



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

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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, September 16, 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 Long-Term Employee: Cathy Spivey, Head Start Social Services/Parent Involvement Specialist (15 Years)**
- II. Consent Items**
 - A. Minutes of the August 19, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Approval of Agreement for Food Service Vending at Parker Avenue Head Start (Brenda Campos-Peck)
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Adoption of Resolution Modifying the Salary Range for the Classifications of Program Coordinator and Purchasing Analyst (Rod Nishi)

2. Approval to Modify the Head Start Child Care Teacher Job Specification to Head Start Substitute Child Care Teacher (Rod Nishi)
3. Adoption of Resolution Establishing the Salary Range for the Classification of Head Start Substitute Child Care Teacher (Rod Nishi)
4. Approval to Submit a Proposal to the County of San Bernardino, Economic Development and Public Services Group for Provision of the SMARTware Client Tracking and Case Management System (Robin Purdy)
5. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2004 –2005 (Kim Peck)
6. Approval to Extend a Job Search Consultant – Foster Youth Systems Building, Program Year 2004-2005 (Robin Purdy)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works, Inc. Board Members (Kathy Kossick)
2. Appointment of Required Partner Member to the Sacramento Works, Inc. Board (Kathy Kossick)
3. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act Local Plan Modification, Fiscal Year 2005 (Robin Purdy)

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS

1. Approval of Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Grant Programs, PY 2004-2005 (Robin Purdy)

IV. Information Items

- A. Update on Refugees Arriving from Wat Tham Krabok, Thailand (Roy Kim)
- B. Letter from Graduate of the Nurse Workforce Initiative Program (Cindy Sherwood-Green)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, SEPTEMBER 10, 2004

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 19, 2004 REGULAR BOARD MEETING

BACKGROUND:

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

RECOMMENDATION:

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

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

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

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

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:18 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
Illa Collin, Member, Board of Supervisors

Member Absent:

Sophia Scherman, SETA Governing Board; Public Representative

Moved/Pannell, second/Waters, to continue item III-A-4 to September 2.
Voice Vote: Unanimous approval.

II. **Consent Items**

The consent calendar included approval of the minutes of the August 5, 2004 regular board meeting, and approval of claims and warrants for the period 7/30/04 – 8/12/04. There were no questions or comments.

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

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of SETA Retiree Medical Participation Agreement

Ms. Kossick stated that this item is brought to SETA by the county. This agreement is for one year. This agreement links the retiree medical to the active employer medical program. This item will be addressed again in the Spring, 2005.

Moved/Pannell, second/Waters, to approve the Retiree Medical Participation Agreement with the County of Sacramento.

Voice Vote: Unanimous approval.

2. Approval of 2004-2005 Compensation Recommendations For Unrepresented Confidential and Management Personnel

Ms. Kossick stated that this item, sent as an attachment, affects unrepresented employees.

Moved/Pannell, second/Waters, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2004-2005 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

3. Approval to Adjust Salary Ranges of Established Zones Under The Broadbanding Policy

Ms. Kossick clarified one typo that was found. This is a clean up item since the broadbanding had been put into effect in 1998. This is an adjustment based on cost of living.

Moved/Pannell, second/Waters, to approve a modification to the salary ranges of Zone 1 to be \$51,000-\$110,000 and Zone 2 to be \$40,000-\$79,000.

Voice Vote: Unanimous approval.

4. Adoption of Resolution Modifying the Salary Range for the Classifications of Program Coordinator and Purchasing Analyst: Continued to September 2.

B. WORKFORCE INVESTMENT ACT – No items.

C. HEAD START- No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Jumpstart Presentation

Ms. Michelle Schultz provided an oral report on this program to the SETA Governing Board. This program is currently at CSUS and has been around for three years. Ms. Schultz offered a plaque in appreciation of the partnership between the Jumpstart Program and SETA Head Start.

It was announced that the garden at the Northview Head Start Center has been dedicated in the memory of Sharon Neese.

