



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

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

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>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 3, 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 Retiring Employee:** Maureen Crabaugh, Typist
Clerk III

II. Consent Items

- A. Minutes of the May 20, 2004 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Out-of-State Travel to Attend the National Consultation and Conference with the Office of Refugee Resettlement in Washington, D. C. (Roy Kim)
- 2. Approval of Resolution Regarding Retiree Health Insurance Program Policy (Kathy Kossick)

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works on WIA Youth Funds Allocation to Support Summer Jobs for Youth (Christine Welsch)
2. Concurrence with Sacramento Works, Inc. Board to Extend WIA Title I Youth Programs for an Additional One Year Term (Christine Welsch)
3. Concurrence with Sacramento Works, Inc. Board Continue Funding the Youth Development and Crime Prevention Program with WIA Title I Youth Funds (Christine Welsch)
4. Concurrence with Sacramento Works, Inc. Board to Submit a Proposal for High Tech Training to the California Employment Training Panel (ETP) (William Walker)
5. Approval of Resolution with the Department of Human Assistance (Robin Purdy)

C. HEAD START - No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items – No items.

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 27, 2004

ITEM II-A - CONSENT

MINUTES OF THE MAY 20, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 20, 2004 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

Minutes/Synopsis

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

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

Thursday, May 20, 2004
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:14 a.m.

Members Present:

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Illa Collin, Member, Board of Supervisors
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

II. **Consent Items**

The consent calendar included approval of the minutes of the May 5, 2004 regular board meeting, and approval of claims and warrants for the period 4/30/04 through 5/13/04. There were no questions or comments.

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

Voice Vote: Unanimous approval.

Mr. Nottoli announced that May is Foster Care Month in the City of Sacramento. He spoke of the number of foster children in our community and recognized the people working in the foster children community. Ms. Pannell also congratulated the agencies that work with the foster children for their hard work.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval To Release a Request for Proposals (RFP) for One Stop Career Center Office and Classroom Space in South Sacramento

Ms. Robin Purdy stated that the lease for the Franklin Career Center will be up for renewal in September. This RFP requests space in the south Sacramento

area. Ms. Purdy reviewed the boundaries of the RFP. Ms. Pannell stated that she and her staff will work to identify a potential office space.

Moved/Pannell, second/Scherman, to approve the release of the Request for Proposals for One Stop Career Center Office and Classroom space in South Sacramento.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 a.m. AND PUBLIC HEARING:** Approval of Classification of Labor Market Information Project Supervisor

Mr. Rod Nishi reviewed this item. This item modifies the agency classification plan to establish the new classification of LMI Project Supervisor.

Mr. Nottoli opened a public hearing.

As required by the labor contract and SETA personnel policies and procedures, the proposed job description and pay range was sent to the AFSCME. This was reviewed and this item will be placed in the supervisory unit. There was no public testimony

Moved/Scherman, second/Pannell, to close the public hearing and adopt the modification to the Agency classification plan and approve the job specification for the classification of Labor Market Information Project Supervisor.

Voice Vote: Unanimous approval.

3. Approval of Salary Schedule for the Classification of Labor Market Information Project Supervisor

There were no questions or comments on this item.

Moved/Pannell, second/Scherman, to approve a resolution establishing a salary range for the classification of Labor Market Information Project Supervisor.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Deobligate WIA 15% Nurse Workforce Initiative Funding from San Joaquin County Employment and Economic Development Department

Ms. Karen Connor reviewed this item. SETA is the fiscal and administrative entity for this project which is funded through governor's discretionary funds. San Joaquin experienced a late class startup and will not be able to utilize all of the funding. This program is returning funds to be utilized elsewhere in the program.

Ms. Connor stated that it is expected that the funds will be reobligated. The contract expires in September 2005. The reobligated funds will assist in training even more nursing students.

Moved/Pannell, second/Scherman, to approve the deobligation of WIA 15% Nurse Workforce Initiative funds from San Joaquin County Employment and Economic Development Department in the amount of \$123,500.

