



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**

DATE: Thursday, July 1, 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 June 17, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Receive and File the Revised Agency Budget for 2003-2004
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Approval of Lease for Sacramento Works Career Center in South Sacramento (Kathy Kossick)
 - 2. Approval to Submit a Proposal to the California Department of Transportation for the Continuation of the Capital Area Transportation Industry Training Initiative (Christine Welsch)

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>

3. Approval of Temporary Reclassification for the Position of Staff Support Officer (Rod Nishi)

B. WORKFORCE INVESTMENT ACT

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

C. HEAD START

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

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 (Cindy Sherwood-Green)

- B. Fiscal Monitoring Reports
 - Asian Resources, Inc. (2 reports)
 - Del Paso Heights School District
 - Elk Grove Unified School District
 - San Juan Unified School District
 - Women's Civic Improvement Club

- C. Dislocated Worker Update (William Walker)

- D. Letter of Thanks from Los Rios Community College District (Robin Purdy)

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: FRIDAY, JUNE 25, 2004

ITEM II-A - CONSENT

MINUTES OF THE JUNE 17, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 17, 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, June 17, 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
Illa Collin, Member, Board of Supervisors
Sophia Scherman, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Member Absent:

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

- **Recognition of Long-Term Employee:** Mr. Nottoli presented Ms. Verlene Kelly, Department Secretary, with a gift for her 10 years of service with SETA.

II. **Consent Items**

The consent calendar included approval of the minutes of the June 3, 2004 regular board meeting, and approval of claims and warrants for the period of 5/28/04 through 6/10/04. There were no questions or comments.

Moved/Scherman, second Collin, to approve the consent calendar as distributed.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2004-2005

Mr. Kim Peck highlighted the proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2004-2005. The proposed budget totals \$69 million. This amount is \$3.7 million more than the last proposed budget. Ms. Collin asked Norma Johnson, Deputy Director, Children and Family Services, if

there would be any additional funds for discretionary Head Start. Ms. Johnson replied that there would not.

Moved/Collin, second/Scherman, to open a public hearing on the Agency budget to receive input, and continue the item to the second September board meeting where the public hearing will be closed and the Agency budget adopted.
Voice Vote: Unanimous approval.

Ms. Scherman left the meeting.

2. Approval to Expend \$25,000 for the Human Services Information System

The Community Services Planning Council provides services to the County of Sacramento know as the Human Services Information System (HSIS) is the database foundation for human service data currently used countywide. In the past, the County has requested that SETA participate in the share of the costs for maintaining the system. SETA's share of these costs will be \$25,000 for this year. Costs will be allocated across all of SETA's major funding sources.

Moved/Scherman, second/Pannell, to expend \$25,000 for the Human Services Information System.

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

B. WORKFORCE INVESTMENT ACT

1. Approval to Extend WIA Adult and Dislocated Worker Subgrants for an Additional Year

Ms. Purdy informed the board that additional funds were given to the Subgrantees for the Resource Allocation Plan. The number of customers increased by 25%. A total of \$219,795 in WIA Title I funds (\$142,577 – One Stop Services and \$72,218 – Scholarships/Workforce Skills Preparation) has been reserved for future allocation. The Mutual Assistance Network neither desires nor are we recommending continuation with the One Stop Services Subgrant Agreement for them.

Moved/Pannell, second/Scherman, to approve to extend WIA Adult and Dislocated Worker Subgrants for an additional year through June 30, 2005.

Voice Vote: Unanimous Approval.

2. Approval of Extension of Linking Education to Economic Development (LEED) Contract

Ms. Kathy Kossick reviewed this item. No questions or comments were asked.

Moved/Collin, second/Pannell, to approve the Extension of Linking Education to Economic Development through June 30, 2005 and provide \$15,000 to support the Youth Services Provider Network.

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

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

A. Sacramento Regional Research Institute (SSRI) Report

Mr. Ryan Sharp presented a report from the Sacramento Regional Research Institute. The report from the Department of Finance for 2000-2004 showed a 10% population growth. Elk Grove, Wheatland, and Yuba City are the top 10. Placer County and Riverside are the two highest population growth areas. The report did not offer any solutions, just the percentages. Mr. Sharp pointed out the need for effective planning, and how Sacramento is behind for educational growth. The region needs a better understanding and measure of workforce quality.

B. Fiscal Monitoring Reports: No comments or questions.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that SETA is officially in the process of obtaining the license for the Sharon Neese Early Learning Center. The Job Fair in Galt on June 6, 2004 was very successful.