B. Head Start Quarterly Report

Ms. Norma Johnson reviewed the two quarterly reports January through March, and April through June. She acknowledged Yolanda Macias for the compilation of the Quarterly Reports.

Ms. Johnson reviewed the test results for the National Reporting System. When the spring evaluation scores are sent out, the board requested to have the evaluation scores for the delegate agencies as well. This national test is also given in Spanish when Spanish is the family's primary language.

Ms. Johnson reviewed some success stories from Head Start. Ms. Johnson introduced Mark Benson, son of Susan Benson. Mr. Benson, a former Head Start student, recently graduated from CSUS cum laude. Diane Benson was also introduced.

Mr. Mark Benson spoke before the board regarding his memories of preschool. The educators that he has had over the years have impressed him enough to cause him to become an educator himself.

C. Evaluation of California's Workforce Investment System

Ms. Kossick reported that the State WIB has engaged U.C. Davis to evaluate the system. For the next two years they will be evaluating how well the system works.

D. 'Boot Camp' at Hillsdale Career Center

Ms. Christine Welsch reviewed this item. This has been held for eight months at Hillsdale and has been very successful. There was a great response from both employers and job seekers to participate in the next program.

E. California Performance Review

Ms. Robin Purdy stated at the beginning of August the performance review was published. Ms. Purdy stated that staff will be providing reports as this unfolds. Ms. Kossick stated that a major concern is that the service delivery areas would go from 50 to 20 or 30. The board requested a letter be developed expressing concern that a hearing needs to be held in the Sacramento area.

V. **Reports to the Board**

A. Chair: No report.

- B. Executive Director: Mr. Greg Wardrip from the State Department of Community Services and Development was introduced. Mr. Wardrip is monitoring SETA's CSBG program.
- C. Counsel: No report.
- D. Members of the Board: No comments.
- E. Public: Carlos Lopez from CET announced that a month ago there was a national competition for programs that serve people with multiple barriers. CET was awarded the Department of Labor national award for their program. The presentation was made in San Antonio.

Ms. May Lee, Asian Resources, Inc. announced the annual Martin Luther King expo job fair, which will be returning back to the convention center. Ms. Lee stated that there is a web site to go for information: www.MLKsacramento.org

Another event is the Fortune Festival to highlight the businesses on Stockton Blvd. This will be held in February, 2005.

Ms. Michelle Schultz spoke regarding Ms. Collins' influence on her and her childrens' lives.

- VI. **Adjournment**: Meeting adjourned at 11:18 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/13/04 through 9/9/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM II-C – CONSENT

APPROVAL OF AGREEMENT FOR FOOD SERVICE VENDING AT PARKER
AVENUE HEAD START

BACKGROUND:

SETA Head Start, in conjunction with the Sacramento Area Emergency Housing Center (SAEHC), has operated a Head Start program at Parker Avenue for the clients of SAEHC. This program has been in operation since August of 1991 with Head Start providing the childcare program and SAEHC providing lunch to approximately 14 children.

A review by the Child Care Food Program (CCFP) in September noted that an agreement to provide food services between SAEHC and SETA Head Start was not in place. In order for SETA Head Start to claim CCFP reimbursement for the food that SAEHC vends to the Head Start program, CCFP regulations require that there be an agreement between the food vendor (SAEHC) and SETA Head Start. The attached agreement is the standard agreement provided by the California Department of Education.

RECOMMENDATION:

Approve the agreement for food service vending at Parker Avenue Head Start and authorize the Executive Director to sign the agreement for the period September 2004 – September 2005.

ITEM III-A – 1 - ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE CLASSIFICATIONS OF PROGRAM COORDINATOR AND PURCHASING ANALYST

BACKGROUND:

The Executive Director is requesting Board approval to modify the salary range for the Program Coordinator and Purchasing Analyst job classifications. 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. These positions and the three incumbents are unrepresented confidential employees.