Voice Vote: Unanimous approval.

Ms. Kossick requested that Item 3 be taken before Item 2.

3. Approval of Agreement with the Sacramento County Department of Human Assistance, PY2003-2004

Ms. Robin Purdy reviewed this item. The board of supervisors approved the Department of Human Assistance to share one-stop costs with SETA. The amount is based on the number of CalWORKS people served at the career centers. The agreement requires that SETA: 1) provide language specific job club/job search classes to Hmong, Ukrainian and Spanish speaking communities; and, 2) continue to provide job training and employment to the residents of Mather community campus.

Moved/Pannell, second/Scherman, to approve entering into an agreement for \$2,562,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKS customers.

Voice Vote: Unanimous approval.

2. Approval to Augment Sacramento County Office of Education's Fiscal Year 2004 One-stop Services Contract

Ms. Purdy also included in the Department of Human Assistance costs was \$85,000 to pay for the cost of coordination for the Rancho Cordova Neighborhood Center which is the host site for the career center there.

This item proposes to augment the SCOE budget by \$85,000 in CalWORKS funds for the coordination of services. This would be a one-time only augmentation.

Ms. Rosalinda Stoffel from the Department of Human Assistance was recognized and thanked for helping to make this happen.

Moved/Pannell, second/Scherman, to approve the augmentation of SCOE's 2004 One-Stop Services Contract in the amount of \$85,000.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant and Training/Technical Assistance Grant Applications

Ms. Norma Johnson reviewed the documentation that was provided. Several centers will be opening soon. There was expansion in the Early Head Start program last year but none this year.

Ms. Kossick stated that the Federal government changed our fiscal year from September 29 to August 1.

Moved/Scherman, second/Pannell, to approve the Head Start Fiscal Year 2004-2005 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).

Voice Vote: Unanimous approval.

2. Approval of Out-of-State Travel for Staff to Attend the Father Factor Fatherhood Conference in Dallas, Texas

Ms. Johnson reported that this is a conference put on by the National Head Start Association in Washington. Ms. Johnson stated that \$1,000 per participant will be provided and it is expected that 15 participants will be sent to this conference. SETA Head Start will pick up any overage in expenses.

Ms. Pannell requested a report back on the conference.

Moved/Pannell, second/Scherman, to approve out-of-state travel for up to fifteen people to attend the Father Factor Fatherhood Conference, June 14-18, in Dallas, Texas.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Second Annual Springboard to Health and Success Community Resource Fair

Ms. Liz Friend, Site Supervisor of the Citrus Heights Career Center, distributed information on this resource fair.

V. Reports to the Board

- A. Chair: No report.

B. Executive Director:

Ms. Kossick reported back on the dislocated worker report on Folsom Lake Toyota. This company has hired all of the employees so there will be no dislocations. Ms. Kossick stated that next week is National One Stop day even though it is five days long.

Ms. Kossick distributed information on the arrival of the Hmong populations and provided information on their resettlement in the community.

Ms. Christine Welsch provided input on the annual Sacramento Works Women's Apprenticeship Conference. She distributed a Learn/Earn Build booklet and lists all of the apprenticeship programs in Sacramento and tee shirts.

C. Counsel: No report.

D. Members of the Board: Ms. Scherman inquired whether there would be board meetings held during the month of July. The Clerk will poll the board as to their availability.

E. Public: Ms. Scherman announced that free American flags will be available at the Elk Grove City Hall in honor of Memorial Day.

The Board adjourned into Helping Others at 11:02 a.m.

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 reconvened into closed session at 11:05 a.m.

VII. **Adjournment**: The board adjourned out of closed session at 11:40 a.m. with no report out.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/14/04 through 5/27/04, 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 TO ATTEND THE NATIONAL
CONSULTATION AND CONFERENCE WITH THE OFFICE OF REFUGEE
RESETTLEMENT IN WASHINGTON D.C.

