



Sacramento
Employment and
Training
Agency

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

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

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
916-263-3800

Head Start
916-263-3804

Website: <http://www.seta.net>

DATE: Thursday, November 18, 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: Gary Miller (24 years)
- II. Consent Items**
 - A. Minutes of the November 4, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick)
 - 2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Kim Peck)

“Preparing People for Success: in School, in Work, in Life”

3. Approval of Request for Proposals for Voluntary Income Tax Assistance Program (Robin Purdy)
 4. Approval of Transition Grant Agreement between Casey family Programs and the Sacramento Employment and Training Agency (Robin Purdy)
- B. WORKFORCE INVESTMENT ACT – No items.**
- C. HEAD START – No items.**
- D. COMMUNITY SERVICES BLOCK GRANT**
1. Approval of Contract Extensions for Fiscal Year 2005 (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Presentation: The One Stop Story
- B. Head Start Quarterly Report
- C. Dislocated Worker Update

V. Reports to the Board

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

VI. CLOSED SESSION: Pursuant to Government Code §54956.8
CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Property: 60 Nedra Court, Sacramento, CA
Negotiating Party: EPO Development, LLC
Under Negotiation: Lease rates and term

VII. Adjournment

DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 10, 2004

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 4, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 4, 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, November 4, 2004
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:15 a.m.

Members Present:

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

Member Absent:

Illa Collin, Member, Board of Supervisors

- ◆ Recognition of Long-Term Employees: **Richard Davis**, Network Engineer

Mr. Richard Davis was presented with a gift in recognition of his 10 years of work at SETA.

- Presentation on the Labor Market and Economy

Mr. David Lyons provided statistical data on the economic status of Sacramento County. Copies of his presentation will be offered to members of the board.

Mr. Lyons was presented with a "Workforce Wizard" certificate in recognition of his assistance to the agency. This is the first certificate to be presented.

II. Consent Items

The consent calendar included approval of the minutes of the October 21, 2004 board meeting, and approval of claims and warrants for the period 10/14/04 – 10/28/04. Ms. Kossick stated that the October 21 meeting was actually a special meeting since it began at 10:30 a.m.

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

Ms. Kossick reviewed this item which reappoints our public representative member to the SETA. Ms. Scherman stated that there has been such great growth over the ten years that she has been a part of SETA.

Moved/Pannell, second/Waters, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2006 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Adoption of Resolution Modifying the Salary Range for the Classification of Purchasing Analyst

Ms. Kossick offered to answer questions.

Moved/Pannell, second/Scherman, to approve a resolution modifying the salary range for the Purchasing Analyst classification.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

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

Ms. Kossick reviewed this item. Ms. Joanne McDermott, manager of workforce services at Experience Works, Inc. will replace Clayton Thomas who recently resigned.

Moved/Waters, second/Scherman, to appoint Ms. Joanne McDermott to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Augmentation to Elk Grove Unified School District

Ms. Kossick reported that this item reallocates funded slots to Elk Grove to ensure that SETA Head Start is fully enrolled countywide. Ms. Kossick explained why slots were being moved to Elk Grove.

Moved/Scherman, second/Pannell, to approve the above augmentation of \$199,728 to the Elk Grove Unified School District to increase their Head Start funded enrollment from 260 to 300.

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

Ms. Scherman requested a brief press release to be published in the local newspaper.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

A. Presentation by Sacramento Regional Transit

Z. Wayne Johnson from Sacramento Regional Transit provided an oral report regarding the services offered through Regional Transit. Ms. Scherman stated that we need to get away from the ‘stigma’ that being a driver has. Ms. Pannell stated that schools need to reinstitute training programs for mechanics and other trades.

B. Dislocated Worker Update: Mr. William Walker reviewed the most recent report. He stated that the bottom of the report shows growth as well as dislocated employees.

C. Center for Employment Training Certificate: No additional questions.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Scherman was congratulated on her reelection to the Elk Grove City Council. The Grand Opening of the Sharon Neese Early Learning Center will be held after the November 18 Board meeting.

C. Counsel: No report.

D. Members of the Board: Ms. Scherman inquired about the status of Jean Navarro. Ms. May Lee reported that Ms. Navarro is still in Hawaii.

E. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:30 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/29/04 through 11/10/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A - 1 - ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 19, 2004.

ITEM III-A-2-ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT
ACCIDENT

BACKGROUND:

The Agency insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2004.

Currently SETA's broker, Gallagher–Heffernan, is exploring various markets to secure the necessary coverage for SETA and will present an oral report at the meeting.

If final quotations are not available on November 18, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

ITEM III-A - 3- ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR TAX
PREPARATION SERVICES, FY 2005

BACKGROUND:

Staff has developed this Request for Proposals (RFP) in response to the County Department of Human Assistance (DHA) request to provide income tax preparation services for the Earned Income Tax Credit (EITC) Project through DHA agreements with SETA. It is anticipated that the maximum funds available for allocation will not exceed \$250,000.

Due to the implementation of CalWIN, DHA is unable to maintain its level of participation in the EITC Project. To offset the decline in participation by DHA, the RFP requests proposals to provide 60 low-income tax preparers at DHA Bureaus and Sacramento Works Career Centers. Tax preparers must pass a background check, complete training and become certified by the IRS in tax preparation.

The RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals for tax preparation services.

PUBLIC NOTICE

The Sacramento Employment and Training Agency (SETA) Governing Board, a special district of the City and County of Sacramento, is releasing a Request for Proposals (RFP) for tax preparation services. The RFP will be released on **Friday, November 19, 2004 at 1:00 p.m.** Copies of the RFP may be obtained at the Sacramento Employment and Training Agency's office located at **925 Del Paso Blvd., Sacramento, CA 95815, Telephone: 263-3800.**

Should you have any questions regarding this Public Notice, please contact Roy Kim, Program Officer at (916) 263-4335.