The Program Coordinator job classification was created in August 1997. There are currently two incumbents. One Program Coordinator is responsible for non-Head Start facilities, courier staff, mailroom operations, copier operations at the Agency central office, and the supervision of staff. The other is responsible for the Head Start central office, receptionists, federal/state grant applications, and bilingual aides.

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 \$6,900.

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

RECOMMENDATION:

Approve the attached resolution modifying the salary range for the Program Coordinator and Purchasing Analyst classifications.

RESOLUTION NO. 2004-8

WHEREAS, it is necessary to adjust the salary for the classifications of Program Coordinator and 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 these classifications:

<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 sixteenth day of September, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A-2 – ACTION

APPROVAL TO MODIFY THE HEAD START CHILD CARE TEACHER JOB SPECIFICATION TO HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Head Start Child Care Teacher job specification to Head Start Substitute Child Care Teacher. There are currently no employees in this classification.

Attached is the job specification with additions *italicized*.

RECOMMENDATION:

Approve the modification to the Head Start Child Care Teacher job classification to Head Start Substitute Child Care Teacher.

HEAD START *SUBSTITUTE* CHILD CARE TEACHER

DEFINITION

Under general supervision, to conduct activities for children 6 months to 12 years old in a day care program; to provide direction to parent volunteers; and to do related work as required.

EXAMPLES OF DUTIES

Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children, to provide some direction for parent volunteers; to promote parent involvement in the classroom; and to do related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

Child Care programs and functions, developmental stages and needs of infants to 12 year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to:

Perform care-giving routines for children from 6 months to 12 years in a child care program operated by SETA; provide guidance for the parent volunteers; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; mainstream records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least one (1) year of successful work experience as a teacher or a teacher assistant in a day care program in an educational or recreational setting.

CONTINUED

SPECIAL REQUIREMENTS

Candidates must possess a minimum of six (6) college units in Early Childhood Education (ECE) and be willing to obtain an additional six (6) units in ECE within one (1) year of the hire date. (Specify on a sheet of paper, what specific courses/work you have completed.) When assigned to infant care, the teacher shall have at least three (3) of the semester units above related to the care of infants.

When assigned to school age care, the teacher may substitute twelve (12) units appropriate to elementary school age children on a unit-per-unit basis or recreation units relevant to elementary school-age children.

ITEM III-A-3- ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY RANGE FOR THE
CLASSIFICATION OF HEAD START SUBSTITUTE CHILD CARE TEACHER

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to establish a salary range.

RECOMMENDATION:

Approve the attached resolution establishing the salary range Head Start Substitute Child Care Teacher classification.

RESOLUTION NO. 2004-9

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of **Head Start Substitute Child Care Teacher**; and

WHEREAS, it is necessary to establish the salary range for this classification;

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

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$10.72	\$11.26	\$11.82	\$12.41	\$13.03

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorizes the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Section 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 Governing Board of the Sacramento Employment and Training Agency, State of California, this sixteenth day of September, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSTENTIONS: _____

Chair, Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM III-A – 4 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE COUNTY OF SAN BERNARDINO,
ECONOMIC DEVELOPMENT AND PUBLIC SERVICES GROUP FOR PROVISION OF
THE SMARTWARE CLIENT TRACKING AND CASE MANAGEMENT SYSTEM

BACKGROUND:

In December, 2003, the Sacramento Employment and Training Agency purchased the SMARTware Client Tracking and Case Management System from the Shasta County Private Industry Council. Since the purchase, SETA has provided both administrative and technical support to the five SMARTware Users throughout the State, including Riverside County, Napa County, East Bay Works, Golden Sierra Job Training, and Yolo County Department of Employment and Social Services.

SETA staff recently received a Request for Proposals from the County of San Bernardino, Economic Development and Public Services Group, for the purchase of a Client Tracking and Case Management System. Staff believes that based on the program requirements outlined in this Request for Proposals, the SMARTware system would meet the needs of this organization. This offers an opportunity to generate additional revenue allowing for the development of enhancements to the system.

