



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office (916) 263-3800
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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, November 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.

AGENDA

- I. Call to Order/Roll Call/Pledge of Allegiance**
 - ◆ Recognition of Long-Term Employees: **Richard Davis**, Network Engineer (10 Years)
 - Presentation on the Labor Market and Economy (David Lyons)
- II. Consent Items**
 - A. Minutes of the October 21, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 1. Reappointment of the Public Representative Member to the SETA Governing Board (Kathy Kossick)

2. Adoption of Resolution Modifying the Salary Range for the Classification of Purchasing Analyst (Rod Nishi)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board (Kathy Kossick)

C. HEAD START

1. Approval of Augmentation to Elk Grove Unified School District (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Presentation by Sacramento Regional Transit (Kathy Kossick)

- B. Dislocated Worker Update (William Walker)

- C. Center for Employment Training Certificate (Robin Purdy)

V. Reports to the Board

- A. Chair

- B. Executive Director

- C. Counsel

- D. Members of the Board

- E. Public

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, OCTOBER 29, 2004

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 21, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 21, 2004 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

**SPECIAL 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, October 21, 2004
10:30 a.m.

I. Call to Order/Roll Call/Pledge of Allegiance

Mr. Nottoli called the meeting to order at 10:35 a.m.

Members Present:

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

Illa Collin, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Member Absent:

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

II. Consent Items

The consent calendar includes approval of the minutes of the October 7, 2004 regular board meeting and approval of claims and warrants for the period 10/1/04 through 10/13/04. There were no questions or comments.

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

Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Compensation Package for the Executive Director

Action on this item will be taken after the closed session.

B. WORKFORCE INVESTMENT ACT

1. Approval to Submit the High Growth Job Training Initiative Grant Application for the Healthcare Industry to the Department Of Labor, Employment and Training Administration

Mr. Victor Bonanno reviewed this item. This is a special initiative from the president targeting the high growth industries. SETA is working together with the collaborative partners to provide innovative and unique solutions to local problems in the healthcare industry. One of the unique components is to reachout to underrepresented groups. If this grant is awarded, staff will come back for acceptance of this grant.

Moved/Pannell, second/Scherman, to approve submission of the HI-WRP proposal and application to the Department of Labor, Employment and Training Administration.

Voice Vote: Unanimous approval.

2. Approval to Ratify the Submission of an Advanced Navigator Training Pilot Proposal to the California Employment Development Department

Mr. Roy Kim reviewed the proposal with the board, which requests \$41,500. SETA was solicited to submit a proposal for these funds.

Moved/Scherman, second/Pannell, to approve the submission of a proposal for the Advanced Navigator Training pilot project.

Voice Vote: Unanimous approval.

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: Ms. Norma Johnson reported that the Nedra Court center was opened on Wednesday. An open house has been scheduled on November 18 for the Sharon Neese Early Learning Center.

B. Executive Director: Ms. Veronica Busby from the City Labor Relations was introduced.

C. Counsel: No report.

D. Members of the Board: No comments.

Ms. Collin arrives at 10:53 a.m.

VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:

PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

The board went into closed session at 10:54 a.m.

The board went back into open session at 11:20 a.m.

Mr. Nottoli reported that there was no action to report out of closed session.

V. Reports to the Board (Continued)

- F. Public: Ms. May Lee reported that the Beehive Sacramento launched an information center through the Community Services Planning Council. A computer is located at the Broadway Career Center where the interactive web site is available. The computers will eventually be at all of the career centers.

III. Action Items (Continued)

A. GENERAL ADMINISTRATION/SETA

1. Approval of Compensation Package for the Executive Director

Ms. Dee Contreras spoke before the board regarding the compensation package for the Executive Director. The opinion of the City Manager, the County Executive, and all involved is that Ms. Kossick has brought a high level of professionalism to the agency. The Board was presented with a recommendation to increase Ms. Kossick's salary by 11% based on a survey. After an extensive discussion, Ms. Kossick requested that a determination be made to increase her salary to \$120,000, which is an 8.2% increase, and to conduct a review of management salaries to determine where other salaries stand.

Ms. Kossick is covered under the benefit provisions of the other managers. Ms. Dee Contreras read the resolution for the Executive Director.