ITEM III-A – 4-ACTION

APPROVAL OF TRANSITION GRANT AGREEMENT BETWEEN CASEY FAMILY PROGRAMS AND SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

In December 1, 2000, SETA entered into a grant agreement with the Casey Family Programs to provide transition services to current and former foster youth. This very successful collaboration between SETA, Casey Family Programs, the County Department of Human Assistance and the County Department of Health and Human Services served over 700 transitioning foster youth in the last four years.

The Casey Family Programs have approved an amendment extending the term of the grant from January 1, 2005 through December 31, 2005. The amount of the extension will not exceed \$300,000.

In addition to assisting youth to transition from foster care to self-sufficiency, the assistance provided by the Casey Family Programs leverages other funds in the community to build and change the systems to improve services for foster youth. The emphasis for the program for next year will include:

1. Implement a public awareness and marketing campaign to educate and involve business as active partners and mentors to prepare youth for jobs or advanced education, promote career development, and provide employment to foster youth.
2. Work with one stop employment staff and foster youth to identify the core career centers services that are most critical to foster youth and develop recommendations for improving accessibility of the career centers to foster youth.

The grant agreement is attached.

RECOMMENDATION:

Authorize the Executive Director to execute the grant agreement between Casey Family Programs and SETA and any subsequent modifications.

Services / Resources Available through SETA for Foster Youth

Number Served and Target Population		Lead Agency	Funding Amount and Source		Services Provided
30	Emancipating Foster Youth	Elk Grove USD	\$ 30,000	CSBG	Up to 1 year emancipation services to graduating seniors. End date 12/04
20	Former Foster Youth who are disabled	Pride Industries	\$ 50,000	DOR	Supported work and job coaching. End date 6/04
10	Emancipating Foster Youth	TechSkills	\$ 50,000	ETP	Computer literacy training. End date 6/04
5	Former Foster Youth	ABC Schools	\$ 25,000	WtW	Training for Instructional Assistant/ Certified Behavior Technicians. End date 6/04
75	16-21 Year-old Foster Youth	Sacramento Chinese Community Services Center/ SETA	\$142,000	Wellness Foundation	Youth Development activities & work experience. End date 6/04
275	12-16 Year-old Foster Youth	Sacramento Child Advocates/ SETA	\$217,000	Tobacco Litigation Services	Case management, pre-employment and social services. End date 12/03
20	14-21 Year-old current and former Foster Youth	Grant J.U.H.S.D.	\$60,000	WIA	Academic and vocational training, leadership development, community services projects and employment. End date 6/04

**TRANSITION SERVICES AGREEMENT
(Sacramento Employment and Training Agency)**

THIS TRANSITION SERVICES AGREEMENT (“Agreement”) is entered into as of the first day of January, 2005 by and between Casey Family Programs (“CFP”), a nonprofit corporation, and the Sacramento Employment and Training Agency (“SETA”), a governmental agency.

In consideration of the terms of this Agreement, the parties agree as follows:

1. Preliminary Statement.

1.1 CFP is an organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended ("the Code"), and is a private operating foundation within the meaning of Section 4942(j)(3) of the Code. CFP provides permanency options and services to children, youth and families, including transition services to older youth preparing for adulthood.

1.2 SETA is a joint powers agency, comprised of the City of Sacramento and the County of Sacramento, empowered to administer federal employment, training, social service and Head Start programs.

1.3 The parties desire to improve qualitative and quantitative transition support services for successful adult living to youth who currently are or have been in out-of-home care. In collaboration with SETA, CFP intends to implement the Casey Family Programs/Great Start Young Adult Program (“Program”), a community-based, youth-driven, integrated system of services and supports designed to positively impact the lives of youth in transition in Sacramento County.

2. Program Purpose. The purpose of the Program is: (1) to develop a coordinated approach to delivery of services to youth in out-of-home care and to identify and resolve the infrastructure deficiencies in the foster care system; (2) to test service strategies designed to assist former and current foster youth in successfully transitioning from out-of-home care; (3) to ensure that youth in out-of-home care successfully transition to self-sufficiency through employment upon emancipation from care; and (4) to integrate career development and employment services into the foster care system.

3. Program Governance.

3.1 The Program shall be monitored by an Oversight Committee, led by CFP, which shall be comprised of at least one representative from each of the parties. Each representative shall serve until he or she resigns or a replacement is appointed. The Oversight Committee may add additional members at any time.

3.2 The Oversight Committee shall be responsible for designing, implementing and evaluating the Program, overseeing the process for selecting participants, and the resolution of issues or disputes material to the Program. The Oversight Committee

shall not have authority or control over the management or disposition of the assets of any party to this Agreement and no authority or control to direct any party to act or refrain from acting.

- 3.3 Meetings of the Oversight Committee shall be held as often as necessary to accomplish the purposes of the Program. The Committee shall appoint a Chair who shall serve at the pleasure of the Oversight Committee, call meetings of the Committee, determine the agenda, and ensure orderly discussion and consideration of agenda items. The Committee shall also appoint a secretary who shall serve at the pleasure of the Oversight Committee, and record the decisions of the Committee in minutes that shall be provided to all members following each meeting.
- 3.4 The presence of a majority of the members of the Oversight Committee shall constitute a quorum at its meetings. To the extent feasible, the Oversight Committee shall make decisions by consensus. If a vote is required, a majority vote of the members present at a meeting of which there is a quorum shall be the act of the Oversight Committee.