C. Counsel: No report.

D. Members of the Board: Ms. Collin will be on break until July. Ms. Collin will be leaving tomorrow for a 12 day Baseball tour. On July 3rd there will be a Parade in the Parkway Community. On July 4th there will be a Firework show at Garcia Bend.

E. Public: Ms. Margie Mitchell, Policy Council Chair, introduced her son, a recent graduate from the Head Start program. Her son went through the Head Start program with a 4.0 grade point average.

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 11:26 a.m.

VII. Adjournment: Meeting was adjourned at 11:55 a.m. with no report out of closed session.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/11/04 through 6/24/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM II-C – CONSENT

RECEIVE AND FILE THE REVISED AGENCY BUDGET

BACKGROUND:

The Agency's 2003-04 \$65.5 million budget was approved by the Governing Board in September, 2003. Attached to this was a schedule of pending grants of \$2.5 million. In March, 2004 the Agency budget was internally revised to reflect actual grants received, removing any pending grants.

The fiscal staff are currently preparing financial statements for review by SETA's outside audit firm of Gilbert and Associates. As part of the audit, the Government Accounting Standards Board Pronouncement #34 requires a Management Discussion and Analysis of financial activities for the fiscal year. In order for this analysis to be comparable with actual financial activities, the Board needs to receive and file the revised March 2004 budget.

RECOMMENDATION:

Receive and file the attached revised Agency budget for 2003-2004.

ITEM III-A - 1 – ACTION

APPROVAL OF LEASE FOR SACRAMENTO WORKS
CAREER CENTER IN SOUTH SACRAMENTO

BACKGROUND:

On September 30, 2004 the lease for the Sacramento Works One Stop Career Center at 7000 Franklin Blvd. will expire. On May 20, 2004 the Governing Board approved release of a Request for Proposals (RFP) for One Stop Career Center Office and Classroom Space in South Sacramento. The RFP requested 7,000- 11,000 square feet of space. Notice was published in the Sacramento Bee, and over thirty real estate brokers were contacted about the availability of the RFP.

Proposals were due by 5:00 p.m. on June 14. Only one proposal was received by the deadline. This proposal is from the current landlord of the space at 7000 Franklin Blvd, Franklin Business Center Associates (Intereal Corporation). The proposal includes the 9,299 sq.ft. of classroom and office space that is currently leased to SETA. The fully serviced rate would drop to \$1.2366/sq.ft. instead of \$1.35/sq.ft. in the current lease, resulting in an annual savings of \$12, 656. The proposal includes a base rent increase of 3% on each anniversary of the five-year lease. The landlord is also proposing to repaint the entire space and re-carpet the entire suite.

RECOMMENDATION:

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.

ITEM III-A – 2 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE CALIFORNIA DEPARTMENT OF
TRANSPORTATION FOR THE CONTINUATION OF THE CAPITAL AREA
TRANSPORTATION INDUSTRY TRAINING INITIATIVE

BACKGROUND:

Since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation for the Capital Area Transportation Industry Training Initiative (CalTrans Initiative). The Federal Highway Administration recently announced another round of OJT Supportive Services (OJT/SS) funding for federal fiscal Year 2004, which begins on October 1, 2004.

It is expected that Sacramento County will add over 1,500 construction jobs annually through 2008. These statistics led the Sacramento Employment and Training Agency and the Sacramento Workforce Investment Board to target the construction industry as a “critical industry” for training and employment services.

The purpose of the CalTrans Initiative is to recruit, train and place customers in transportation industry related occupations. These occupations include:

Carpenters	Cement masons
Laborers	Operating engineers
Pile drivers	Iron workers
Landscape workers	Highway maintenance workers
Heavy equipment operators	

SETA exceeded performance goals for the previous CalTrans program. Although SETA has not yet received the executed contract for the current program year, 55 trainees graduated in June 2004. Of the recent graduates, 30 have already been indentured into local apprenticeship programs.

Locally, the partners for this initiative include:

- SETA/Sacramento Works Career Centers
- Sacramento Sierra Building and Construction Trades Council
- Northern California Construction & Training (NCCT)
- Cosumnes River College/ Los Rios Community College District
- Local employers and apprenticeship coordinators

This new funding will support the pre-apprenticeship programs and services at both NCCT and Cosumnes River College. It will also support the annual Sacramento Works

for Women Nontraditional Careers Conference and the Youth Construction Awareness Day.

