Fund.

ITEM III-A -1- ACTION

APPROVAL OF AUDIT SERVICES CONTRACT EXTENSION

BACKGROUND:

On May 2, 2002, the board approved the selection of the audit firm Gilbert Associates Inc. to perform the agency audit for the fiscal year ending June 30, 2002. The audit services contract allows extension by SETA for two additional one-year terms. This extension will be granted for the fiscal year ending June 30, 2004 under the same terms, conditions and scope of performance as the original contract except the fee schedule will differ. The fee schedule is as follows:

Financial and Single Audit Fees	\$24,255
Federal Block Grant Schedules	<u>4,499</u>
Total	<u>\$28,754</u>

The additional fees represent a 5% increase as allowed per the contract. The fees for financial and single audits and federal block grant for the fiscal year ending June 30, 2003 totaled \$27,384.

RECOMMENDATION:

Approve the extension of the audit services contract with Gilbert Associates, Inc. for a fee not to exceed \$28,754.

ITEM III-A - 2 - ACTION

APPROVAL OF REVISED PROCUREMENT POLICIES AND PROCEDURES

BACKGROUND:

In August, 1997 your Board adopted a written Procurement Policies and Procedures setting forth the standards and methods to be used by staff in SETA's procurement of goods and services and in procurement of Program Operators.

These Policies and Procedures were recently reviewed by staff and legal counsel with the intent of revising the policies to comply with current Office of Management and budget Circulars; increase purchasing authority of the Executive Director; increase the small purchase limitations for obtaining competing quotations; and, improve efficiencies in the purchasing process. Staff reviewed the City and County of Sacramento policies and procedures as well as those of some special districts. Staff recommendations have been incorporated into the final document proposed for adoption.

A summary of significant changes is as follows:

- (1) Increase the purchasing authority of the Executive Director from \$10,000 to \$50,000.
- (2) Eliminate references to JTPA, including the \$25,000 limits for small purchase that was applicable only to JTPA procurement (the policies, consistent with federal regulations for all other funding sources, set the small purchase limit at \$100,000).
- (3) Increase the price quotation limits for small purchases in order to permit procurement with a single quote for purchases less than \$3,000 and procurement with two quotes for purchases between \$3,000 and \$25,000. Purchases of \$25,000 or more will continue to require three written quotes. Pursuant to the existing Procurement Policies and Procedures, these limits are \$1,000, \$10,000, respectively.
- (4) Replace current references to "sole source" procurement with references to "noncompetitive procurement," which is the term utilized by the federal regulations and is most familiar to the federal monitors of SETA's procurement activities.
- (5) Other technical changes, including the addition of Small Business Enterprise (SBE) language.

A copy of the Procurement Policies and Procedures will be provided under separate cover.

RECOMMENDATION:

Hear the staff report on revisions in the document, and review and approve the revised Sacramento Employment and Training Agency Procurement Policies and Procedures.

ITEM III-A – 3 – ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO THE PATHWAYS TO ADULTHOOD
CONFERENCE IN WASHINGTON, D. C.

BACKGROUND:

SETA recently received notification of the Pathways to Adulthood National Independent Living Conference to be held in Washington D.C. The conference is sponsored by the U.S. Department of Health and Human Services, Administration for Children and Families. The conference is an opportunity to network with and learn from other programs serving emancipating foster youth. Featured topics include information from the federal government, the Chaffee Foster Care Independence Program and other programs and services for emancipating foster youth. Estimated cost for staff to attend is \$1,500. The funding for this trip will be provided from the Casey Family Program Grant.

RECOMMENDATION:

Approve the out-of-state travel for one staff to attend the Pathways to Adulthood Conference in Washington, D.C.