RECOMMENDATION:

Staff is requesting approval to submit a proposal to the County of San Bernardino, Economic Development and Public Services Group

ITEM III-A – 5 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR FISCAL YEAR 2004 –2005

BACKGROUND:

In June, 2004 the Board took action to open a public hearing on the 2004-2005 proposed agency budget. At that time, the public hearing was scheduled to close September 16, 2004.

The final budget for the fiscal year 2004-2005 will be sent under separate cover. Staff will be available to answer questions.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the 2004-2005 agency budget.

ITEM III-A - 6 - ACTION

APPROVAL TO EXTEND A JOB SEARCH CONSULTANT – FOSTER YOUTH
SYSTEMS BUILDING PY 2004-2005

BACKGROUND:

Staff is requesting approval to continue the employment of a Job Search Consultant to design and implement a new community partnership model in Sacramento County to create systems change and improve preparation for careers among foster youth and emancipated foster youth, ages 12-24 by:

- ◆ Working 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.
- ◆ Creating a Youth-Led Project to develop a curriculum to improve youth access to one stop career centers and employment resources for foster youth.
- ◆ Convening regional meeting or a statewide conference (CFP, YCI, CWA, NWW, Community College Foundation, CYC) to train a team from each county (made up of social workers, ILP staff, youth workers and one stop employment staff) on making career centers and employment services more accessible to foster youth.

SETA's policy on hiring consultants limits the authority of the Executive Director to approving projects that will cost up to \$10,000. Staff is requesting approval to increase the limit for this consultant not to exceed \$25,000. Funding for the project comes from the Casey Family Programs program.

RECOMMENDATION:

Approve the continuation of a Job Search Consultant to develop and implement systems change recommendations for foster youth and former foster youth.

ITEM III-B - 1 – ACTION

APPOINTMENT OF SACRAMENTO WORKS, INC. BOARD MEMBERS

BACKGROUND:

There are two Private Business sector seats now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of two members.

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

This item was continued to this agenda to provide the Sacramento Works Executive Committee an opportunity to provide recommendations. This committee met on Monday, August 23 and recommends the appointments of Anette Smith Dohring and Randall King.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the applications, and appoint two Private Business sector appointments to the Workforce Investment Board operating as Sacramento Works, Inc.

ITEM III-B – 2 – ACTION

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

BACKGROUND:

Earlier this year, SETA staff received the resignation of Mr. George Ortiz from the Sacramento Works, Inc. Board of Directors. Mr. Ortiz represents California Human Development Corporation (CHDC) and sat as one of the required partners on the Sacramento Works board.

Ms. Antoinette M. Curtis, a consultant with Cooperative Personnel Services, has submitted an application for the required partner's seat on the Sacramento Works board. Her application is included under separate cover, along with a letter of recommendation from Christopher Paige, Interim President of CHDC.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. Antoinette M. Curtis to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

ITEM III-B - 3- ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION, FISCAL YEAR 2005

BACKGROUND:

The State of California, EDD, is requiring Workforce Investment Areas to submit modifications to their Strategic Five-year Local Plans. The Sacramento Five Year Local Plan was initially approved on March 16, 2000. Updates and modifications are submitted to the state annually to update the plan. For the Sacramento Workforce Investment Area, a Public Notice requesting comments and a draft of the proposed plan modification were made available for public comment beginning July 9, 2004 and ending August 10, 2004. No comments were received by the August 10 deadline. The final plan modification was reviewed and approved by the Sacramento Works Executive Committee on August 23. The deadline for submission of the plan modification to EDD is September 30, 2004.

