



**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, March 4, 2004

**TIME:** 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**A G E N D A**

- I. Call to Order/Roll Call/Pledge of Allegiance**
  - **Recognition of Long Term Employee:** Melanie Nicolas (10 Years)
  
- II. Consent Items**
  - A. Minutes of the February 19, 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 the National Association of Workforce Boards Conference in Washington, D. C. (Christine Welsch)
    - 2. Approval of Resolution Celebrating Forty Years of Community Action (Kathy Kossick)

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Private Sector Member to the Sacramento Works, Inc. Board of Directors (Kathy Kossick)
2. Approval to Augment WIA One Stop Services Subgrant Agreement with Elk Grove Unified School District (William Walker)

**C. HEAD START:** No items.

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

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

**IV. Information Items**

- A. Fiscal Monitoring Reports (Kim Peck)
  - Elk Grove Unified School District
  - Paratransit, Inc.
  - Sacramento Area Emergency Housing Center
  - Transitional Living and Community Support
- B. Sacramento Works One Stop Career Center Business Information Center Report (Christine Welsch)
- C. Nurse Workforce Initiative Update (Cindy Sherwood-Green)
- D. Article in the Sacramento Business Journal

**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: FRIDAY, FEBRUARY 27, 2004**

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 19, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 19, 2004 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

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

Thursday, February 19, 2004  
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** The meeting was called to order at 10:07 a.m.

**Members Present:**

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

Ms. Kossick requested that the board consider an emergency item. This item would be to approve a resolution honoring Sharon Neese by naming Plaza Del Paso Early Learning Center after her. Ms. Neese is currently in hospice care. The boards needs a unanimous vote of the board to add this to the agenda.

Moved/Scherman, second/Waters, to hear an off agenda item that has arisen after the agenda was released and posted.  
Voice Vote: Unanimous approval.

Ms. Kossick reported that staff just found out that Ms. Neese was released to hospice care. This happened very rapidly. The action item would be to name the Early Learning Center in honor of Sharon Neese. The Clerk read the resolution into the record.

Moved/Waters, second/Pannell, to approve the resolution honoring Sharon Neese by naming the Plaza Del Paso Sharon Neese Early Learning Center after her.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0 (Ms. Collin not yet present.)

II. **Consent Items**

The consent calendar included approval of the minutes of the February 5, 2004 regular board meeting, and approval of claims and warrants for the period 1/30/04 – 2/11/04. There were no questions or comments.

Waters/Nottoli, to approve the consent calendar.

Voice Vote: Unanimous approval.

### **III. Action Items**

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

1. Approval of Out-of-State Travel for Novell's Annual BrainShare Conference in Salt Lake City

Mr. John Valdez offered to answer questions.

Moved/Scherman, second/Waters, to approve out-of-state travel for Richard Davis, Network Engineer, to attend the Annual BrainShare 2004 Conference in Salt Lake City.

Voice Vote: Unanimous approval.

Ms. Collin arrives at 10:15 a.m.

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

1. Appointment of New Member to the Sacramento Works, Inc. Board

Ms. Kossick stated that the Workforce Investment Board has voted to increase the size of the board with the intention to add another labor member to the board. There were no questions.

Moved/Collin, second/Pannell, to appoint Matt Kelly to the Sacramento Works, Inc. board of directors.

Voice Vote: Unanimous approval.

#### **C. HEAD START – No items.**

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

#### **E. REFUGEE PROGRAMS – No items.**

### **IV. Information Items**

A. Fiscal Monitoring Reports: No comments.

B. Dislocated Worker Update: Mr. Walker provided two updates to the printed report. Folsom Lake Used Car Outlets will be closing their facility that has 48 employees. The SuperShuttle layoffs have declined services with SETA because they are changing their business model by allowing their employees to become independent contractors.

**V. Reports to the Board**

- A. Chair: No comments.
- B. Executive Director: Ms. Kossick distributed a copy of a publication by the California Workforce Association. SETA was one of 12 areas that were highlighted. This is a statewide publication.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell asked if we had a booth at the Black Expo. Mr. Walker reported that normally SETA does but they sold booths for a three-day block and there was not enough staff to keep it going for three days.