RECOMMENDATION:

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.

ITEM III-A-3 - ACTION

APPROVAL OF TEMPORARY RECLASSIFICATION FOR THE POSITION OF STAFF
SUPPORT OFFICER

BACKGROUND:

SETA's Executive Director has the authority to appoint staff to temporary appointments to exceed three (3) months pursuant to the Terms and Conditions of Employment, Article 1.1b(3) and the approval of Governing Board, not to exceed six (6) months.

Staff is requesting the board approve the extension of the temporary reclassification of a Typist Clerk III to the position of Staff Support Officer for an additional three months to coordinate the obligation process for Individual Training Accounts/Scholarships for the Sacramento Works One Stop Career Center system.

Classification: Staff Support Officer

Unit: Workforce Development &
Planning

**Requested Date of
Assignment Extension:** September 24, 2004

RECOMMENDATION:

Extend the temporary appointment as outlined above for Debbie Coyne.

ITEM III-B – 1 - ACTION

APPROVAL OF CALWORKS AUGMENTATION FOR ONE-STOP SERVICES TO LIMITED-ENGLISH PROFICIENT INDIVIDUALS AND EX-OFFENDERS, FY 2005

BACKGROUND

On May 20, 2004, the Governing Board approved entering into an agreement for \$2,562,000 with the County Department of Human Assistance (DHA) to continue One-Stop Services to CalWORKs customers. A final agreement was executed on June 9, 2004. DHA is requesting that SETA utilize \$600,000 of unallocated CalWORKs funds to provide Job Club/Job Search targeting limited-English proficient (LEP) individuals and ex-offenders.

SETA staff have identified Sacramento Works Career Centers (SWCCs) that serve a high number of LEP and ex-offender customers, and are establishing a referral process with DHA for CalWORKs customers. In addition to DHA referrals, SWCCs will recruit LEP and ex-offender customers. After setting aside \$100,000 to serve LEP – Spanish and Russian/Ukrainian at SWCC – Franklin and SWCC – Hillsdale, \$500,000 is available for augmenting subgrants. At least 799 LEP and ex-offender customers will receive Job Club/Job Search through the SWCC system.

Specialized Job Club and Job Search classes are recommended to be provided at the following locations:

- SWCC – Franklin: LEP - Spanish
- SWCC – La Familia: LEP – Spanish
- SWCC – Lemon Hill: LEP – Spanish and Ex-offenders
- SWCC – Hillsdale: LEP – Russian/Ukrainian
- SWCC – Rancho Cordova: LEP – Russian/Ukrainian
- SWCC – South County: Ex-offenders

Upon completion of Job Club/Job Search, SWCC staff will evaluate customers' education, training and employment needs and recommend additional One-Stop Services for customers.

RECOMMENDATION:

Approve staff funding augmentation recommendations for One-Stop Services, FY2005, as shown on the attached chart.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
CalWorks Funding Augmentation Recommendation
ONE-STOP SERVICES to limited English Proficient and Ex-Offenders
FY 2005

Sacramento Works Career Center	WIA Adult OSS Funding 2004 - 2005		CalWORKs Augmentation Recommendation 2004 - 2005					
	\$ Amount*	Intensive Adults to be Served	\$ Amount	Core LEP/EO Adults to be Served	\$ Amount*	Total Adults to be Served		
SWCC - La Familia (LFCC)	126,000	43	100,000	133	226,000	176		
SWCC - Lemon Hill (SCUSD)	148,750	50	200,000	267	348,750	317		
SWCC - Rancho Cordova (SCOE)	100,000	33	100,000	133	200,000	166		
SWCC - South County (EGUSD)	115,000	38	100,000	133	215,000	171		
	\$489,750	164	\$500,000	666	\$989,750	830		
\$100,000 reserved for at least 133 LEP - Spanish and Russian/Ukrainian at SWCC - Franklin and SWCC - Hillsdale								

ITEM III-C – 1 - ACTION

APPROVAL TO ACCEPT FUNDING FROM THE STATE DEPARTMENT OF
EDUCATION FOR AN INFANT/TODDLER CHILD DEVELOPMENT PROGRAM

BACKGROUND:

The State Department of Education has asked if SETA would assume the Child Development Infant/Toddler program that is being released by Grace Day Home for up to 25 infants/toddlers. SETA would become the interim contractor for \$437,000 effective July 1, 2004-June 30, 2005. The infants and toddlers displaced by the Grace Day closure would continue to receive services at the Plaza Del Paso Sharon Neese Early Learning Center at 925 Del Paso Blvd. Licensing of this site is pending approval by the State.