4. CFP Contributions.

- 4.1 CFP shall hire a Program Director, whose primary work location shall be at SETA headquarters. The Program Director shall have overall responsibility for CFP's day-to-day management of the Program and this Agreement, including service delivery and evaluation. The Program Director shall provide the primary link between CFP, its headquarters and regional operations, and SETA.
- 4.2 CFP shall pay SETA for the services described on Schedule 1 ("Services").
- 4.3 Directly and through contracts, CFP shall provide technical assistance to the Program concerning the following:
 - (a) Communications, Marketing and Public Information;
 - (b) Advocacy and Public Will Building;
 - (c) Practice Guideline Development;
 - (d) Life Skills Assessment;
 - (e) Service Design (e.g., housing, mentoring and life skills);
 - (f) Service Evaluation;
 - (g) Foster Parent and Provider Training on Self-Sufficiency Skill Development;
 - (h) Positive Youth Development; and
 - (i) Other issues that may arise in connection with Program design, implementation or operation.

5. SETA Contributions.

- 5.1 SETA shall provide the Services set forth on Schedule 1. SETA acknowledges that the Services are integral to the Program, and that the timely completion of each Service is material to CFP's successful pursuit of the Program.
- 5.2 SETA will provide CFP's Program Director with monthly reports, no later than the 5th of each month, concerning: (a) the status of the Program and its participants, including the number of youth served; (b) the attainment of key measurable results detailed in Schedule 2; (c) a financial report that tracks actual expenditures to budget, by budget category, for that month and contract year to date percentage completion, in such form as jointly agreed by the Parties; and (d) such other information that CFP may reasonably request.

6. Selection of Participants. The Program will serve youth ages 12 through 24 who are preparing to emancipate, or already have emancipated, from out-of-home care ("Eligible Youth"). The Program will consider Eligible Youth referred by the Public Child Welfare Agency and organizations participating in the Program, as well as self-referrals.

7. Desired Program Outcomes. Program Key Measurable Results ("KMRs") are detailed in Schedule 2. SETA shall deliver the Services in a manner designed to achieve such KMRs.

8. Program Evaluation. CFP and its designee has the right to evaluate, through inspection or other reasonable means, the timeliness, appropriateness, quality, output and status of the Services as set forth herein.

8.1 **Monthly.** CFP and SETA shall meet to evaluate the Program on a monthly basis. The evaluation will include the following:

- (a) a review of the monthly status, financial and any other reports required pursuant to this Agreement;
- (b) the timeliness, appropriateness, quality, output and status of services that each party has committed to provide in this Agreement, during the evaluation period and year to date;
- (c) the use of funds spent by SETA during the evaluation period and year to date;
- (d) progress toward attainment of the objectives identified in this Agreement during the evaluation period and year to date;
- (e) any corrective actions taken since the last evaluation period or that may be required during the next evaluation period; and

- (f) any other issues, concerns or questions that may have arisen during the evaluation period or year to date.

8.2 **Prior to End of Term.** In addition, no later than ninety (90) days prior to the end of its term, the parties will evaluate this Agreement, including but not limited to all work developed, services performed and funds expended in connection with the Program.

9. **Ownership and License Rights to Materials and Information.** For purposes of this Section, "Materials" means any written or otherwise documented work product created in connection with this Agreement. SETA acknowledges that all Materials created by it constitute work for hire. CFP shall hold and retain all intellectual property rights, including copyright and moral rights, in all Materials created by CFP or SETA or jointly created by both CFP and SETA. SETA hereby transfers, grants, conveys and assigns to CFP all of SETA's right, title and interest, including copyright and any moral rights, in all Materials.

10. **Data Base.** Data will be collected during the Term of this Agreement on individuals served and services provided through the Program. The parties shall jointly determine the form and content of such record keeping in a database to be provided and maintained by SETA, and shall jointly own all rights in the data base; provided, however, that the parties shall grant all other participants in the Program, including the states or counties who contribute information to the data base, a nonexclusive, perpetual, royalty-free worldwide and irrevocable license to use the data base for purposes consistent with this Agreement.

11. **Payment/Use of Funds.**

11.1 **Maximum.** CFP shall pay SETA for the Services in accordance with Schedule 3. CFP shall not pay SETA more than the maximum amounts set forth in Schedule 3 for any Service or for completion of all Services.

11.2 **Invoices.** SETA will bill CFP monthly for the Services performed based on actual costs incurred. For each billing, CFP shall be provided with a detailed invoice that clearly identifies SETA by name and address, the payee by name and address, Services performed, the name of the person performing the Services, the number of hours or other unit of measure, and the corresponding costs incurred. All invoices shall clearly contain the language "for services under project code 2412." Invoices shall be directed to DeWayne Norris-Manager, Systems Improvement – Sacramento Field Office. SETA shall provide CFP with any additional information it shall reasonably request to verify the invoice fees and expenses.

11.3 **Payment.** SETA shall be paid within thirty (30) days after receipt by CFP of the monthly invoice and any additional information requested by CFP; provided, however, that SETA shall not be entitled to payment for an invoice if the Services billed have not been performed in accordance with the terms of this Agreement.

- 11.4 **Prohibited Uses.** SETA warrants that no funds received from CFP will be used, directly or indirectly, to support or oppose a candidate for political office, to attempt to influence legislation, including contacting legislators or their staffs to urge support for or opposition to any legislation, or to urge the public to contact legislators or their staffs to urge support or opposition to any legislation, or for any purpose that is not considered charitable or educational within the meaning of Section 501(c)(3) of the Code.
- 11.5 **Restriction on Funds.** All CFP funds received by SETA hereunder shall be used solely for the purposes described in this Agreement.
- 11.6 **Budget Reallocation.** Schedule 3 sets forth the maximum amount that CFP will pay SETA by budget category. However, funds as identified by categories on Schedule 3 may be reallocated:
- (a) if SETA makes such a request to CFP, in writing and in advance of any expenditure that would require reallocation; and
 - (b) as approved by CFP, in writing and in advance of any expenditure that would require reallocation; and
 - (c) as long as the reallocation will not increase the maximum total amount that CFP will pay SETA under this Agreement.

