



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

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

GOVERNING BOARD

DATE: Thursday, October 21, 2004

TIME: **10:30 a.m.**

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

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>

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

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

II. Consent Items

A. Minutes of the October 7, 2004 Regular Board Meeting

B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Compensation Package for the Executive Director (Kathy Kossick)

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 (Cindy Sherwood-Green)

2. Approval to Ratify the Submission of an Advanced Navigator Training Pilot Proposal to the California Employment Development Department (Robin Purdy)
- C. **HEAD START** – No items.
- D. **COMMUNITY SERVICES BLOCK GRANT** – No items.
- E. **REFUGEE PROGRAMS** – No items.
- IV. **Information Items** – No items.
- V. **Reports to the Board**
 - A. Chair
 - B. Executive Director
 - C. Counsel
 - D. Members of the Board
 - E. Public
- VI. **CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE
DIRECTOR**
- VII. **Adjournment**

DISTRIBUTION DATE: THURSDAY, OCTOBER 14, 2004

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 7, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 7, 2004 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

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

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

Thursday, October 7, 2004
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the Committee of the Whole to order at 10:17 a.m. and stated that the members present would review non-action items while awaiting a quorum.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions or comments.

- B. Sacramento Works Career Center Core Services in North Sacramento/Del Paso Heights

Ms. Christine Welsch reviewed this item. Due to a closure of career centers in the north area, there was a lack of services being provided. In July of this year, a Request for Quotes was issued for core services in the Del Paso Heights area. The RFQ was mailed to many organizations in 95833 and 95815 zip codes. The only response was received from Urban League and this was reviewed by staff and legal counsel. Ms. Welsch reviewed the services that will be provided at the Urban League site. \$50,000 is being requested to provide support of staff and facilities. Ms. Cinnamon Ratley was introduced from Sacramento Urban League.

- C. Head Start Program Information Report

Ms. Brenda Campos Peck reviewed this item which is an annual report that is prepared and submitted to Washington, D.C. Two of the areas in which there is strong focus in is health services and educational services. This is a county-wide summary. Providing services to undocumented families and dental services continue to be challenging.

♦ **Recognition of Long-Term Employees:** Ms. Kathy Kossick was presented with a pen in recognition of her 20 years of service to SETA. Mr. Chris Kossick spoke on behalf of his mother's years at SETA.

V. Reports to the Board

- A. Chair: Mr. Nottoli reported that he attended the Family Day at the Park on October 1 and really enjoyed the event.

The board took a short recess at 10:41 a.m. A quorum was achieved at 10:50 a.m. and Mr. Nottoli called the meeting to order.

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

Members Absent:

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

II. Consent Items

The consent calendar included approval of the minutes of the September 16, 2004 regular board meeting, and approval of claims and warrants for the period 9/10/04 through 9/30/04.

Moved/Water, second/Collin to approve the consent calendar as distributed.

Mr. Larry Larsen made note of one correction to the minutes (page 5).

Moved/Waters, second/Collin, to approve the consent calendar including the corrected minutes.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Adoption of Resolution Modifying the Salary Range for the Classifications of Program Coordinator and Purchasing Analyst

Moved/Collin, second/Waters, to move this item to the October 21, 2004 agenda.
Voice vote: Unanimous approval.

2. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Larry Larsen stated that this item is standard procedure, and will be forwarded to the County of Sacramento Board of Supervisors for approval.

Moved/Collin, second/Waters, to approve the revised Appendix A of the Conflict of Interest Code and direct staff to forward it to the Sacramento County Board of Supervisors for ratification.

Voice vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Expand the Sacramento Works Career Center – Lemon Hill to Add a Healthcare Career Center

Ms. Cindy Sherwood Green reviewed this item. The Nurse Workforce Initiative is a three-year program that increases the number of registered nurses in the area. Staff is requesting approval to utilize deobligated funds to fund this career center which will specialize in healthcare positions.

Moved/Collin, second/Waters, to approve the expansion of the SWCC – Lemon Hill to add a Healthcare Career Center.

Voice vote: Unanimous approval

2. Approval to Submit a Rapid Response Special Project Grant Application

Mr. William Walker reviewed this item. The Employment Development Department (EDD) has a limited amount of funds available. SETA has recognized the need to provide services to small businesses that are on the verge of closing. The funding will provide rapid response services to small businesses. All workforce investment areas are limited to a total of \$250,000. Mr. Walker stated that staff is made aware of these businesses through EDD; however, there are no formal mechanisms in place.