Moved/Collin, second/Pannell, to approve the resolution with the revision of the salary increase to \$120,000 per year.

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

A 2005 pocket calendar was distributed to members of the board. Copies will be provided to all employees.

- VII. Adjournment: Meeting adjourned at 11:33 a.m.**

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/14/04 through 10/28/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A - 1 - ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER TO THE SETA
GOVERNING BOARD

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years. In the past, an individual has been selected by the members of the SETA Governing Board who have then sought confirmation of the appointment from the City Council and Board of Supervisors.

Ms. Sophia Scherman was selected through this process in January, 1999 to serve the two-year term that expired in November, 2000. Her term was extended to November, 2002 and again to November 2004. Ms. Scherman has indicated a willingness and desire to continue serving on the SETA Governing Board. A letter to the City Council and Board of Supervisors recommending this reappointment will be forwarded under separate cover.

RECOMMENDATION:

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.

ITEM III-A – 2 - ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE
CLASSIFICATION OF PURCHASING ANALYST

BACKGROUND:

The Executive Director is requesting Board approval to modify the salary range for the Purchasing Analyst job classification. The purpose is to adjust the salary range so that the internal relationship is maintained with other supervisors with similar duties, responsibilities, and span of control. This positions and the incumbent is an unrepresented confidential employee.

The Purchasing Analyst job classification was created in June 1998. The incumbent is responsible for the purchasing function of the Agency and the supervision of staff.

Fiscal Impact: Five (5) per cent increase in the salary range; annual fiscal impact of \$2,300.

This item was continued from the August 19, 2004 Governing Board meeting.

RECOMMENDATION:

Approve the attached resolution modifying the salary range for the Purchasing Analyst classification.

RESOLUTION NO. 2004-9

WHEREAS, it is necessary to adjust the salary for the classification of Purchasing Analyst;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Section 3.01 of the SETA Personnel Policies and Procedures, the following salary range is established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$19.90	\$20.90	\$21.94	\$23.04	\$24.19

NOW BE IT FUTHER RESOLVED AND ORDERED, that the SETA Governing Board authorizes the Sacrament Employment and Training Agency (SETA) to establish this salary range in accordance with Sections 3.01 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fourth day of November, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B – 1 – ACTION

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD

BACKGROUND:

Earlier this year, SETA staff received the resignation of Mr. Clayton Thomas from the Sacramento Works, Inc. Board of Directors. Mr. Thomas represents Experience Works and sat as one of the required partners on the Sacramento Works board.

Ms. Joanne McDermott, Manager of Workforce Services for Experience Works, has submitted an application for the required partner's seat on the Sacramento Works board. Her application is included under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. Joanne McDermott to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

ITEM III-C - 1 - ACTION

APPROVAL OF AUGMENTATION TO ELK GROVE UNIFIED SCHOOL DISTRICT

BACKGROUND:

SETA's Children and Families Department is seeking approval to augment Elk Grove Unified School District's Head Start Program from 260 children and families to 300. The augmentation, if approved, is a result of transferring 40 funded slots from the SETA Operated Program to Elk Grove. Augmented slots will go to Prairie Elementary where they have an available classroom as well as Home Based services.

The total amount of funds to be transferred is \$199,728, representing a ten-month allocation.

The SETA program has decreased 20 funded slots from the Center of Praise (Rancho Cordova) site and 20 slots from Nedra Court. We believe this request will ensure slots are filled immediately with minimal impact on the SETA Operated program.

The Head Start Policy Council reviewed and approved this item at their October 26, 2004 meeting. Staff will be available to answer questions.

RECOMMENDATION:

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.

ITEM IV-A – INFORMATION

PRESENTATION BY SACRAMENTO REGIONAL TRANSIT

BACKGROUND:

A representative from Sacramento Regional Transit will provide a brief presentation on the services provided by RT. In addition the employment needs of the Regional Transit will be discussed with the board.

ITEM IV-B – 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 October 15, 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	Pending
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
			Total # of Affected Workers	<u>519</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 IV-C – INFORMATION

CENTER FOR EMPLOYMENT TRAINING CERTIFICATE

BACKGROUND:

Attached is a copy of information received from the Center for Employment Training in recognition of serving special populations.

An oral report will provided.

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.