BACKGROUND:

The U.S. Department of Health and Human Services, Administration for Children and Families, Office of Refugee Resettlement (ORR) will be holding their annual consultation and conference in Washington D.C. on June 23-25, 2004. The consultation will provide information and allow for input on the Refugee Employment Social Services (RESS), Targeted Assistance (TA) and other programs serving refugees.

Staff is requesting approval to send a representative from Hmong Women's Heritage Association (HWHA) to the consultation. Beginning this summer, it is anticipated that over 1,500 Hmong refugees will arrive in Sacramento from Wat Tham Krabok, Thailand. In preparation for their arrival, HWHA has been instrumental in organizing the Hmong community and establishing a Hmong Community Forum and Task Force that is developing specific recommendations for action.

The total cost of the trip will not exceed \$1,000.

RECOMMENDATION:

Approve up to \$1,000 in RESS funds for a representative from the Hmong Women's Heritage Association to attend ORR's National Consultation and Conference in Washington D.C., June 23-25.

ITEM III A-2-ACTION

APPROVAL OF RESOLUTION REGARDING
RETIREE HEALTH INSURANCE PROGRAM POLICY

BACKGROUND:

The County of Sacramento recently adopted changes to the Retiree Health Insurance Program Policy regarding eligibility for the program, and adopted a resolution funding \$13.9 million to offset retiree health and dental premiums.

As a Special District, SETA employees participate in the health and dental programs offered by the County. However, the SETA Governing Board must act upon funding for retiree health and dental subsidies.

In the report provided under separate cover, the Executive Director is recommending that the Board adopt the "Coverage Eligibility and Election Period" rules outlined in the County of Sacramento's Retiree Health Insurance Program Administrative Policy. The Executive Director is further recommending that the Board take into consideration all the factors outlined in the attached report prior to taking action to implement a health and dental benefit contribution for eligible retirees in fiscal year 2004-2005.

RECOMMENDATION:

Review the attached report and take appropriate action.



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June 3, 2004

TO: Members of the Governing Board
Sacramento Employment and Training Agency

SUBJECT: Fiscal Year 2004 - 2005 Health and Welfare Contribution
Recommendations for Current Retirees and Eligible Employees Who
Retire During the Fiscal Year

Dear Board Members:

SUMMARY

This report contains the recommendation of the Executive Director for an Agency health and/or dental contribution amount for current annuitants, individuals who have deferred retirement, and employees who will retire during the fiscal year 2004-2005.

It is recommended that the Governing Board approve this report and the attached resolution authorizing the adoption of the "Coverage Eligibility and Election Period" rules outlined in the County of Sacramento's Retiree Health Insurance Program Administrative Policy and implement a health and/or dental benefit contribution for eligible retirees in Fiscal Year 2004-2005. The health and/or dental contribution amounts to be implemented are consistent with those in the County of Sacramento and represent status quo benefit levels for current retirees.

The adoption of this report and attached resolution is intended to create no contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, or dependents for medical and/or dental benefits or a subsidy at any particular level, or at all, beyond the fiscal year.

The relevant sections of the County's Policy and the proposed benefit levels are discussed below.

A. The coverage eligibility and election period rules outlined in the County's "Retiree Health Insurance Program Administrative Policy" in pertinent part provide as follows:

1. Effective January 1, 2005 to be eligible to obtain health and/or dental benefits an individual must retire and have an effective SCERS retirement date within 90 days of leaving active employment. The individual must enroll in a medical and/or dental plan within 30 days from the date of commencement of continuing allowance. Failure to make an election to enroll constitutes an irrevocable waiver of medical insurance benefits, present and future.
 2. Individuals who leave active employment on or after January 1, 2005 with less than 10 years of service in SCERS will be ineligible to receive health and/or dental benefits.
 3. Individuals whose retirement is in deferred status and who have less than 10 years of service will be notified by the County that they have until January 1, 2005 to retire and participate in the Retiree Health Insurance Program. Failure to retire and make an election to enroll prior to that date constitutes an irrevocable waiver of medical and /or dental insurance benefits.
- B. The Agency's health and welfare contribution to eligible retirees shall be based on years of service.
1. The rates of contribution to the Agency shall be as follows:

a.	Less than 10 years.	\$122
b.	10 years but less than 15 years.	\$152
c.	15 years but less than 20 years.	\$182
d.	20 years but less than 25 years.	\$212
e.	25 or more years.	\$244
 2. Dental benefits for all retirees shall be a monthly contribution not to exceed \$25.