The plan modification includes items that are new, items that were not submitted with the initial plan and/or subsequent year modifications, and required planning forms. The proposed modification to the plan includes:

- An updated list of the One-Stop Centers in Sacramento County.
- An update on signed Memoranda of Understanding with all required partners.
- Budget forms reflecting the following percentages from the WIB's Resource Allocation

Plan for FY2005:

- One-Stop Services – 39%
- On-the-Job Training – 13%
- Scholarships/Workforce Skills Prep. – 26%
- One-Stop Support – 11.4%
- Administration/Board Initiatives – 10.6%

A copy of the entire local Workforce Investment Plan and the plan update is available at SETA's web-site, www.seta.net.

RECOMMENDATION:

Review and concur with the Sacramento Works Board to approve the WIA 5-year plan modification.

ITEM III-E -1 – ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE
EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA) AND
DISCRETIONARY GRANT PROGRAMS, PROGRAM YEAR 2004-2005

BACKGROUND:

For Program Year 2004-2005, the final State allocations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and discretionary programs is **\$3,010,527**, an increase of **\$265,938**. Services provided with these funds are:

RESS:

- ⇒ Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) for cash clients;
- ⇒ Vocational English-as-a-Second Language (VESL/VT) combined with Vocational Training for cash clients;
- ⇒ Social Adjustment and Cultural Orientation (SA & CO) for refugees.

TA:

- ⇒ Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT) for cash clients;
- ⇒ Direct Employment Services (ES) for refugees who are not on public assistance;
- ⇒ Verification/Referral and One-Stop Services for refugees.

Total program funds available for allocation are **\$2,338,420**, including **\$82,558** in Targeted Assistance Discretionary funds to serve long-term refugees. This represents a net increase of **\$144,603** over last year. SETA is setting aside a total of \$222,386 in TA program funds: \$100,000 for Verification/Referral Liaison services and \$122,386 for One-Stop Services and other direct services to refugees.

Staff is not projecting any carryover funds from the current year, however, any unexpended RESS or TA program funds will be used to augment service providers in January 2005.

The following chart represents the proposed allocations by activity:

Activity	Final Allocations PY 2003-2004			Available Funds PY 2004-2005		
	RESS	TA/TAD	TOTAL	RESS	TA/TAD	TOTAL
VESL/ES	\$ 1,015,455	\$200,000	\$1,215,455	\$1,059,230	\$220,000	\$1,279,230
VESL/VT	66,889		66,889	89,180		89,180
SA & CO	141,534		141,534	196,949		196,949
VESL/OJT		300,334	300,334		301,843	301,843
ES		469,605	469,605		471,218	471,218
Total	\$ 1,223,878	\$969,939	\$2,193, 817	\$1,345,359	\$993,061	\$2,338,420

Program Year 2003/04 program performance through July 31, 2004 was used as the basis for funding extension recommendations.

RECOMMENDATION:

Approve funding extensions for the Refugee Employment Social Services and Targeted Assistance programs, PY 2004-2005, as indicated in the attached charts and the following narrative descriptions:

VESL/ES

All programs are recommended for funding at levels that correspond with past program performance.

VESL/VT

All programs are recommended for funding at levels that correspond with past program performance.

VESL/OJT

All programs are recommended for funding at levels that correspond with past program performance.

ES

All programs are recommended for funding at levels that correspond with past program performance.

SA&CO

The PY03-04 RESS allocation included set-aside funds for Healthy Marriage/Healthy Relationship services. The Office of Refugee Resettlement has eliminated the set aside allocation for PY04-05. All programs are recommended for funding at levels that correspond with past program performance. Sacramento Lao Family Community is being recommended for an additional \$5,000 to assist with the resettlement of Hmong refugees from Wat Tham Krabok, Thailand.