Ms. Scherman thanked everyone for the cards and prayers.

- E. Public: No comments.

**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 10:21 a.m. Mr. Nottoli stated that there would be no report out of closed session and that the meeting would be adjourned in honor of Sharon Neese.

- VII. Adjournment**: Meeting adjourned at 10:55 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/12/04 through 2/26/04, 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 THE NATIONAL ASSOCIATION OF  
WORKFORCE BOARDS CONFERENCE IN WASHINGTON, D.C.

BACKGROUND:

The California Association of Employers (CAE) is partnering with the Sacramento Works Career Center to promote employer and business engagement in the One Stop system and on Workforce Investment Boards. CAE is an employer association providing human resource and labor relations solutions to their employer members. CAE and Sacramento Works at Hillsdale began collaborating in March, 2003 to prepare for CAE's submission of a National Workforce Demonstration (NWD) proposal to the National Association of Manufacturers and the U.S. Department of Labor. CAE was awarded the National Workforce Demonstration Project funding in September 2003.

CAE and SETA have been invited to participate on a panel discussion sponsored by the National Association of Manufacturers at the National Association of Workforce Boards conference. The focus of the panel discussion is partnerships between intermediaries, employers and One-Stop Career Centers.

The National Association of Manufacturers is covering the travel expenses for Christine Welsch of SETA to attend.

RECOMMENDATION:

Approve out-of-state travel for Ms. Christine Welsch to attend the National Association of Workforce Boards conference in Washington, D.C.



ITEM III-A - 2 – ACTION

APPROVAL OF RESOLUTION CELEBRATING  
FORTY YEARS OF COMMUNITY ACTION

BACKGROUND:

Forty years ago the Economic Opportunity Act was passed into law that created Community Action Agencies. This action led to many programs that have played a significant role in the war against poverty. Since 1982 the Sacramento Employment and Training Agency has been operating as the Community Action Agency for Sacramento County. The California/Nevada Community Action Partnership will be celebrating this 40<sup>th</sup> Anniversary later this month and has requested a board resolution from each area in California.

RECOMMENDATION:

Approve the attached resolution celebrating 40 years of Community Action.

A RESOLUTION CELEBRATING 40 YEARS OF COMMUNITY ACTION

WHEREAS the United States of America was established to promote freedom and opportunity for people who have come from all across the world in various ways and for various reasons, and

WHEREAS the Constitution of the United States of America includes the concept of Promoting the General Welfare as a key element in this country's core values, and

WHEREAS the Congress of the United States of America has historically recognized that all residents have certain inalienable rights that need to be respected and protected, and

WHEREAS the Economic Opportunity Act was adopted by Congress in 1964 in response to the wishes of the American people to express and manifest the respect and protection needed to promote the general welfare, and

WHEREAS for 40 years the United States of America has enjoyed an incredible legacy of accomplishment by community action agencies that have moved millions of children, families and individuals from out of the yoke of poverty, and

WHEREAS the Promise of Community Action is "Community Action changes peoples lives, embodies the spirit of hope, improves communities and makes America a better place to live. We care about the entire community and are dedicated to helping people help themselves and each other", and

WHEREAS the State of California and the county of Sacramento have promoted self sufficiency through the efforts of the Sacramento Employment and Training Agency that has provided opportunities and services including Head Start, Community Services Block Grant, Refugee Employment Social Services, and Workforce Investment Act programs, and

WHEREAS the vision of ending poverty and the continued application of community action principles and methods is needed to further the accomplishments of promoting self-sufficiency opportunities to our residents,

NOW THEREFORE BE IT RESOLVED that the Sacramento Employment and Training Agency's Governing Board, acknowledges the accomplishments of the Sacramento Employment and Training Agency and it's fidelity to the mission of promoting self-sufficiency and opportunity and supports the continuation of efforts to achieve greater results for the benefit of this community, state and country.