FINANCIAL IMPACT

The cost of providing this benefit for Fiscal Year 2004-2005 to the 39 current retirees and eligible individuals whose retirement is in deferred and or reciprocal status is estimated between \$58,628- \$105,248. However the exposure to the Agency as the eligible workforce reaches retirement could exceed \$300,000.

RECOMMENDATION:

It is recommended that the Sacramento Employment and Training Agency Governing Board approve the attached resolution adopting the Executive Director's report relating to the 2004-2005 retiree health and welfare rules and contribution recommendations for eligible retirees.

Sincerely,

Kathy Kossick
Executive Director

Attachment

RESOLUTION NO. 2004-03
Adopted by the Sacramento Employment and Training
Agency Governing Board on

June 3, 2004

A RESOLUTION ADOPTING FUNDING THE RETIREE HEALTH BENEFIT PROGRAM

WHEREAS, this Board in response to the SCERS Board finding that no monies are available from SCERS earnings for funding the non-vested medical and dental coverage program for Fiscal Year 2004-2005; and

WHEREAS, the expiration date of the Sacramento County Retiree Health Care Benefits Program for Fiscal Year 2003-2004 is June 30, 2004; and

WHEREAS, this resolution does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, or dependents for medical and/or dental benefits or subsidy at any particular level, or at all in future years; and

WHEREAS, the Sacramento Employment and Training Agency is a Special District of the County of Sacramento; and

WHEREAS, the County of Sacramento has adopted a policy governing the eligibility of individuals currently receiving an annuity, future retirees and/or those individuals with deferred retirement status. The Board, by reference, incorporates and adopts the provisions governing coverage eligibility, election period, and waiver of coverage. Any individual who would be ineligible to receive benefits under the County Policy will be ineligible to receive benefits under this resolution; and

WHEREAS, the projected annual cost of coverage for current eligible retirees and those retiring in Fiscal Year 2004-2005 is between \$58,628 and \$105,248; and

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND FOUND BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY as follows:

1. The 39 active retirees who are currently receiving health and/or dental benefits; and those individuals who would be eligible to retire and obtain health and/or dental benefits under the County policy, shall be eligible to receive health and welfare contributions under the Resolution for Fiscal Year 2004-2005. Such contributions shall be based on years of service as follows:

- | | | |
|----|----------------------------------|-------|
| a. | Less than 10 years. | \$122 |
| b. | 10 years but less than 15 years. | \$152 |
| c. | 15 years but less than 20 years. | \$182 |
| d. | 20 years but less than 25 years. | \$212 |
| e. | 25 or more years. | \$244 |
- f. Dental benefits for all retirees shall be a monthly contribution not to exceed \$25.
2. The Board, by reference, incorporates and adopts the provisions of the Sacramento County's Retiree Health Insurance Program Administrative Policy governing coverage eligibility, election period, and waiver of coverage
3. Individuals ineligible to receive health and dental benefits under the County Policy shall be ineligible to receive the health and/or dental benefits provided under this resolution.

PASSED AND ADOPTED by the Sacramento Employment and Training Agency Board, State of California, this 3rd day of June 2004, by the following votes:

AYES:

NOES:

ABSENT:

Don Nottoli, Chairperson

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B-1- ACTION

CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD ON WIA YOUTH FUNDS ALLOCATION TO SUPPORT SUMMER JOBS FOR YOUTH

BACKGROUND:

The Youth Council's Strategic Plan identified three themes to focus on in FY 2003-2004.