**Sacramento Employment and Training Agency
Refugee Program, PY 2004 - 2005
Summary of Staff Funding Recommendations**

APPLICANT	TA and TAD					RESS			Recom- mendation PY 04-05	Total Funding PY 03-04	Total Increase(+) Decrease(-)	% Increase(+) Decrease(-)
	VESL/ES	VESL/OJT		ES		VESL/ES	VESL/VT	SA & CO				
		Standard	Discretion	Standard	Discretion							
Asian Resources		\$50,400	\$10,320	\$77,000	\$6,880	\$164,002			\$308,602	\$297,773	\$10,829	4%
Bach Viet		74,400	10,320	72,000	6,880	179,930			343,530	331,774	11,756	4%
Grant JUHSD		79,406	10,320	96,000	6,880	266,980	\$89,180		548,766	494,663	54,103	11%
SAAC								\$69,720	69,720	49,800	19,920	40%
Sac. Lao Family	\$220,000			61,000	6,880	46,980		56,405	391,265	345,715	45,550	13%
Sac. City USD				59,939	6,880	193,657			260,476	267,280	-6,804	-3%
Slavic Comm.								38,324	38,324	27,374	10,950	40%
SOAR		56,358	10,319	64,000	6,879	207,681		32,500	377,737	379,438	-1,701	0%
TOTALS	\$220,000	\$260,564	\$41,279	\$429,939	\$41,279	\$1,059,230	\$89,180	\$196,949	\$2,338,420	\$2,193,817	\$144,603	7%

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2004 - 2005
Component: VESL/ES

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY 03-04	STAFF FUNDING RECOMMENDATION PY04-05	
			AMOUNT	# TO BE SERVED
1	Grant JUHSD	\$238,412	\$266,980	140
1	Sacramento Lao Family	238,411	266,980	140
2	Bach Viet	170,412	179,930	95
2	Asian Resources	156,412	164,002	86
3	Sacramento Occ. Adv. Res.	211,411	207,681	110
3	Sacramento City USD	200,397	193,657	102
TOTALS		\$1,215,455	\$1,279,230	673

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2004 - 2005
Component: VESL/VT

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY03-04	STAFF FUNDING RECOMMENDATION PY04-05	
			AMOUNT	# TO BE SERVED
1	Grant JUHSD	\$66,889	\$89,180	28
TOTALS		\$66,889	\$89,180	28

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2004 - 2005
Component: VESL/OJT

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY03 04	STAFF FUNDING RECOMMENDATION PY04-05				
			AMOUNT			# TO BE SERVED	
			STANDARD	DISCRETION	TOTAL	STANDARD	DISCRETION
1	Bach Viet	82,417	74,400	10,320	\$84,720	31	4
1	Asian Resources	58,417	50,400	10,320	\$60,720	21	4
1	Grant JUHSD	\$87,417	\$79,406	\$10,320	\$89,726	33	4
2	Sacramento Occ. Adv. Res.	72,083	56,358	10,319	\$66,677	24	4
TOTALS		\$300,334	\$260,564	\$41,279	\$301,843	109	16

Sacramento Employment and Training Agency
REFUGEE PROGRAM
Staff Funding Recommendations, PY 2004 - 2005
Component: ES Stand Alone

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY03-04	STAFF FUNDING RECOMMENDATION PY04-05				
			AMOUNT			# TO BE SERVED	
			STANDARD	DISCRETION	TOTAL	STANDARD	DISCRETION
1	Grant JUHSD	\$101,945	\$96,000	\$6,880	\$102,880	96	7
1	Asian Resources	82,944	77,000	6,880	83,880	77	7
2	Bach Viet	78,945	72,000	6,880	78,880	74	7
2	Sacramento City USD	66,883	59,939	6,879	66,818	50	7
2	Sacramento Occ. Adv. Res.	70,944	64,000	6,880	70,880	67	7
2	Sacramento Lao Family	67,944	61,000	6,880	67,880	61	7
TOTALS		\$469,605	\$429,939	\$41,279	\$471,218	425	42

Sacramento Employment and Training Agency
REFUGEE PROGRAM
 Staff Funding Recommendations, PY 2004 - 2005
Component: SA and CO

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY03-04	STAFF FUNDING RECOMMENDATION PY04-05	
			AMOUNT	# TO BE SERVED
1	Slavic Community Center	27,374	\$38,324	254
1	Southeast Asian Ass. Ctr.	\$49,800	69,720	436
2	Sacramento Occ. Adv. Res.	25,000	32,500	217
2	Sacramento Lao Family	39,360	56,405	353
TOTALS		\$141,534	\$196,949	1,260