ITEM III-B – 1 - ACTION

APPROVAL OF THE SUBMISSION OF A PUBLIC SECTOR RE-EMPLOYMENT INITIATIVE WIA 25% GOVERNOR'S DISCRETIONARY GRANT APPLICATION

BACKGROUND:

The Sacramento Employment and Training Agency (SETA), the Employment Development Department and Elk Grove Unified School District have been working together to develop a plan to address public sector layoffs which will result from state and local budget reductions. The attached grant application proposes to request WIA 25% Governor's Discretionary funds to implement five strategies developed to assist public sector employee's transition to jobs in the private sector. The strategies are:

- **Strategy 1: Provide Pre-layoff assistance to public sector employees to assist them in dealing with the loss of a job and developing options for re-employment**
- **Strategy 2: Identify skills that are transferable to occupations in demand in the region**
- **Strategy 3: Provide rapid response services on-site at public sector employers or downtown in an accessible location to dislocated public sector workers**
- **Strategy 4: Market public sector dislocated workers to private sector employers**
- **Strategy 5: Connect public sector dislocated workers to Sacramento Works One Stop Career Centers for intensive and training services**

RECOMMENDATION:

Approve the submission of the WIA Governors 25% Discretionary Public Sector Re-employment Initiative grant application for Fiscal Year 2004/2005.

WORKFORCE INVESTMENT ACT GOVERNOR'S DISCRETIONARY GRANT

SUBMITTED BY : SACRAMENTO EMPLOYMENT & TRAINING AGENCY

Initiative: Public Sector Employee Re-employment Pilot Project.

Lead Agencies/Contact People:

Diane Ferrari, EDA, EDD Northern Division Job Service, and Robin Purdy, Deputy Director, Sacramento Employment and Training Agency,

Implementation date: March 1, 2004 through June 30, 2005

This Initiative includes provisions for:

- Using existing One-Stop service delivery sites in Sacramento County, and potentially making use of an additional central "downtown" location.
- Dedicated full-time staff from EDD Job Service and SETA at each site.
- Continued liaison activities with the State Department of Personnel Administration, and the affected local public jurisdictions.
- Tapping into the employment "demand" side of the private sector.
- Direct, targeted employer contact activities.
- Providing assistance prior to actual layoff.
- A focus first on "core," then "intensive" re-employment services. Short-term pre-vocational services will be made available as necessary.
- Measurable milestones and outcomes.

The Initiative will:

- Document (1) lessons learned; (2) recommendations for improvement; and (3) best practices for expansion efforts beyond the Sacramento County pilot.
- Be exportable statewide to local areas experiencing like circumstances.
- Produce a "how-to" handbook and desktop tools for statewide use.

Outcome goals:

- Re-employment rate of 78%
- 85% earning replacement rate
- 84% job retention rate
- Customer Satisfaction surveys results of 8 or above
- Replication possible in other communities

STATEMENT OF NEED:

After experiencing eight consecutive years of strong job growth, in 2002, the Sacramento region entered its first employment downturn since 1993, giving way to the weak economic conditions that the Nation, State and the Bay Area have experienced the past 24 months.

Job cuts began in the Information Technology sector and have, in the last year, spread beyond IT segments to other industries, particularly communications, other manufacturing segments, transportation, finance and state and local government. In the public sector, the losses can be attributed California's budget situation and the hiring freeze at most State agencies. Government, both state and local, has always been the

largest employer in the region, with 183,900 employees. Over the last decade, other major industries such as services, trade, and construction have expanded to diversify the local economy, but government continues to dominate as an industry, with a growth rate of 20.3% in State Government employment over the last 10 years and a growth rate of 43.4% in local government. The growth in local government can be directly attributed to growth of educational providers. Classroom reduction, coupled with suburban growth in the Elk Grove and Natomas areas of Sacramento County, has resulted in large increases in certificated and classified employees in local school districts. The current budget deficit and cuts in state funding to school districts and Counties will result in significant layoffs

In 2003 Sacramento employment continued to be dominated by the government, services and retail trade sectors, which accounted for over 72% of the total employment in the County. The potential state budget reductions will have a devastating impact on the local economy. Several large public sector employers have recently published recommendations to reduce their workforce, including:

- In November 2003 the Elk Grove Unified School District Board approved recommendations for budget reductions which included elimination of 78 positions for support staff. These positions include Resource Specialists, clerical support, Instructional Assistants, Facilities, Grounds and Maintenance staff and Accounting and Human Resources support staff.
- In December, 2003, the County of Sacramento published the list of program cuts that will be presented to the Board of Supervisors on January 13, 2004. The proposed reductions total \$7.2 million and will eliminate 479 positions in County government.
- On January 9, 2004 the Governor published his budget proposal cutting \$16.2 billion from the state budget. The cuts affect all state agencies and it is anticipated that they will result in public sector employee layoffs in state government, cities and counties, and school districts. Projections of cuts at the state level range from a high of 16,000, (the number tied to Governor Gray Davis's budget requirement that \$1.1 billion be cut from the current fiscal year), to a low of 2,000. About 12,000 state workers have received notices that they could be laid-off within 120 days. The Department of Personnel Administration estimates that 1,200 workers in the Sacramento area will be affected by the workforce reduction.

AFFECTED PUBLIC SECTOR EMPLOYERS:

Employer Name and Facility ID	Number of Workers Affected	or WARN Layoff Notice Date	Scheduled Layoff Date(s)
Elk Grove Unified School District	78	3/15/2004	7/1/04
State of California –	1,200		7/1/04
County of Sacramento	479		7/1/04
Total	1,757		

PHASE 1: RAPID RESPONSE AND PRE-LAYOFF ASSISTANCE:

The Sacramento Employment and Training Agency (SETA) has been designated by the State of California as the entity responsible for coordinating rapid response services in Sacramento County.

Using formula rapid response funding allocated by the State of California Employment Development Department, SETA established a rapid response team that consists of representatives from SETA, the California Employment Development Department, the City and County Economic Development Departments, the Sacramento Area Commerce and Trade Organization (SACTO), and local affected employers, including Elk Grove Unified School District and Sacramento County.

The following rapid response services will be provided to over 1,000 affected employees:

1. Employers and representatives of workers will be contacted to assess the employers' layoff plan and schedule, to discuss potential for averting layoffs, to identify probable assistance needs of affected workers, to identify re-employment prospects in the local community, and to provide information regarding available resources to meet the needs.
2. School districts and labor organizations will provide orientations to inform affected workers about their rights, responsibilities and the roles they will play in supporting their successful re-employment.
3. The Employment Development Department will provide Pre-Layoff Assistance Services to public sector employers, including:
 - a) Workshops: Planning and Organizing Your Job Search, Interviewing Techniques, Labor Market Information, Options for Re-employment, Resumes and Applications, Orientation to Community Services, Benefits Information
 - b) Handouts and Resource Lists

4. Affected workers will be provided with Information and access to rapid response services, including access to unemployment compensation and core, intensive and re-training services available through a Re-employment Center located in downtown Sacramento and geographically located One Stop career centers. Services include:
- a) Knowledgeable staff to assist workers in finding new jobs or training programs for new careers.
 - b) Information about all state and federal services to help find new jobs.
 - c) Professional help with job search.
 - d) Information about training opportunities.
 - e) Use of computers, telephone and fax machines to help with their job search.
 - f) Services provided at no cost.
 - g) Information on and assistance with Unemployment Insurance filing
 - h) Information on California Training Benefits
 - i) Overview of job search services available through EDD and the Sacramento Works Career Center system
 - j) Information on Sacramento Works One Stop Career Center system re-employment and re-training services, including:
 - o Case Management/Assessment/Plan development/Support,
 - o Regional education/Vocational resources,
 - o Regional economic/Job development activities and network,

4. Employers will receive guidance and assistance in establishing labor-management committees to help them devise and oversee strategies that respond to the re-employment needs of workers. Assistance to labor-management committees includes: training and technical assistance to members of committees; and funding the operational costs of committees.

5. The Rapid Response Team, in conjunction with local affected employers will survey public sector workers dislocated to assess their re-employment needs. Surveys conducted on dislocated public sector employees in fiscal year 2003 identified the following barriers to re-employment:

1. Outdated and non-transferable skills
2. Poor outlook for re-employment in public sector employment
3. Denial and depression caused by layoff
4. Hope that the state budget deficit will be resolved and workers will be rehired
5. Lack of savings and income to meet financial obligations.