- Community Awareness
- Positive Career Development
- Youth Leadership & Support

On April 13, 2004, the Sacramento Works Youth Council voted to allocate funds to the Summer Jobs for Youth program. The Youth Council directed staff to identify WIA Youth providers and youth collaborative agencies to participate in the following activities:

1. **Summer Jobs for Youth** (Community Awareness)
2. **Youth Resource Mapping** – (Youth Leadership & Support) - components of Youth mapping will be integrated into the Summer Jobs for Youth activities.

The third theme, Positive Career Development – Work Scholarship Initiative, will be implemented in the fall of 2004.

The goal of the Summer Jobs for Youth is to match 150 youth with unsubsidized employment for the summer. The target group is youth ages 16 to 18 years of age. The Youth Council workgroup developed a strategy and budget to achieve this goal including:

- Project coordination
- Marketing youth summer employment to Sacramento employers
- Preparing youth for employment (JOBS Institute)
- Job Matching
- Stipends or Work Experience wages & staff coordination for 10 Mappers

To prepare the youth for employment, a series of pre-employment workshops, "JOBS – Job Opportunities Bring Success", will be conducted at the Sacramento Works Career Centers. Youth will attend the JOBS workshops three hours daily for four days. A team consisting of WIA Youth providers, Job Corps, youth peer workers and SETA staff will facilitate the workshops. WIA Youth Providers were selected based on the following criteria:

- Interest
- Current capacity – staffing, space
- Performance
- Geography
- Ability and willingness to assign youth peer worker to project

In an effort to serve youth throughout Sacramento, the JOBS workshops will be held at several Sacramento Works Career Centers including Mark Sanders, Hillsdale, Franklin and South County. Upon completion of the JOBS workshops, the youth will be matched with a summer job. Additionally, two groups of youth mappers will continue their mapping projects on employment and youth-related issues.

The Executive Committee of the Workforce Investment Board approved this allocation on May 24, 2004.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. Board on the allocation of \$21,640 to WIA youth providers, which will result in:

- a) Allocation of \$10,100 in WIA Youth funding to three WIA Youth providers for the facilitation and staffing of the JOBS workshops
 - Sacramento Chinese Community Services Center - \$4,040 (two weeks at Franklin SWCC serving 40 to 45 youth)
 - City of Sacramento - \$4,040 (two weeks at Mark Sanders SWCC serving 40 to 45 youth)
 - Elk Grove Unified School District - \$2,020 (one week at South County SWCC serving 25 youth)

- b) Allocation of \$11,540 in WIA Youth funding to two WIA Youth providers to continue youth resource mapping project and provide wages or stipends for 10 youth mappers for 120 hours per youth.
 - Elk Grove Unified School District \$5,770
 - San Juan Unified School District \$5,770

SETA will be responsible for project coordination, marketing, job development, supplies, and career center staffing and facilities costs. Additionally, SETA staff will facilitate the JOBS workshops at Hillsdale SWCC for two weeks serving 45 youth.

ITEM III-B-2 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. BOARD TO EXTEND WIA TITLE I YOUTH PROGRAMS FOR AN ADDITIONAL ONE YEAR TERM

BACKGROUND:

In 2003 the Sacramento Works Youth Council implemented a collaborative approach to youth service delivery. The intent of the collaborative approach is to enhance the program funding, resources and services available to the community. The WIA Youth Collaboratives are required to include active membership and participation from:

- Educational Institutions
- Sacramento Works One Stop Career Centers (SWCC) and,
- Community Based Organizations

The Youth Council also required that Youth Collaboratives adhere to Youth Development Principles and include the following required WIA program elements:

- 1. Universal services for all youth through Youth Specialists co-located at Sacramento Works One Stop Career Centers;**
- 2. Summer employment opportunities that directly link to academic and occupational learning;**
- 3. Paid and unpaid work experience including internships and job shadowing;**
- 4. Occupational skills training;**
- 5. Leadership development opportunities;**
- 6. Support services;**
- 7. Adult mentoring for one (1) year or more;**
- 8. Follow-up services for one (1) year or more after program completion, and**
- 9. Comprehensive guidance and counseling including alcohol and drug abuse.**