On a motion made by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the foregoing resolution is passed and adopted by the SETA Governing Board, County of Sacramento, State of California, this fourth day of March, 2004, by the following vote, to wit:

Ayes:

Noes:

Absent:

Attest \_\_\_\_\_

Clerk of the Boards

\_\_\_\_\_

Chair of the Governing Board

Date: March 4, 2004

ITEM III-B - 1 – ACTION

APPOINTMENT OF SACRAMENTO WORKS, INC. BOARD MEMBER

BACKGROUND:

There is one Private Business sector seat now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of one member.

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

At the February 23, 2004 Sacramento Works, Inc. Executive Committee, there was discussion regarding the structure of the board. After discussing the nominees, the Committee is recommending Ms. Kim Parker to fill the vacant seat.

Staff will be available to answer questions.

RECOMMENDATION:

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

## ITEM III-B – 2 - ACTION

### APPROVAL TO AUGMENT WIA ONE STOP SERVICES SUBGRANT AGREEMENT WITH ELK GROVE UNIFIED SCHOOL DISTRICT

#### BACKGROUND:

Elk Grove Unified School District, host agency of the Sacramento Works One Stop Career Center at South County, has been funded with WIA funds for the last three years to provide one stop core and intensive services. On March 10, 2004, Elk Grove Unified School District will notify SETA of its intent to layoff classified staff, effective June 30, 2004.

Staff has been working with the Elk Grove Unified School District to assist them in responding to this mass layoff. SETA's rapid response team will assist Elk Grove to plan for the layoff.

Elk Grove Unified School District has requested assistance in developing a labor/management committee. The affected employees are represented by three labor unions and it is the district's plan to include the labor representatives in the core rapid response services that are provided to affected employees. The district would like services to be delivered by a team made up of representatives of the SETA/EDD Rapid Response team, the Sacramento Works Career Center – South County, affected labor unions, and Elk Grove Human Resource Department staff. Services that would be offered would be consistent with the core services offered to adults and dislocated workers through the One Stop Services subgrants and would include:

- Orientation to services offered through the One Stop Career Center system
- Information on Unemployment Insurance and California Training Benefits
- CalJOBS Registration
- Skills Assessment
- Introduction to community employment and re-training resources
- Information on retirement benefits
- Job Search and Job Placement Services

Approval of this augmentation will provide staff with a mechanism for collecting individual needs assessment surveys for each worker that is laid off by the Elk Grove Unified School District. This information will assist career center staff and customers to develop a successful re-employment plan. Elk Grove Unified School District is requesting an augmentation of \$25,000 to their one stop services grant for the purpose of providing core services to the employees in their district that will be affected in the layoff. Staff is recommending approval of this request.

#### RECOMMENDATION:

Approve the augmentation to Elk Grove Unified School District of \$25,000 of WIA funds for the period beginning March 10, 2004 and ending June 30, 2004.

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

**MEMORANDUM**

**TO:** Ms. Cathy Burt **DATE:** February 24, 2004  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove USD

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Family Self-Sufficiency	\$ 30,000	01/1/03-12/31/03	01/1/03-12/31/03

**Monitoring Purpose:** Initial \_\_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final\_ X\_  
**Date of review:** 2/13/04

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr. Bill Durant **DATE:** February 23, 2004  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of PARATRANSIT, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 31,535	01/1/03-12/31/03	01/1/03-12/31/03

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 2/11/04

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



**Program Operator: PARATRANSIT, Inc.**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



**Program Operator: Sacramento Area Emergency Housing Center**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Jane Ginsberg **DATE:** February 13, 2004  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Transitional Living & Comm. Support

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 35,871	01/1/03-12/31/03	01/1/03-12/31/03

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 1/29/04

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

**Program Operator: Transitional Living & Community Support**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

## ITEM IV-B - INFORMATON

### SACRAMENTO WORKS ONE STOP CAREER CENTER BUSINESS INFORMATION CENTER REPORT

#### BACKGROUND:

Sacramento entrepreneurs are fortunate to have five Business Information Centers (BICs) in the area. Business Information Centers form a network that provides a one-stop, multi-business resource for start-up and existing small businesses. The Business Information Center is a partnership between Sacramento Works Career Centers, the U.S. Small Business Administration (SBA) and the Service Corps of Retired Executives (SCORE). According to the U.S. Department of Commerce, small business employment represented 53.4 percent of California's total employment in the year 2000.