Strategies/Tasks	Lead Agency/Person	Timeline
Strategy 1: Provide Pre-layoff assistance to public sector employees to assist them in dealing with the loss of a job and developing options for re-employment		
Elements: 1. Develop Pre-Layoff Trainers Guide for distribution throughout the state. Includes: <ul style="list-style-type: none"> • Curriculum (Workshops, SROA, Surplus, VPOS, UI and One Stop Benefits Info, Interviewing, LMI, Transfers, Referrals, and Investigating Options for Re-employment) • Handouts and Resources (pamphlet developed by Elk Grove USD for public sector layoff, booklet used by SETA in rapid response orientations, and information developed by EDD). • Develop procedures for State Agencies and Departments to schedule pre-layoff services 2. Provide pre-layoff information and workshops to public sector employees facing layoff.	Patty Espinosa/Carol Grable Bill Walker, Tim Taylor, Carol Grable Carol Grable/EDD EDD	January 11, 2004 January 31, 2004 January 11, 2004 June 30, 2004
Strategy 2: Identify skills that are transferable to occupations in demand in the region		
Elements 1. Develop list of occupations with the best projected outlook in Sacramento County 2. Develop local labor market information packets, including products available from the Labor Market Information Division (LMID) i.e. County Snapshots, List of Occupational Projections. 3. Work with State, County, School District, and other public sector employers to identify occupations targeted for reduction/elimination 4. Determine transferable skills applicable to private sector employment. 5. Develop crosswalks of public sector occupation titles targeted for reduction to private sector occupational title. 6. Train local career center staff to assist customers in using labor market information and identifying transferable skills. 7. Develop plan for providing vocational and career assessment counseling for individuals in need of assistance in creating their re-employment plan. Plan should be able to be replicated in other parts of the state. 8. Research self-service tools to use to identify transferable skills (O*NET Profiler Ability, Choices, etc...) 9. Develop Guide to assist other areas to replicate LMI and transferable skills project	David Lyons –EDD John Harden – SETA Bill Walker/John Harden – SETA John Harden, SETA John Harden, SETA John Harden, SETA David Lyons, EDD Carol Bernando, Elk Grove USD John Harden, SETA John Harden, SETA David Lyons, EDD	January 11, 2004 March 1, 2004 March 1, 2004 January 31, 2004 March 1, 2004 March 1, 2004 March 1, 2004 June 30, 2004
Strategy 3: Provide rapid response services on-site at public sector employers or downtown in accessible location to dislocated public sector workers		
Elements: 1. Identify facility downtown to provide services 2. Identify rapid response and core services to be provided on-site at employer (resource room, skills assessment, orientations, workshops, job search counseling, assistance in developing “private	Bill Walker, SETA Patty Espinosa, EDD	March 1, 2004