Sacramento Employment and Training Agency
 Monthly Program Performance Report, (Actual vs Planned), Fiscal Year 2003-2004

As of 7/31/04

Refugee Employment and Social Services (RESS)/ Targeted Assistance (TA)																			
RESS - 0306 Vocational English-as-a-Second Language, combined with Employment Services																			
Providers	Component	Number Served				Number Placed				90 Day Job Follow-up			Grant Reductions/Terminations			Average			
		(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)			(Actual vs Planned)			Hr.Wage			
Grant J.U.H.S.D.	VESL/ES	197	vs	120	164%	FT	105	vs	60	175%	58	vs	30	193%	48	vs	33	145%	\$8.84
	\$238,412					PT	3	vs	6	50%									
Sacramento Lao	VESL/ES	176	vs	124	142%	FT	88	vs	60	147%	37	vs	26	142%	36	vs	30	120%	\$8.97
Family Community, Inc.	\$238,411																		
Bach Viet	VESL/ES	94	vs	74	127%	FT	48	vs	36	133%	27	vs	16	169%	25	vs	18	139%	\$7.77
Association, Inc.	\$170,412					PT	6	vs	3	200%									
Asian	VESL/ES	82	vs	80	103%	FT	40	vs	32	125%	30	vs	16	188%	17	vs	20	85%	\$8.69
Resources, Inc.	\$156,412					PT	6	vs	8	75%									
SOAR	VESL/ES	129	vs	86	150%	FT	69	vs	48	144%	28	vs	16	175%	19	vs	24	79%	\$7.51
	\$211,411																		
SCUSD/Old Marshall	VESL/ES	128	vs	88	145%	FT	31	vs	26	119%	22	vs	16	138%	17	vs	21	81%	\$7.78
Adult Ed. Center	\$200,397					PT	17	vs	16	106%									

Sacramento Employment and Training Agency
Monthly Program
Performance Report, (Actual vs Planned), Fiscal Year 2003-2004
As of **7/31/04**

Refugee Employment and Social Services (RESS Set-Aside)																							
RESS - 0306		Vocational English as a Second Language combined with Vocational Training (VESL/VT)																					
Providers	Component	Number Served				Entered Classroom Training				Number Placed				90 Day Job Follow-up				Grant Reductions/Terminations				Average Hr.Wage	
		(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)	(Actual vs Goal)							
Grant J.U.H.S.D.	VESL/VT	32	vs	21	152%	26	vs	18	144%	FT	19	vs	11	173%	10	vs	4	250%	7	vs	6	117%	\$9.90
	\$66,889									PT	2	vs	1										

Sacramento Employment and Training Agency
 Monthly Program Performance Report, (Actual vs Planned), Fiscal Year 2003-2004
 As of 7/31/04

Targeted Assistance (TA)/(TAD)																							
TAF - 0303 Vocational English as a Second Language Combined with On-the-Job-Training (VESL/OJT)																							
Providers	Component	Number Served				Entering OJT				Number Placed				90 Day Job Follow-up			Grant Reductions/Terminations			Average			
		(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)			(Actual vs Planned)			Hr. Wage			
Bach Viet Association, Inc.	VESL/OJT	38	vs	33	115%	30	vs	26	115%	FT	26	vs	13	200%	19	vs	6	317%	21	vs	7	300%	\$10.15
	\$82,417																						
Asian Resources, Inc.	VESL/OJT	24	vs	28	86%	21	vs	21	100%	FT	21	vs	11	191%	16	vs	4	400%	15	vs	6	250%	\$10.26
	\$58,417																						
Grant J.U.H.S.D.	VESL/OJT	41	vs	40	103%	39	vs	31	126%	FT	36	vs	18	200%	23	vs	8	288%	23	vs	10	230%	\$7.74
	\$87,417									PT	0	vs	2	0%									
SOAR	VESL/OJT	31	vs	30	103%	25	vs	22	114%	FT	25	vs	13	192%	15	vs	5	300%	13	vs	6	217%	\$7.66
	\$72,083																						