At their retreat in December 2003, the Youth Council decided to continue the current collaborative delivery system design based on the following:

- The Youth Collaboratives have been operational for less than one year. To determine the success and effectiveness of the new delivery approach, the Youth Council decided to continue the current collaborative design for another fiscal year.
- Although WIA was reauthorized in Spring 2004, the congressional conference committee is still considering amending the youth target population to focus on older youth and limit the amount of funds that can be used to serve younger youth to 30%. Any changes to the target population would occur in the 2005-2006 fiscal funding.

The Youth Council is focusing on three additional priorities and developing a plan to integrate those priorities into the current collaborative design. The priorities are:

- Community Awareness (Summer Jobs for Youth)

- Positive Career Development (Work Scholarship Initiative)
- Youth Leadership (Resource Mapping)

The current WIA program year ends June 30, 2004. Annual performance reports will be completed and ready for review by August 2004. Given the funding approval process to both the Workforce Investment Board and the SETA Governing Board, staff is recommending the continuation of program services subject to that performance review.

This funding recommendation is based on an estimate that \$2,128,316 will be available for subgrants in FY 2004-2005. Staff is recommending the following allocation:

Older Youth	\$ 899,257
Younger Youth	\$1,229,059

The staff funding recommendation is attached.

The Sacramento Works, Inc. Board approved this item on May 26, 2004. Staff will be available to answer questions.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. Board funding recommendations for the WIA, Title I, Youth Program, FY 2004-2005. Funding extension recommendations are subject to satisfactory program performance reviews. The Youth Council retains the right to augment or modify contracts based on the performance review and implementation of Youth Council program priorities by August 2004.

**Sacramento Employment and Training Agency/Sacramento Works Inc.
Workforce Investment Act Title I, Youth Program**

OLDER YOUTH			Youth Council Recommendation for Funding Year 2004				
Collaborative Name	One Stop	Lead Agency	\$ Amount	Universal	Individualized	Cost per Slot	# of Slots
EMPOWER - Employment-Mentoring-Peer Support-Occupational Skills-WEX-Resource	Lemon Hill	Sacramento City U.S.D.	\$ 179,800	\$ 55,000	\$ 124,800	\$ 4,800	26
Older Youth Collaboration For Success	La Familia	La Familia Counseling Center, Inc.	\$ 143,201	\$ 18,450	\$ 124,751	\$ 4,798	26
Rancho Cordova Youth Collaborative	Rancho Cordova	Sacramento Chinese Community Service Center	\$ 224,128	\$ 51,000	\$ 173,128	\$ 4,556	38
Together We Succeed	Broadway	Asian Resources, Inc.	\$ 207,495	\$ 17,477	\$ 190,018	\$ 3,959	48
WRAP group	Citrus Heights	San Juan Unified School District	\$ 144,632	\$ 30,000	\$ 114,632	\$ 3,953	29
		OLDER YOUTH TOTAL	\$ 899,257	\$ 171,927	\$ 727,330		167
YOUNGER YOUTH			Youth Council Recommendation for Funding				
Collaborative Name	One Stop	Lead Agency	\$ Amount	Universal	Individualized	Cost per Slot	# of Slots
City of Sacramento, WIA Youth Program	La Familia	City of Sacramento/Dept. of Parks and Rec.	\$ 126,305		\$ 126,305	\$ 4,074	31
GRADs Collaborative	Citrus Heights	San Juan Unified School District	\$ 255,787	\$ 33,000	\$ 222,787	\$ 3,978	56
Grant		Grant Joint Union High School District	\$ 159,990	\$ 39,990	\$ 120,000	\$ 4,800	25
Path To Success	Galt	Galt Joint Union High School District	\$ 191,883	\$ 33,483	\$ 158,400	\$ 4,800	33
South County Youth Works	South County	Elk Grove U.S.D./Adult Education	\$ 211,557	\$ 55,000	\$ 156,557	\$ 3,403	46
Together We Succeed	Broadway	Asian Resources, Inc.	\$ 96,651	\$ 17,477	\$ 79,174	\$ 3,167	25
Younger Youth Collaboration for Success	La Familia	La Familia Counseling Center, Inc.	\$ 186,887	\$ 28,683	\$ 158,204	\$ 3,229	49
		YOUNGER YOUTH TOTAL	\$ 1,229,059	\$ 207,633	\$ 1,021,426		265
Grand Total	\$ 2,128,316						