12. **Term/Termination.**

- 12.1. The term of this Agreement (the “Term”) shall commence on January 1, 2005 (the “Effective Date”) and shall expire on December 31, 2005 (the “Expiration Date”), unless sooner terminated as provided in Section 12.2.
- 12.2. Notwithstanding the Term, this Agreement may be terminated by either SETA or CFP at any time before the Expiration Date by giving the other party twenty (20) business days’ written notice. Upon receipt of notice of termination from CFP, SETA shall not incur any additional expense or perform any Service without the prior written approval of CFP. Should CFP terminate this Agreement, SETA shall be entitled to payment for Services performed by it to the date of termination in accordance with the terms of this Agreement.

13. **Standards/Indemnities.**

- 13.1 SETA warrants that the Services performed by SETA, its employees, agents and subcontractors, will be of a high quality and performed in a professional manner in accordance with industry standards and practice. (specifically, those developed and published by the Council on Accreditation). Services shall be in compliance with all relevant federal, state and local laws and regulations, including but not

limited to all applicable licensing requirements. SETA also warrants that the Services will meet the requirements of this Agreement.

13.2 SETA warrants that any and all work of SETA, and all other material resulting from Services performed by SETA shall be its original work, has been developed by SETA, its employees, agents and subcontractors, and does not infringe upon or misappropriate any third party's copyrights, patents, trade secrets or other intellectual property rights or the terms of any license or contract applicable to SETA.

13.3 SETA shall indemnify, defend and hold harmless CFP for all losses, damages, claims, actions, and costs (including attorneys' fees) caused by or arising from acts or omissions of SETA, its employees, agents or subcontractors, in any way connected to the Services or this Agreement.

14. Confidential Information. In the course of the Services, the parties and their employees, agents and subcontractors may receive, review or otherwise have access to proprietary financial and other information of either party and information about persons, including names, addresses, mental and physical health data, family history and other like information of a private or confidential nature ("Confidential Information"). Each party and its respective officers, directors, employees and agents (as applicable) shall hold Confidential Information of the parties in strict confidence, shall hold Confidential Information of individuals confidential in accordance with applicable state and federal law, and shall use all Confidential Information only as necessary in connection with its performance of the Services. The obligations of the parties pursuant to this Section shall survive any termination or expiration of this Agreement. CFP is entitled to immediate injunctive relief in the event of any violation of this Section.

15. Personnel.

15.1 All persons employed or otherwise retained to provide Services to CFP shall be fully qualified to do so. Before any Service is performed, the parties shall agree to the minimum qualifications that all such persons will be required to meet.

15.2 The parties acknowledge that acquiring, reviewing or otherwise having access to Confidential Information requires discretion and sensitivity, and a commitment not to disclose the information or use it for any improper purpose. Before a person providing Services reviews or otherwise has access to Confidential Information, that person shall sign a confidentiality and nondisclosure agreement in a form satisfactory to both parties. SETA shall provide CFP with a copy of each such executed agreement upon request.

15.3 SETA shall, at its own expense, cause a current criminal background search for any conviction or release from incarceration which occurred with the past seven (7) years to be conducted on each person proposed to provide Services. For purposes of this Section, "conviction" includes any disposition adverse to a person. Any adverse written results shall be provided to CFP before such person

commences services. CFP, in its sole discretion, shall determine whether to accept the services of such person. The decision of CFP to decline the services of such person shall not be deemed or construed in any way as a directive to terminate the employment him or her.

- 16. Insurance.** SETA shall provide CFP with a certificate of insurance that reflects the following insurance: (i) comprehensive general liability coverage of \$1,000,000-\$2,000,000 aggregate; (ii) if professional services are being rendered, professional liability coverage of \$1,000,000-\$2,000,000 aggregate; (iii) automobile liability insurance coverage of \$1,000,000; and (iv) property coverage in an amount necessary to cover its property used in connection with the Services. SETA shall name CFP as an additional insured on such policies.
- 17. Acknowledgement/Publicity.** SETA shall publicly acknowledge CFP's contributions to and role in the Program, and CFP's commitment to support youth transition into adulthood. SETA shall submit to CFP, for its review and written approval prior to publication or other dissemination all material related to the Services or the Program (including, but not limited to, press releases and other promotional materials). Approval may be conditioned upon attribution to or recognition of CFP in any such material.
- 18. Independent Contractor.** SETA is an independent contractor of CFP. This Agreement shall not create the relationship of employer and employee, a partnership, or a joint venture between CFP and SETA. Subject to the terms of this Agreement, SETA shall determine the number of days and hours of its work. SETA shall be solely liable for the wages, employment taxes, fringe benefits, work schedules, and work conditions of its employees, agents, and subcontractors, and shall indemnify and shall hold CFP harmless from any claim or loss relating to the same.
- 19. Dispute Resolution.**

 - 19.1 In the event a dispute arises from or relates to this Agreement and the parties are unable to settle the dispute between themselves, the dispute shall be referred to a mutually agreeable mediator within twenty (20) days of a written request for mediation submitted by either party. The parties will share the costs of mediation equally.
 - 19.2 If the dispute is not fully resolved by mediation, either party may elect to arbitrate the dispute by delivering notice of its demand for arbitration to the other party. The arbitrator shall apply the Commercial Arbitration Rules of the American Arbitration Association, and judgment upon the award rendered by the arbitrator may be entered by any court having jurisdiction.
- 20. Entire Agreement/Modification.** This document contains the entire agreement of the parties regarding the subject matter described in this Agreement, and all other promises, representations, understandings, arrangements and prior agreements are merged into and

superseded by this Agreement. This Agreement may only be modified by a written agreement of the parties signed by an authorized representative of each party.