<p>sector” resumes, employer recruitment, computer and internet access, copiers, phones, faxes, scanners, etc...)</p> <ol style="list-style-type: none"> 3. Identify staffing and equipment necessary to provide services 4. Identify potential on-site collaborating agencies to provide services (Manpower, Sacramento Professional Network (SPN), PERS, State Personnel Board, Department of Personnel Administration, Human Resources Division, Labor Unions, UI, Sacramento County, Elk Grove Unified School District, SCERS) 5. Identify affected labor unions and establish labor management committee 6. Provide vocational and career assessment for individuals in need, including assessment of transferable skills and barriers to re-employment 7. Refer dislocated public sector workers to jobs with private sector employers 8. Refer public sector workers who need intensive or re-training services to SWCC Career center for appointment with casemanagers. 	<p>Bill Walker, SETA Patty Espinosa, EDD</p> <p>Bill Walker/JL or GM Elk Grove USD</p> <p>SETA/EDD Elk Grove USD</p>	<p>March 1, 2004</p> <p>April 1, 2004 March 1, 2004- December, 2004 June 30, 2004 March 1, 2004- December 31, 2004</p>
<p>Strategy 4: Market public sector dislocated workers to private sector employers</p>		
<p>Elements:</p> <ol style="list-style-type: none"> 1. Identify collaborating agencies (Chambers of Commerce, Temp agencies, SACTO, SAHRA, Los Rios Community College, employer organizations, educational associations) and market skills sets of affected workers utilizing websites, newsletters, and networks to notify employers of this qualified and ready to work candidate pool. 2. Establish a skills bank database (utilizing CalJobs or other existing systems) to match public sector employees to private sector jobs 3. Identify methods to market dislocated workers to private sector employers by creating email groupings of job candidates for notification of available jobs and utilizing job fairs and recruitment events to connect dislocated workers and private sector employers. 4. Recruit employers to conduct on-site employment orientations and provide staff to assist with application screening and interview scheduling. 5. Organize a private sector employer job fair for public sector employees 6. Develop strategies for preference points or incentives for businesses that will hire former state employees that can be included in public sector plans to privatize services 7. Identify training courses in high wage/demand occupations that can quickly retrain workers—workers compensation claims adjuster, high tech, health care, construction management and engineering are some examples. 	<p>Julie McLoed, SETA Terri Carpenter, SETA</p> <p>SETA/EDD</p> <p>SETA/EDD</p> <p>SETA/EDD</p> <p>SETA/EDD SETA/Elk Grove USD</p> <p>SETA</p> <p>SETA</p>	<p>January 31, 2004</p> <p>March 1, 2004</p> <p>February 28, 2004</p> <p>March 1, 2004 – December 31, 2004 July, 2004 June 30, 2004</p> <p>March 1, 2004-June 30, 2005</p> <p>March 1, 2004-June 30, 2005</p>
<p>Strategy 5: Connect public sector dislocated workers to Sacramento Works One Stop Career Centers for intensive and training services</p>		
<ol style="list-style-type: none"> 1. Select Sacramento Works One-Stop Career Centers that will provide intensive and training services to public sector dislocated workers. (North Area: Citrus Heights and Hillsdale, Central Area: Mark Sanders, Broadway and Lemon Hill, South Area: South County, Franklin and Galt, 	<p>SETA/EDD</p>	<p>February 28, 2004</p>

<p>East Area: Rancho Cordova.</p> <ol style="list-style-type: none"> 2. Identify workers in need of intensive and training services and schedule appointments at one stops with casemanagers.. 3. Develop a re-employment or retraining plan for public sector dislocated workers 4. Identify appropriate re-training opportunities for public sector dislocated workers 5. Provide casemanagement, scholarships, supportive services, job placement, and job retention services. 	<p>SETA/EDD/EGUSD</p> <p>Career Center staff</p> <p>Career Center staff</p> <p>Career Center staff</p>	<p>March 1, 2004 – December 31, 2004</p> <p>March 1, 2004 – June 30, 2005</p> <p>March 1, 2004 – June 30, 2006</p>
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ITEM III-C- 1 - ACTION

APPROVAL OF LEASE AGREEMENT FOR EARLY LEARNING CENTER AT PHOENIX PARK

BACKGROUND:

The SETA Head Start staff has been meeting with the Phoenix Park Development/ Sacramento Housing and Redevelopment Agency (SHRA) staff this past year regarding the Head Start Child Development Center proposed for Phoenix Park. The terms and conditions of the lease would be:

- 3,790 sq. ft. (housing 60 Head Start and 8 Early Head Start children).
- \$1.15 per sq. ft. (total \$4358.50 month). Does not include janitorial or utilities.
- Ten-year lease with Cost Of Living Adjustments based on Cost Of Living Adjustments received from the Administration for Children and Families.
- Start date is January, 2005 or when licensed by the state.
- Renewable lease at three (3) additional five-year term options.
- SETA to provide playground equipment.

RECOMMENDATION

Approve a lease agreement for the Phoenix Park Early Learning Center based the on above terms and conditions.