RECOMMENDATION:

That the Board 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.

ITEM IV-A- INFORMATION

EXECUTIVE SUMMARY OF THE CAREGIVER TRAINING INITIATIVE FINAL PROCESS AND OUTCOME EVALUATION REPORT

BACKGROUND:

Attached for your information is the executive summary of a report entitled *Caregiver Training Initiative: Final Process and Outcome Evaluation Report*. The evaluation of the CTI project was conducted by a research team from UCLA and UCSF. The report describes:

- the implementation of CTI,
- the program strategies used to recruit, train and retain caregivers,
- program innovations, challenges, and outcomes,
- CTI's effectiveness in developing career ladders and improving working conditions, and
- recommendations for future caregiver training programs.

In 2001, SETA applied for and received a \$2.6 million Caregiver Training Initiative grant to train 378 individuals in entry level health care occupations, primarily Certified Nurse Assistant. In collaboration with Yolo County, Golden Sierra Job Training Agency, healthcare employers, education partners and a labor union, 500 students were enrolled, 70% of which completed training and became certified in an 18 month period. In addition, a new Psychiatric Technician School was opened with Grant Adult, a new Licensed Vocational Nurse (LVN) prerequisite class was begun at Sutter Hospital, and 400 IHSS workers completed a series of topic-specific workshops as a result of CTI funding.

Staff will be available 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: Ms. May O. Lee **DATE:** June 17, 2004

FROM: Anthony Yu, SETA Fiscal Monitor

RE: On-site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
TA	VESL/OJT	\$48,00	10/01/2003-	10/01/2003-02/29/2004
TA	VESL/OJT	\$10,41	10/01/2003-	10/01/2003-02/29/2004
TA	ES	\$76,00	10/01/2003-	10/01/2003-02/29/2004
TA	ES	\$6,944	10/01/2003-	10/01/2003-02/29/2004
TA	VESL/ES	\$4,000	10/01/2003-	10/01/2003-02/29/2004
RESS	VESL/ES	\$152,4	10/01/2003-	10/01/2003-02/29/2004

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: April 7, 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	X			
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: Asian Resources, Inc.

Findings and General Observations:

(1) The total costs as reported to SETA for the period October 1, 2003 to February 29, 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: Ms. May O. Lee **DATE:** June 17, 2004
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
WIA	YY	\$96,65	07/01/2003-	07/01/2003-05/31/2004
WIA	OY	\$207,4	07/01/2003-	07/01/2003-05/31/2004
WIA	OJT	\$150,0	07/01/2003-	07/01/2003-05/31/2004
WIA	One-Stop-Adult	\$174,2	07/01/2003-	07/01/2003-05/31/2004
WIA	One-Stop-DW	\$174,2	07/01/2003-	07/01/2003-05/31/2004

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: April 7, 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	X			
4 Disbursement Control		X	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: Asian Resources, Inc.

Findings and General Observations:

(1) The Citrus Heights Career Center is operated by Asian Resources, Inc., Crossroads Diversified Services, Inc., San Juan U.S.D. and Community Resource Project, Inc. (CRP). CRP is not funded by SETA and acts as the fiscal agent for the Career Center.

A review of the expenses for the Career Center disclosed that the monthly billings submitted by CRP did not include any invoices, backup documents or photocopies. It appeared that the original backup documents and invoices are maintained by CRP since CRP is the fiscal agent. The documents obtained from CRP for the March billing revealed an over-payment of \$100 to W.F. for the telephone system lease. Although proper adjustment was made in April, this problem could have been avoided if adequate internal control procedures have been implemented.

(2) A review of the lease agreement for the telephone system disclosed Crossroads Diversified Services Inc. had signed the lease on April 13, 2001 for a term of 36 months. The original cost of the telephone system was \$24,580 with a purchase option of \$1 on April 12, 2004. CRP exercised the purchase option in April, 2004 and the telephone system has been tagged by SETA staff for inventory proposes. However, CRP is sharing ownership of the telephone system with SETA/WIA since CRP has paid 18% of the total telephone system lease payments with non-SETA funds.