21. **Notices.** All notices or other communications shall be in writing and delivered to the addresses below the signatures to this Agreement. Such addresses may be changed by notice to the other party in accordance with this Section.
22. **Third Parties.** Nothing in this Agreement, express or implied, is intended to nor shall be construed to confer upon any person, firm, or corporation, other than the parties to this Agreement, any remedy or claim under or by reason of this Agreement as third-party beneficiaries or otherwise. The terms and conditions of this Agreement are for the sole and exclusive benefit of the parties to this Agreement.
22. **Assignment/Subcontracting.** SETA shall not assign its interest in or delegate the performance of its obligations under this Agreement to any other person or entity. This Agreement inures to the benefit of the parties and their permitted successors and assigns. SETA may subcontract Services under this Agreement with the express written consent of CFP.
23. **Waiver of Breach.** The waiver by any party of any breach by any other party of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach by the non-breaching party or parties.
24. **Survival.** The terms, conditions and warranties contained in Sections 9, 10, 13, 14, 16, 17, 18 and any other provisions evidently intended to have continuing effect, shall survive the completion of the performance, and the expiration or termination, of the Agreement.
25. **Counterparts.** This Agreement may be executed in counterparts.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

CASEY FAMILY PROGRAMS

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

By: _____
Ruth Massinga, Chief Executive Officer

Casey Family Programs
925 Del Paso Blvd.
Sacramento, CA 95815
Attn: DeWayne Norris, Manager
Systems Improvement-Sacramento Field Office
Telephone: 916.263.1887
Facsimile: 916.263.1839

By: _____
Kathy Kossick, Executive Director

SETA
925 Del Paso Blvd.
Sacramento, CA 95815
Attn: Robin Purdy, Deputy Director,
Workforce Development
Telephone: 916.263.3860
Facsimile: 916.263.5427
EIN: _____

Schedule 1
Services and Due Dates
(Sacramento Employment and Training Agency)

**Services
Transition
program
services to
youth**

Service Components

**Ongoing
through
12/31/05**

SETA shall deliver the following Services to initiate the Program. These Services shall be provided to Sacramento County youth who are, or have been, in out-of-home care.

- **Recruitment:** Foster Youth Specialist, out-stationed at three Sacramento Works Career Centers, will be responsible for Program recruitment, information and referral. Youth Specialists will work with the Independent Living Programs (“ILP”), Foster Youth Services at the high schools, California Youth Connection, homeless shelters, transitional housing programs and community based organizations serving youth in order to connect current and former foster youth to the Transition Centers.

Foster youth age 17 to 24 will be referred by ILP and recruited through ILP classes, Foster Youth Services in the school districts, the WIND Youth Center, by agency and placement social workers and foster parents. Youth may also self-refer.

Foster Youth age 12 to 16 will be recruited by the above named agencies. These youth will now be identified and ready to transition to the Program.

Referral information and processes will be part of the quarterly community training to encourage caregivers and professional staff to become IL collaborators.

- **Intake & Assessment:** Once identified, emancipating foster youth will meet with a case manager for an initial assessment. This assessment will include an employability screening and the Ansell Casey Life Skills screening.
- An action oriented **individual success plan** will be developed. The foster youth and case manager will determine the next appropriate step - either immediate self-directed job search or enrollment in the Program curriculum.
- **Job Readiness curriculum:** A team of local partners will teach the curriculum. Assisting the team will be an Employment Development Department staff person and a Vocational Assessment Counselor from the Department of Human Assistance, the Sacramento County Welfare Department.
- Services will be provided on-site at three **Sacramento Works Career Centers**. Foster youth will learn about other appropriate **training and educational opportunities** including the Workforce Investment Act programs, community college courses, Regional Occupational Programs

and Adult Education services.

- **Life skills** are currently incorporated in the curriculum. Upon its receipt, SETA will incorporate the companion curriculum to the Ansell-Casey Life Skills Assessment.
- Case managers will provide ongoing **case management** and **support services** to the foster youth as they work toward self-sufficiency. Support services can include transitional housing referrals and assistance, access to physical, dental and mental health services, access to legal services, substance abuse counseling and connections to child care subsidies. The Youth Specialists will act as mentors and assist foster youth in accessing community resources.
- **Job Development** will be enhanced utilizing the Sacramento Works Career Centers. Case managers and employment staff will be responsible for:
 - Developing relationships with employers to hire and/or mentor youth
 - Developing internships and community service positions with employers
 - Providing ongoing employability/life skills/job retention training
- Ongoing **Case Management / Job Retention Counseling** will be an integral part of successful transition. Regular communication and follow-up will be carried out by case managers with the youth, their families, ILP social workers and placing workers.
- **Foster Parent and Service Provider training** will be provided to achieve seamless service delivery. CFP and SETA will develop a curriculum for service providers to increase accountability of transition services and plans. Additionally, workshops will be conducted with foster parents and service providers about emancipation issues, resources and utilizing foster parents and service providers as IL collaborators.
- **Support Services** will be available to youth from other community collaborators arranged for by SETA to assist in transition. These services include, but are not limited to:
 - Transition housing assistance, housing vouchers and referrals will be available through our partnership with the Sacramento Housing and Redevelopment Agency and the Department of Human Assistance HUD Continuum of Care. Funds have been set aside for both transitional housing and scattered-site apartments for transitioning foster youth.
 - Mental Health & Alcohol and Other Drug services
 - Legal services and advocacy
 - Enrollment in health care system – Youth will be enrolled in the

free preventive health insurance for emancipated foster youth ages 18-21.