ITEM III-B-3- ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. BOARD CONTINUE FUNDING THE YOUTH DEVELOPMENT AND CRIME PREVENTION PROGRAM WITH WIA TITLE I YOUTH FUNDS

BACKGROUND:

The Youth Development and Crime Prevention (YDCP) Initiative was a pilot program between SETA and Sacramento Works, the Department of Health and Human Services and the Probation Department. The program serves very high-risk youth and was funded by WIA and federal alcohol and drug and mental health funds. The WIA portion of the funding supports employment services, youth action teams, work experience and career counseling. The Sacramento County Department of Health and Human Services supports the Youth Advocates. Youth Advocates coordinate the substance abuse and mental health counseling for the YDCP youth.

Extensive evaluations and assessments on family history, substance abuse, academic, vocational, and resiliency factors are conducted on the YDCP youth. The YDCP project has demonstrated that the best progress toward youth goals of educational completion, work experience, completion of counseling and youth-led projects has been most successful when a youth has been with YDCP for more than one year. After graduation from counseling, youth who are engaged in positive activities still require transitional support to reach and maintain a level of self-sufficiency and to prevent re-entry into the criminal justice system.

The overarching goal of YDCP is to decrease youth involvement in the criminal justice system. The success of the YDCP is a result of the outstanding team collaboration on the delivery of mental health and substance abuse counseling coupled with employment and education opportunities.

The Sacramento Probation Department maintains a monthly caseload average exceeding 3,000 juvenile offenders. It costs over \$32,000 to house a Youth Authority ward for one year. The average cost for YDCP is \$3,000 per youth.

YDCP has proven to be a valuable and cost effective avenue to reduce the involvement in the criminal justice system and provide positive employment and counseling services to high-risk youth.

Staff is recommending the continuation of Youth Development and Crime Prevention program utilizing WIA Title I Youth funds. YDCP services will be provided by SETA and the Sacramento Chinese Community Service Center (SCCSC) at the Franklin and Hillsdale Career Centers.

- Sacramento Chinese Community Service Center, Inc. will use \$113,370 to provide case management, access to resources, mentoring and employment

services at the Franklin Career Center. SCCSC will support Work Experience and Youth Action Team activities at both sites.

- SETA staff will provide case management, access to resources, mentoring and employment services at the Hillsdale Career Center.

The Sacramento Works, Inc. Board approved this item on May 26, 2004. Staff will be available to answer questions.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. Board to approve funding the Youth Development and Crime Prevention program with WIA Title I Youth funds in the amount of \$113,370 to the Sacramento Chinese Community Service Center.

ITEM III-B-4 – ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. BOARD TO SUBMIT A PROPOSAL FOR HIGH TECH TRAINING TO THE CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP)

BACKGROUND:

Last year Sacramento Works, Inc. and the SETA Governing Board received \$205,000 from the California Employment Training Panel to provide incumbent workers with training in basic and advanced technology. The training provider partner in the grant application was Tech Skills, a local private proprietary school specializing in high tech skills training.

Training has been successfully provided to 150 incumbent workers from 11 local employers, including TASQ Technology, Raging Wire and Vail Communications. Training courses have focused on both basic and advanced technology (see attached menu of classes available).