Moved/Collin, second/Waters, to approve the submission of a Rapid Response Special Project Application for \$250,000 to serve 25 or more small businesses for the period November 1, 2004 through October 31, 2005.

Voice vote: Unanimous approval

C. HEAD START

1. Approval to Enter into an Agreement with the Child and Adult Care Food Program

Ms. Kossick stated that this is our standard food care agreement with the Department of Education. The local elected official must approve and enter into an agreement.

Mr. Larsen stated that since this particular agreement has already been executed he is requesting ratification of the execution of this agreement.

Moved/Collin, second/Waters, to authorize the renewal for participation in the Child and Adult Care Food Program, authorize the SETA Chairperson to sign the reapplication, and ratify the execution of the agreement.

Voice vote: Unanimous approval.

2. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Brenda Campos-Peck reviewed this item and offered to answer questions.

Moved/Collin, second/Waters, to approve the modifications to the Policy Council bylaws.

Voice vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

V. Reports to the Board (Continued)

B. Executive Director: No report.

C. Counsel: No report.

D. Members of the Board: Ms. Collin provided a brief overview of her recent vacation.

E. Public: No comments.

VI. Adjournment: Adjourned at 11:04 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/1/04 through 10/13/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A – 1 – ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Board will consider the Compensation Package of the SETA Executive Director.

RECOMMENDATION:

Take appropriate action regarding the compensation package for the Executive Director.

ITEM III-B-1- ACTION

APPROVAL TO SUBMIT THE HIGH GROWTH JOB TRAINING INITIATIVE GRANT APPLICATION FOR THE HEALTHCARE INDUSTRY TO THE DEPARTMENT OF LABOR, EMPLOYMENT AND TRAINING ADMINISTRATION

BACKGROUND:

On September 17, 2004 the Department of Labor, Employment and Training Administration released a Solicitation for Grant Applications for High-Growth Job Training Initiative Grants for the Healthcare and Biotechnology industries. This funding opportunity seeks innovative and unique solutions to growing the labor pool of highly skilled professionals and/or the capacity to train highly skilled professionals in these critical industries over a 24-month period. Mandatory partners include business, education and the Workforce Investment Board (WIB). The business partners must provide a 50% match to any grant award of which at least 50% must be monetary. The target area can be local or regional. The deadline for submission is November 2, 2004.

Building on the recent successes of SETA's Nurse Workforce Initiative and Caregiver Training Initiative, a responsive proposal will be prepared that targets the Healthcare Industry as its focus, the Healthcare Industry – Workforce Response Project (HI-WRP). The requested grant amount will be \$1 million. Partners to this proposal include SETA as the applicant and fiscal agent, the Workforce Investment Board, Los Rios Community College District and the Healthy Community Forum, representing Sutter Health, Catholic Healthcare West, Kaiser Permanente and UC Davis Medical Center.

Local and regional challenges faced by the Healthcare Industry include nurse training systems without the capacity to meet the industry's future hiring needs and a workforce that does not need the cultural and linguistic needs of what has been described as the most culturally diverse area in the country. Unique and innovative solutions to reversing local and regional labor pool shortages include the establishment of a Healthcare One-Stop, the recruitment and training of experienced clinical nurses to become nurse instructors, additional capacity in classroom and clinical training settings and a cultural sensitivity curriculum component provided by WIA approved contractors.

The Executive Committee of the Workforce Investment Board will review and take action on this item at its October 25, 2004 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve submission of the HI-WRP proposal and application to the Department of Labor, Employment and Training Administration.

ITEM III-B-2- ACTION

APPROVAL TO RATIFY THE SUBMISSION OF AN ADVANCED NAVIGATOR TRAINING PILOT PROPOSAL TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT

BACKGROUND:

The California Employment Development Department (EDD) and the Governor's Committee on Employment of People with Disabilities have requested a proposal from SETA to establish an "Accessibility Navigator" pilot project for the Sacramento Works One-Stop Career Center System. The purpose is to train Advanced Navigators to assist One-Stop Career Centers in becoming Employment Networks (EN) under the Social Security Administration's Ticket to Work program.

Partners in the system include the Sacramento Employment and Training Agency (SETA), the State Department of Rehabilitation (DOR), Los Rios Community College District, Sacramento County Department of Human Assistance and Department of Health and Human Services, local school districts, Crossroads Diversified Services (Crossroads), and other community-based organizations.