- Health care services and advocacy
- Transportation services – bus passes, mileage reimbursement, access to transportation shuttles
- Work and education support services will be available for youth that lack interview and work appropriate clothing, books, tools, uniforms, etc.
- Child care and parent training referral
- Connections to adult mentors and role models
- Leadership development opportunities
- Anger management and counseling referrals
- Scholarships for program graduates

Personnel

SETA shall provide the following staff under this Agreement:

Beginning date as follows:

2 Full-time Youth Specialist

1/1/05

1 Full-time Employment Services Specialist

1/1/05

1 Full-time Clerk/Typist

1/1/05

Facilities

SETA shall provide the following facilities under the Agreement:

- 628 square feet of office space in SETA central offices, including utilities, computer net wiring, and janitorial 1/1/05
- classroom and resource sites at Works Career Centers, each consisting of 250 square feet, including utilities, computer network wiring, and janitorial 1/1/05

The following for each staff noted above, plus 1 Casey Program Director: 1/1/05

- 1 telephone per staff, including monthly usage Beginning 1/1/05
-
- 1 workstation for each staff noted 1/1/05
- networked computer printers

Support Services

- Training materials Beginning 1/1/05
- Youth resource materials
- Emancipation Guide printing
- Funds to eliminate short-term barriers to emancipation and independent living
- Youth incentives
- Staff travel
- Supplies

Community-Based Delivery of Services

With CFP’s prior approval, SETA shall enter into agreements, in a form acceptable to CFP, with qualified community organizations to collaboratively deliver Program services as detailed above.

**Youth
Participation
Goals**

SETA shall achieve the following cumulative youth participation goals:
200 Youth

By:
12/31/05

Youth participation shall be signified by youth participation, and shall be reported on a monthly basis to CFP.

SCHEDULE 2
KEY MEASURABLE RESULTS (KMR's)
(Sacramento Employment and Training Agency)

1. Development of information/training/referral clearinghouse for foster youth in transition.
 - Collaboration achieved
 - Transition Center opened
 - Foster youth enrolled in Center Program
 - Information/training provided for foster parents, educators and service providers.

2. Increase in educational attainment for foster youth enrolled in Center.
 - Increase in youth receiving tutoring.
 - Decrease in school drop out rate
 - Increase in GED or diploma attainment
 - Increase in post secondary training or education

3. Increase in economic self sufficiency
 - Youth involved in education, vocational training or employment.

4. Increase in ability of foster youth to meet requirements of healthy living.
 - Life skills training provided to all enrolled youth and families.
 - 90% of teens leaving foster care have adequate housing.
 - Increase in ability to access community resources
 - 90% of youth will have access to appropriate health care.

5. Development of stable support system for youth
 - 80% of youth will have a positive relationship with an adult
 - Increase participation of foster parents in transition activities
 - Increase in youth with positive social/recreational connections.

6. Full Implementation of the Transition Practice Standards including the 7 domains.

SCHEDULE 3

**PAYMENT SCHEDULE
(Sacramento Employee and Training Agency)**

The fees for SETA's services are as follows:

<u>Product</u>	Service	<u>Fees and Expenses</u>
<u>Personnel</u>		
	1 Full-time Youth Specialist(1/1/05) @ \$37,835 annually each with a 5% raise in 5/05	\$38,785
	1 Full-time Employment Services Specialist (1/1/05) @ \$32,698 annually with a 5% raise in 10/05	\$34,132
	1 Full-time Recruitment Specialist (1/1/05 @ \$33,867 annually with a 5% raise in 9/05	\$34,212
	1 Full-time Clerk /Typist (1/1/05) @ \$33,867	\$33,867
	Deputy Director 3% of salary based on subordinates	
	Workforce Dev. Manager 10% of salary based on subordinates	\$2,940
	Subtotal – Direct Labor	\$143,936
	COLA 1.5% of salaries Subject to negotiation	\$
	Fringe @ 48% of Direct Labor	\$69,089
	TOTAL – Personnel including Direct and Fringe	\$213,026
<u>Facilities</u>	(Beginning 1/1/05)	
	Central Office (700sq.ft.4 cubies, 2office 50%conf room @ \$1.45 /sq.ft./mo.)	\$12,180
	2 Class/Resource Sites (250 sq.ft.ea.@ \$1.15 /sq.ft./mo.)	\$6,900
	Phones \$90 per-person/month	\$2,160
	Supplies-Staff, program, youth Estimate equal to \$10,000 annually	\$10,000
	TOTAL - Facilities	\$31,240
<u>Support</u>	(Beginning 11/01/05)	

Services

Training materials	<u>\$3,500</u>
Youth resource materials	<u>\$3,721</u>
Emancipation Guide printing	<u>\$2,000</u>
Youth Incentives	<u>\$5,000</u>
Staff travel	<u>\$7,000</u>
TOTAL – Support Services	<u>\$22,500</u>

Other

Administrative Overhead – 13% of Service Agreement	<u>34,513</u>
Subtotal	

TOTAL **300,000**

TOTAL under this Agreement shall not exceed \$300,000

ITEM III-D - 1 - ACTION

APPROVAL OF CONTRACT EXTENSIONS FOR FISCAL YEAR 2005

BACKGROUND:

SETA's Delegate Agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing Delegate Agreement ends on December 31, 2004.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2004. Staff has determined that all CSBG program operators have been performing satisfactory, with most meeting or exceeding outcome goals and/or service levels as prescribed in their Delegate Agreements. Conditions causing some program operators to perform below prescribed service and expenditure levels have been evaluated and corrective actions taken. Staff recommends extending all CSBG Delegate Agreements for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts. In addition, staff recommends maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in Fiscal Year 2004, \$30,000.

The Community Action Board reviewed and approved this item at its November 10, 2004 meeting.

Staff will be available to answer questions.