ITEM III-D-1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2004/05
COMMUNITY SERVICES BLOCK GRANT FUNDS

BACKGROUND:

The State Department of Community Services and Development (CSD) has not received notice of the final federal Community Services Block Grant (CSBG) allocation for the 2004/05 program year. At this time, CSD is basing SETA's CSBG 2004/05 Contract amount of its 2003 allocation and will issue an amount equal to 25% of its 2003 allocation, or \$388,419. A contract amendment will follow after the federal appropriation is approved and California is advised of its grant award.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2004/05 CSBG program year.

RECOMMENDATION:

Review and approve the attached resolution.

No: 2004-1

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has submitted a plan and request for Program Year 2004/05 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2004/05 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution requesting Program Year 2004/05 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 04F-4459 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

Clerk of the Boards

Chair of the Governing Board

Date: February 5, 2004

ITEM IV-A – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND:

A quarterly report for the months of October, November and December will be provided under separate cover. Ms. Norma Johnson will be present at the meeting to answer questions.

ITEM IV-B - 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. Dave Pascoa **DATE:** January 8, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Del Paso Heights School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic/T & TA	\$ 1,473,694	9/30/02-09/29/03	9/30/02-9/29/03
Head Start	Prog. Improvement	86,000	9/30/02-09/29/03	9/30/02-9/29/03

Monitoring Purpose: Initial Follow-Up Special Final
Dates of review: 8/13, 8/22, 8/27/03, & 12/19/03

	<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	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	X			

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 verified and appeared to be in order.
- 2) The district inadvertently over-reported the Head Start Basic expenditures by \$ 1,050.00, which were T & TA expenditures reported separately but were not deducted from the Basic fiscal report.
- 3) Adult meals amounting to \$2,609.60 for August , 2002 and \$ 3,052.50 for September, 2002 are disallowed costs as they were costs of the prior year. Also, the adult meals amounting to \$ 2,470.80 for October, 2002 were recorded twice in the general ledger.
- 4) We are questioning adult meal expenditures from December, 2002 to June, 2003 amounting to \$ 14,094.20 due to lack of supporting documents.
- 5) The Catering Request Form ,which showed a summary of the adult meals from August, 2002 to June, 2003, indicated a cost allocation of 80% to Head Start and 20% to State Pre-School. However, there was no allocation in the general ledger as the total amount was charged to Head Start. In view of this, we are questioning 20% of the expenditures charged to Head Start from October, 2002 to June, 2003 which amounted to \$3,681.24 .
- 6) The findings involving disallowed costs, mentioned in our previous monitoring report, were corrected and the records were adjusted. These are now considered closed.

Recommendations for Corrective Action:

- 1) Adjust your records and reimburse SETA from non-SETA funds, \$ 1,050.00 for the T &TA expenditures and \$ 8,132.90 for the adult meals or a total of \$ 9,182.90. Ensure that all expenditures charged to the Head Start contract are incurred within the program year. We also recommend that a separate resource code be created in the general ledger for each Head Start contract (including T & TA, although it is combined with Basic) to record and summarize expenditures pertaining to each contract thereby facilitating the preparation of a separate fiscal report for each contract and avoiding a double reporting of expenditures.
- 2) Submit documents showing adult meal counts for the months in question. The documents should also show how the cost for each month was computed.
- 3) Submit documents justifying the charge of 100% of the adult meals to Head Start despite a cost allocation of 20% to State Pre-School indicated in the Catering Request Form or reimburse \$ 3,681.24 to SETA from non-SETA funds.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Nancy Lucia **DATE:** January 13, 2004
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, Quality Impv., COLA	\$ 1,498,560	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	T & TA	7,500	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Basic (Carry-over)	95,000	9/30/02-9/29/03	9/30/02-9/29/03
Head Start	Prog. Impv.	33,180	9/30/02-9/29/03	9/30/02-9/29/03

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 12/16/03 & 1/9/04

	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		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: Elk Grove 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 agency 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
Policy Council

ITEM IV-C – 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 January 12, 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 th 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
			Total # of Affected Workers	<u>1767</u>	

SETA will be providing assistance to the Roseville Earthlink, Inc. as a part of continuing services provided in the Sacramento Metropolitan Statistical Area (MSA).

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.