Recommendation:

(1) Invoices, backup documents and cost allocation worksheets must be properly maintained to support the expenditures charged to the SETA funded contracts. Further, the fiscal records for the Career Center need to be maintained for at least three years after the submission of closeout reports to SETA. It is advisable the original source documents be maintained by Asian Resources, Inc. or San Juan U.S.D. because the majority of the expenses for the Career Center are paid by SETA/WIA funds.

cc: Kathy Kossick
Governing Board

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 verified and appeared to be in order.
- 2) A review of the payroll allocation for March and April, 2004 showed that two Teacher Assistants and the Custodian were charged 100% to Head Start instead of 80% as budgeted .
- 3) 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) Review the payroll allocation , adjust your records and reflect the adjustments in the subsequent fiscal report.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Nancy Lucia **DATE:** June 17, 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	\$ 1,198,775	9/30/03-7/31/04	9/30/03-4/30/04
Head Start	T & TA	7,500	9/30/03-7/31/04	9/30/03-4/30/04
Head Start	Basic (Carry-over)	75,000	9/30/03-7/31/04	9/30/03-4/30/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 5/27/04 & 6/11/04

	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, 2003 to April 30, 2004 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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2003 to March 31, 2004 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings in the initial monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: WCIC

Findings and General Observations:

- 4) The total costs as reported to SETA from September 30, 2003 to April 30, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major 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 June 16, 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	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.,	1/13/04	13	12/12/03

		Suite 100 Sacramento, CA. 95829			
Unofficial	12/15/03	T And T Logistics of North America	12/15/03	140	12/15/03
Unofficial	12/15/03	Teleplan, sub of H.P.	12/15/03	150	12/15/03
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	Child Action 9812 Old Winery Place #1 Sacramento, CA 95827	4/20/04	14	4/29/04
Unofficial	1/12/04	Earthlink Inc. 1660 East Roseville Parkway Roseville, CA	3/06/04	450	2/18/04
Unofficial	3/04	Elk Grove School District 9510 Elk Grove-Florin Rd. Elk Grove, CA 95624	4/04	97	Pending
Official	2/04/04	Sacramento Transportation System, Inc. dba Supershuttle Sacramento 3100 Northgate Boulevard Sacramento, CA 95833	2/29/04	11	Assistance Declined
Official	2/09/04	US Bancorp 3947 Lennane Drive, # 100 Sacramento, CA 95834	3/22/04 – 4/30/04	50	2/26/04
Official	2/13/04	Folsom Lake Used Car Outlet, Inc. ("KIA") 1 Auto Plaza Drive Folsom, CA 95630	4/10/04	48	Employees Transferred to the New Owners.
Unofficial	2/13/04	Folsom Lake Toyota and Folsom Lake Scion 12747 Folsom Boulevard Folsom, CA 95630	4/10/04	213	Employees Transferred to the New Owners
Unofficial	2/23/04	International AG Commodities 875 Alfalfa Plant Road Courtland, California 95615	3/01/04	50	Assistance Declined

Unofficial	4/02/04	Gateway Inc. 1751 Howe Ave. Sacramento, CA 95825 5460 Sunrise Blvd. Citrus Heights, CA 95610 1232 Galleria Blvd. Roseville, CA. 95678	4/10/04	50	4/10/04
Official	4/13/04	Apple Computer 2911 Laguna Blvd. Elk Grove, CA. 95858	6/12/04	235	5/07/04
Official	4/21/04	Barclays Global Investors, 10850 Gold Center Dr. Rancho Cordova, CA 94104	10/02/04	53	Assistance Declined
Official	4/22/04	Campbell Concrete of Northern California, Inc. 6000 Morton Street and 6001 Midway Street Sacramento, CA 95828	6/07/04	100	Assistance Declined
Unofficial	4/26/04	Eppie's Restaurant's 30 th and N St. Sacramento, CA 95817 6341 Florin Road Sacramento, CA 95828 4600 Madison Ave. Sacramento, CA 95841	4/26/04	60 – 75	4/26/04
Unofficial	5/18/04	Health Net Inc. 11971 Foundation Place Rancho Cordova, CA 95670	7/06/04	10	Assistance Declined
Official	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
Unofficial	6/15/04	McClellan Defense		23	

		Commissary Building 949 McClellan Business Park	8/27/04		Pending
			Total # of Affected Workers	<u>3145</u>	

ITEM IV-D – INFORMATION

LETTER OF THANKS FROM LOS RIOS COMMUNITY COLLEGE DISTRICT

BACKGROUND:

Attached is a copy of a letter from Los Rios Community College District regarding SETA's involvement in the Nurse Workforce Initiative Program.

Staff will be available to answer questions.

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.