RECOMMENDATION

Approve staff recommended contract extensions for all CSBG program operators for the 2005 Fiscal year and maintain Daren Maeda as a SETA consultant for an additional year as listed on the attached chart.

2004 CSBG Safety-Net

Program Operator	Comments
Francis House	Francis House has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Galt Community Concilio Inc.	Galt Concilio has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Greater Sacramento Urban League Corporation, Inc.	Greater Sacramento Urban League has continued to provide all contracted services to the targeted population and comply with federal, state and local requirements.
Legal Services of Northern California (Senior Legal Hotline)	Legal Services of Northern California provides both direct (legal advice to individuals) and indirect (outreach and phone information) services. CSBG eligibility is determined for clients that receive direct service only. Legal Services has continued to provide all contracted services to the targeted population and comply with federal, state and local requirements.
Meadowview Community Action, Inc.	Meadowview Community Action (MCA) provides both direct (food vouchers, bus passes, and utility assistance) and indirect services (information and referrals to community resources). CSBG eligibility is determined for clients that receive direct services only. MCA's low performance (29% of plan for direct services) is expected to increase in the next few months after the agency's FEMA funding allocation has been expended. It is anticipated that MCA will meet its contracted goals by December 31, 2004.
St John's Shelter	As a new CSBG provider in 2004, St. John's Shelter experienced a late program start-up due to contract issues and submitted several late programmatic and fiscal reports. St. John's Shelter has demonstrated its commitment to improve its reporting process and is now current with all reports.
Travelers Aid Society of Sacramento, Inc.	Expenditures are somewhat below plan as of September 30, 2004. As need for services increases during the holiday season, program staff anticipate 100% expenditure by December 31, 2004.
Voluntary Legal Services of Northern California	Voluntary Legal Services of Northern California has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.

2004 CSBG Self-Sufficiency

Program Operator	Comments
County of Sacramento, DHA	County of Sacramento, DHA has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Elk Grove Unified School District	Elk Grove Unified School District has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
La Familia Counseling Center, Inc.	When client files were reviewed, several deficiencies were noted. Technical assistance was provided and the program is currently working closely with SETA staff to ensure that client files contain required forms and adequate documentation of services provided.
Linkage to Education	Daren Maeda, SETA consultant, has continued to provide all proposed services, to the targeted population and comply with federal, state, and local requirements.
Mental Health Assoc., Sacramento Chapter, Inc.	Client enrollments are slightly below plan. As eleven Senior Companion volunteers were recently hired, program staff anticipate an immediate increase in enrollments and services provided.
Paratransit, Inc.	Paratransit has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Sacramento Area Emergency Housing Center	SAEHC's Monthly Client Matrix Outcomes Reports submitted to SETA during the current program year do not support the goals identified in their subgrant agreement. SETA staff provided technical assistance and SAEHC is currently working on ensuring reporting forms accurately reflect client progress.
Sacramento Chinese Community Service Center, Inc.	During the 6/29/04 on-site monitoring review, and 7/27/04 follow-up review it was noted that client files did not contain required back-up documentation to support CSBG eligibility. SETA staff issued two requests for immediate corrective action to SCCSC on 7/1/04 and 7/29/04. SCCSC staff made corrections to all CSBG client files.
Sacramento Cottage Housing, Inc.	Sacramento Cottage Housing has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Transitional Living and Community Support, Inc.	Transitional Living and Community Support has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Visions Unlimited, Inc. (Senior Program)	Visions has continued to provide all contracted services to the targeted population and comply with federal, state, and local requirements.
Visions Unlimited, Inc. (Youth Program)	Program staff are currently working with SETA staff to ensure participant files contain required forms and adequate documentation of services provided.
Works in New Directions, Inc. (WIND Youth Ctr.)	Program staff are currently working closely with SETA staff to ensure participant files contain required elements of case management, and adequate documentation of services provided.

2004 CSBG Safety-Net Plan vs. Actual

Program Operator	Planned Services	Planned Client Contacts through 12/31/04	Actual Client Contacts as of 9/30/04	% of Planned Client Contacts as of 9/30/04	2004 CSBG Budget \$	% Expended as of 9/30/04	2005 Funding Recommendations
Francis House of Sacramento	Emergency support for shelter, food and transportation services	897	1,553	173%	20,000	74.3%	Extend annual funding at 2004 level
Galt Community Concilio, Inc.	Food baskets, motel vouchers, rental assistance, transportation assistance, information & referrals	3,727	2,558	69%	55,000	76.4%	Extend annual funding at 2004 level
Greater Sacramento Urban League Corporation, Inc.	Transportation, utility payment and rent/mortgage assistance	125	83	66%	20,000	75.7% as of 8/30/04	Extend annual funding at 2004 level
Legal Services of Northern CA (Senior Legal Hotline)	Legal advice and outreach to low-income seniors, non-English speakers and grandparent caregivers	1296* 6,739**	1224* 15,025**	94%* 222%**	20,000	72.6% as of 8/30/04	Extend annual funding at 2004 level
Meadowview Community Action	Food vouchers, utility and transportation assistance, information and referrals	425* 277**	122* 608**	29%* 45%**	32,000	72.1%	Extend annual funding at 2004 level
St. John's Shelter for Women and Children	Food and shelter, counseling and referral services for women and children in unsafe living environment	9,150	7,174	78%	26,750	81.4%	Extend annual funding at 2004 level
Travelers Aid Society	Shelter, referrals and counseling	689	568	82%	37,000	59.3%	Extend annual funding at 2004 level
Voluntary Legal Services Program of Northern California	Diagnose legal issues & assist with forms and referrals, expungement workshops at career centers	360	661	184%	25,000	70.6%	Extend annual funding at 2004 level

* CSBG client eligibility determined (direct services)