Sacramento County is unique in that three of the local BICs are housed within the One Stop Career Centers (Hillsdale, Rancho Cordova and South County), one BIC is housed with the Sacramento County Department of Human Assistance and one BIC is housed in SETA's administrative offices on Del Paso Blvd. The SWCC - BICs serve about two hundred business start-up customers or existing small businesses each month.

**Available Services:** The Business Information Centers provide the latest in high-technology hardware, software and telecommunications to assist small businesses. BICs include personal computers, graphic workstations, CD-ROM technology, and interactive videos that allow the small business entrepreneur access to market research databases, use of planning and spreadsheet software, and libraries of information to help them start or build their businesses.

The BIC staff coordinate weekly workshops on a variety of topics including:

- Small business development
- Financial management
- Contracting and licensures
- Business plan development
- Information on financial assistance
- Tax issues
- Market and business start-up research
- Human resource development
- Labor market information on emerging small businesses.

SCORE is a 13,000 member volunteer association sponsored by the SBA. SCORE matches volunteer business-management counselors with customers in need of expert advise. Through the SCORE partnership, the BICs offer one-on-one counseling with seasoned veterans who can help in developing business plans for prospective small business owners and provide on-going advice to the new business owners.

Other Sacramento partners include:

- Wells Fargo Bank
- Internal Revenue Service
- State of California Contracting Office
- River City Bank  
Opening Doors
- Sacramento County Office of Education
- California Association of Employers

At the Hillsdale Career Center BIC a total of 2,057 customers received services in 2003. SCORE and Opening Doors offers classes in the day and evening hours. Workshops are offered in English and Spanish with plans to offer in the Russian and Asian languages. Darlene Conway from Hillsdale Career Center will provide an oral report on the services available at the Hillsdale BIC. Since the inception of the BICs, the SWCC staff incorporated the BIC services into the SWCC system and streamlined services to meet the needs of the customers.

## ITEM IV-C – INFORMATION

### NURSE WORKFORCE INITIATIVE UPDATE

#### BACKGROUND:

The following report, prepared by Ms. Karen Connor, reflects the reporting month of January 2004 for the Nurse Workforce Initiative program. Staff will be available to answer questions.

#### **Project Activities during current month:**

- 164 participants have been newly enrolled or continued participation in various LVN/RN training programs, throughout the region, during the last month.
- Healthcare Consortium meeting held
- Continued recruitment, training and case management activities

#### **Planned upcoming activities:**

- RN Refresher program begins 2/2/04
- Healthcare Consortium meeting will be held
- Continue recruitment, training and case management activities

**Issues: (examples include) programmatic or operational issues, reporting problems, local political issues, monitoring, or audit findings, bad press, etc.**

N/A

#### **Success Stories on activities or participants served:**

- High retention rate - The regional collaborative has enrolled 164 participants since July 2003. 163 participants have continued participation through January 2004.
- Yolo County Department of Employment and Social Services had six NWI participants graduate from the RN program at CSUS in December. As of January 31<sup>st</sup>, all six graduates had passed the state board exam and five had secured employment with an average wage of \$28.00 per hour.

**Barriers Encountered: (If Applicable) N/A**

#### **Information on Planned Participants to be served and Actual Participants served as of January 31, 2004:**

- Planned number to be served: 140
- Actual number enrolled: 164

#### **Information on Planned Expenditures by current month and Actual Expenditures as of January 31, 2004:**

- Planned expenditures for current month: \$732,184.00
- Actual expenditures for current month: \$606,562.34 (\$765,031.64 including subgrantee obligations)



ITEM IV-D – INFORMATION

ARTICLE IN THE SACRAMENTO BUSINESS JOURNAL

BACKGROUND:

Attached is a copy of an article entitled “Expanding Their World” that was published in the February 6, 2004 Sacramento Business Journal.

Staff will be available to answer questions.

## 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.