Staff is requesting approval to submit another high technology training proposal to the California Employment Training Panel requesting \$868,000 to serve 565 incumbent workers next fiscal year.

The Sacramento Works, Inc. Board approved this item on May 26, 2004. Staff will be available to answer questions.

RECOMMENDATION:

Concur with the Sacramento Works, Inc. Board to submit a proposal to train 565 incumbent workers in basic and advanced high technology training through Tech Skills to the California Employment Training Panel.

TechSkills
Tech Force Menu Curriculum

Hours
Class/Lab
40-200 hours

Computer Hardware & Software Technology

- Hardware Fundamentals
- Hardware Installation and Configuration
- Motherboards, Processors, Memory, and Printers
- Operating System Fundamentals
- Managing and Troubleshooting hardware and software

Networking – The Basics

- Media and Topologies
- Protocols and Standards
- Network Implementation

E- Commerce (Certified Internet Webmaster)

- Internet Site Design and Development
- Internet Basics and Infrastructure
- Web Site Development
- Security and Business Concepts
- Facing the e-Business Challenge
- Securing Your Business
- E-Commerce Designer
- JavaScript Fundamentals
- Perl Fundamentals
- Security Professional
- Site Designer
- HTML and XHTML
- Active Server Pages

Web Design

- Professional Web Graphics
- Planning, Developing, and Managing a Successful Web Site
- Creating Web Pages with Flash
- Using FrontPage, Dreamweaver, Home Site
- Using Paint Shop Pro, Flash, JavaScript, DHTML

Microsoft Courses

- Windows 2000
 - Windows 2000 Professional
 - Windows 2000 Server
 - Designing a Directory Services Infrastructure
 - Designing a Network Infrastructure
 - Directory Services Infrastructure
 - Network Infrastructure Administration
 - Network Management

- Planning and Implementing Active Directory
- Upgrading from Microsoft Windows NT 4.0
- Analyzing Requirements and Defining Solution Architectures
- Managing a Windows 2000 Network Environment

Windows 98

- Installing and Configuring
- Configuring Hardware and Troubleshooting
- Networking
- Operating within a Network

Windows 95

- Installation and Configuration
- Managing Resources and Users
- Networking
- Tuning and Troubleshooting

Security

- Designing Security for Windows Network
- Network Security and Data Protection
- Intrusion Detection, Threat Analysis

Database Development

- Database Design
- SQL Server 2000 Administration and Maintenance
- Managing Databases
- Security and Data Recovery
- Managing Data
- Maintaining SQL Server 2000

Exchange Server

- Installing and Configuring
- Implementing and Supporting
- User Accounts
- Groups and Resource Management
- Computer Management

Visual Basic 6.0

- Designing and Implementing Desktop Applications with Microsoft Visual Basic 6

Cisco

- Building Cisco Remote Access Networks
- Building Multi-layer Switched Networks
- Building Scalable Networks
- Designing Networks
- Installing and Maintaining Routers
- Interconnecting Network Devices
- Internetwork Troubleshooting
- Security Specialist
- Broadband Technologies
- High Speed Technologies
- LAN/WAN Integration
- Wireless Networks

Bridges, Switches and Routers

Oracle Courses

Introduction to PL/SQL
Architecture and Administration
Performance Tuning
Back Up and Recovery
Create Database
Manage Data Storage
Manage Security

UNIX

UNIX Administration
UNIX for Users
UNIX Shell Programming

Java Courses

Developing custom business solutions with Java development tools and technologies
Java Language
Java Programming

Microsoft Office Courses

Word 2002
Excel 2002
Access 2002
Outlook 2002
Power Point 2002

ITEM III-B –5 - ACTION

APPROVAL OF RESOLUTION WITH THE DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

On May 20, 2004, the Governing Board approved entering into an agreement for \$2,562,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers. Attached is a copy of a resolution requested by the Department of Human Assistance.

Staff will be available to answer questions.

RECOMMENATION:

Approve the attached resolution with the Department of Human Assistance.

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.