**CSBG client eligibility not determined (information and referrals or indirect services)

**2004 CSBG Family Self-sufficiency
Plan vs. Actual**

Program Operator	Planned Services	Planned Client Enrollment through 12/31/04	Actual Clients Enrolled as of 9/30/04	% of Planned Enrolled as of 9/30/04	2004 CSBG Budget \$	% Expended as of 9/30/04	2005 Funding Recommendations
County of Sacramento DHA	Senior companion services for frail and elderly	37	35	95%	26,000	73.1%	Extend annual funding at 2004 level
Elk Grove JUHSD Foster Youth	Case management and academic enrichment services to former and current foster youth	31	45	145%	30,000	70.2%	Extend annual funding at 2004 level
La Familia Counseling Center	Case management and alternative services for at-risk youth	69	51	74%	67,000	63.3%	Extend annual funding at 2004 level
Mental Health Association	Peer counseling for frail and elderly seniors	95	59	62%	33,750	75.2% as of 8/30/04	Extend annual funding at 2004 level
Paratransit	Transportation access training for the elderly and disabled	94	132	140%	34,000	90.6%	Extend annual funding at 2004 level
Sacramento Area Emergency Housing Center, Inc.	Emergency shelter and housing assistance for individuals and families	182	202	110%	50,000	76.1%	Extend annual funding at 2004 level
Sacramento Chinese Community Service Center	Services for Asian at-risk youth and family support	92	61	66%	59,000	59.6%	Extend annual funding at 2004 level
Sacramento Cottage Housing, Inc.	Support/referral services for homeless individuals and families in transitional housing	57	88	154%	18,000	78.3%	Extend annual funding at 2004 level
Transitional Living & Community Support, Inc.	Support and independent living skills assistance for mentally ill adults living in co-op housing	24	21	88%	38,000	73.8%	Extend annual funding at 2004 level
Visions Unlimited	Health services, case management and independent living assistance for seniors	78	58	74%	42,000	67.1%	Extend annual funding at 2004 level
Visions Unlimited	Assist at-risk youth to remain in school with counseling/support	50	90	180%	45,000	92.7%	Extend annual funding at 2004 level
WIND Youth Services	Varied emergency services for homeless youth including information, crisis, counseling	125	102	82%	30,000	75.0%	Extend annual funding at 2004 level

ITEM IV-A – INFORMATION

PRESENTATION: THE ONE STOP STORY

BACKGROUND:

Staff will present an overview of the one-stop career centers.

ITEM IV-B – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND:

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

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 PY2004/2005

The following is an update of information as of November 8, 2004 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Unofficial	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 Commissary Agency Building 949 McClellan Business Park	8/27/04	23	7/28/04
Unofficial	6/24/04	Sprint 3075 Prospect Park Drive Rancho Cordova, CA	10/30/04	37	7/15/04 & 7/30/04
Official	7/02/04	Brown & Williamson Tobacco Corporation 3100 Zinfandel Drive, Suite 280 Rancho Cordova, CA 95670	8/31/04	38	Mailed Dislocation Material
Unofficial	7/02/04	Kik No Cal 8600 23 rd Avenue Sacramento, CA	7/30/04	19	7/27/04
Unofficial	7/27/04	Sacramento Association for the Retarded 1791 Tribute Road, Suite A Sacramento, CA 95815	9/17/04	15	8/13/04
Official	8/04/04	EDS 1088 White Rock Road Rancho Cordova, CA 95670	10/18/04	82	Delivered Dislocation Material
Unofficial	8/19/04	Doppelmayr Ctec 3 Wayne Court Sacramento, CA 95828	10/15/04	40	8/31/04
Unofficial	8/25/04	Washington Mutual 2710 Gateway Oak Drive, Suite 200 Sacramento, CA 95833	10/15/04	34	9/14/04

Official	9/01/04	Kmart Corporation 2000 Howe Ave, Store #4408 Sacramento, CA 95825	10/25/04	100	Delivered Dislocation Material
Unofficial	10/06/04	Northern California Behavioral Health 11070 White Rock Road, Suite 200 Rancho Cordova, CA. 95670	12/01/04	40	11/03/04
Official	10/15/04	Sacramento Automotive & Training Facility (AAA) 8687 Weyand Avenue, Sacramento, CA. 95828-2641	12/31/04 through 07/01/05	32	Pending
Unofficial	10/25/04	T & N Manufacturing 8550 Tiogawoods Dr. Sacramento, CA 95828	6/30/04 through 11/15/04	9	Employer Declined Services
Official	10/29/04	Pacific Window Corporation 2720 Land Avenue Sacramento, CA. 95815	12/31/04	60	Pending (Merger)
Official	11/05/04	Branch: Bank Of Lodi 1415 L Street, Suite 100 Sacramento, California 95815	1/03/05 through 1/17/05	6	Pending (Merger)
Official	11/05/04	Branch: Bank Of Lodi 111 Woodmere Road, Suite 200 Folsom, CA. 95630	1/03/05 through 1/17/05	3	Pending (Merger)
Official	11/05/04	Branch: Bank Of Lodi 13389 Folsom Boulevard, Suite 100 Folsom, CA 95630	1/03/05 through 1/17/05	8	Pending (Merger)
Official	11/05/04	Western-Hoegee Co. 9706 Fair Oaks Blvd., Suite No. 135 Fair Oaks, CA 95628	1/04/05	1	Business Purchase /Layoff
			Total # of Affected Workers	<u>606</u>	

SACTO Recruitment Schedule: FY 03/04**Projected Employment**

03/04	CARQUEST Southport Business Park West Sacramento, CA	80
02/04	DeVry University Center Laguna West Business Center Elk Grove, CA	15
01/04	CertainTeed Corporation 3010 Ramco Street West Sacramento, CA	<u>400</u>
Total New Employment Opportunities:		495

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.