SETA is requesting \$41,500 and plans to use the requested funds for the following purposes:

- Supplement the salary and benefits of an Advanced Navigator who will coordinate SETA's application for Employment Network status, implement a business plan and be SETA's single point of contact for the SWCC system.
- Subcontract with Crossroads to provide expertise on employment services, Social Security Work Incentives and access to services for individuals with disabilities.
- Materials for promoting and marketing SETA as an Employment Network

RECOMMENDATION:

Approve the submission of a proposal for the Advanced Navigator Training pilot project.

NARRATIVE

SETA is the designated One Stop Operator for the Sacramento Workforce Investment Area, and oversees the 11 Sacramento Works Career Centers (SWCC), a network of government and community agencies, school districts, and employers. The One-Stop mission is to connect job seekers to employers by providing: 1) Access to information and services through a one stop career center system which integrates academic, vocational, job training, employment and social services, and 2) Services which are responsive to the hiring needs of employers and which promote and support economic development.

Partners in the system include the Sacramento Employment and Training Agency (SETA), the State Department of Rehabilitation (DOR), Los Rios Community College District, Sacramento County Department of Human Assistance and Department of Health and Human Services, local school districts, Crossroads Diversified Services (Crossroads), and other community-based organizations.

SETA has been interested in becoming an Employment Network (EN) for some time, but has been hesitant to apply due to programmatic and fiscal concerns about the Ticket-to-Work (TTW) program. In particular, an initial investment of resources is required to implement the TTW program, and the backloaded payment structure provides little guarantee that revenue generated from the program will cover the investment of resources. This proposal will cover a large portion of the initial investment and provides the incentive for SETA to become an EN. SETA plans to participate in the Advanced Navigator Training through the Citrus Heights Career Center, then offer its services as an EN to other SWCCs in the system.

Crossroads is a partner in the SWCC system, co-hosting the Citrus Heights Career Center and specializing in serving individuals with disabilities, and has already applied to become an EN. Crossroads is a recognized expert in employment services to individuals with disabilities, receiving the 2000 Governor's Committee for Employment of Disabled Persons Award, and in 2003, Crossroads was awarded a statewide contract to train disability providers. Crossroads will provide SETA with its expertise in the area of Social Security Work Incentives, access to services for individuals with disabilities, and becoming an EN. Crossroads will provide additional linkages to the DOR, Student Disability Centers, and local disability-specific agencies and community-based organizations.

SETA has an ongoing commitment to serve the hardest-to-serve populations, including individuals with disabilities. About 4% of customers using the SWCC system are individuals with disabilities, but nearly 9% of customers enrolled in intensive services are individuals with disabilities. In part, this is because SETA provides priority of service for individuals with disabilities and other hard-to-serve populations. In addition, strong partnerships with disability-specific agencies like Crossroads, physical accommodations like adaptive workstations (SETA has public-accessed voice-activated software systems at four (4) SWCCs: Citrus Heights, Broadway, Franklin and Mark Sanders), and regional

trainings for one stop staff, including Disability Access:, Working with Special Populations, and Legacy Disability Sensitivity Training, have contributed to bringing individuals with disabilities to the SWCCs.

SETA operates other non-WIA programs that serve individuals with disabilities like its Refugee Program, Community Services Block Grant Program, and Casey Great Start Program, and collaborates with other agencies that serve individuals with disabilities like Vietnam Veterans of California and Community Resource Project.

SETA plans to use the requested funds for the following purposes:

- Supplement the salary and benefits of an Advanced Navigator who will coordinate SETA's application for EN status, implement a business plan and be SETA's single point of contact for the SWCC system.
- Subcontract with Crossroads to provide expertise on employment services, Social Security Work Incentives and access to services for individuals with disabilities.
- Materials for promoting and marketing SETA as an EN.
- Other costs approved by EDD/SDSU that are related to the preparation, certification or operation of the EN.

SETA can support, maintain, and continue an Advanced Navigator position, and will continue as an EN beyond the life of this grant. Through this grant, SETA will be able to cover a large portion of the initial investment required to become an EN, and anticipates that revenue generated from its operations as an EN will cover a portion of the position. SETA and Crossroads are both committed to continuing as EN's and will work cooperatively to improve access and coordinate services to individuals with disabilities through the SWCC system.

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.