Sacramento Employment and Training Agency
 Monthly Program Performance Report (Actual vs Planned), Fiscal Year 2003-2004
 As of 7/31/04

Targeted Assistance (TA)/(TAD)															
Stand Alone Employment Services (ES)															
TAF - 0303															
Providers	Component	Number Served			Number Placed					90 Day Job Follow-up			Average		
		(Actual vs Planned)			(Actual vs Planned)					(Actual vs Planned)			Hr. Wage		
Grant J.U.H.S.D.	ES	112	vs	109	103%	FT	87	vs	52	167%	55	vs	25	220%	\$10.41
	\$101,945					PT	4	vs	4	100%					
Asian Resources, Inc.	ES	91	vs	87	105%	FT	53	vs	40	133%	39	vs	17	229%	\$12.22
	\$82,944														
Bach Viet Association	ES	85	vs	75	113%	FT	52	vs	38	137%	29	vs	19	153%	\$9.32
	\$78,945					PT	3	vs	0						
SCUSD/Old Marshall Adult Ed. Center	ES	55	vs	62	89%	FT	20	vs	18	111%	16	vs	14	114%	\$9.63
	\$66,883					PT	17	vs	12	142%					
SOAR, Inc.	ES	82	vs	67	122%	FT	47	vs	33	142%	9	vs	11	82%	\$8.93
	\$70,944					PT	1	vs	0						
Sacramento Lao Family Community, Inc.	ES	66	vs	64	103%	FT	43	vs	36	119%	16	vs	14	86%	\$8.21
	\$67,944														

Sacramento Employment and Training Agency
 Monthly Program Performance Report, (Actual vs End of Year), Program Year 2003-2004
 As of 7/31/04

Refugee Employment and Social Services (RESS)																									
RESS - 0306		Refugee/Asylee																							
Social Adjustment and Cultural Orientation (SA & CO)																									
Providers	Component	Total Participants Served				Total Units of Service				Transl./Interp.				Crisis Interv.				Indiv/Group Counseling				Infor/Access to other Serv.			
		(Actual vs End-of-the-Year)				(Actual vs End-of-the-Year)				(Actual vs End-of-the-Year)				(Actual vs End-of-the-Year)				(Actual vs End-of-the-Year)							
Slavic Community Center	SA & CO	306	vs	181	169%	2,057	vs	724	284%	339	vs	181	187%	4	vs	2	200%	339	vs	174	195%	1,375	vs	362	380%
		\$27,374																							
SAAC	SA & CO	138	vs	117	118%	808	vs	351	230%	216	vs	95	227%	30	vs	7	429%	199	vs	95	209%	363	vs	154	236%
		\$18,825																							
SAAC	Set-Aside	214	vs	263	81%	743	vs	789	94%	261	vs	315	83%	55	vs	67	82%	182	vs	92	198%	245	vs	315	78%
		\$42,057																							
SOAR	SA & CO	154	vs	167	92%	1,122	vs	834	135%	163	vs	128	127%	70	vs	35	200%	149	vs	133	112%	740	vs	538	138%
		\$25,000																							
Sacramento Lao Family Community, Inc.	SA & CO	187	vs	246	76%	645	vs	738	87%	212	vs	369	57%	2	vs	5	40%	194	vs	120	162%	237	vs	244	97%
		\$39,360																							

ITEM IV-B - INFORMATION

UPDATE ON REFUGEES ARRIVING FROM WAT THAM KRABOK, THAILAND

BACKGROUND:

In June, Hmong-Lao refugees from Wat Tham Krabok (WTK), Thailand began arriving in the region. Approximately 15,000 refugees will arrive in the U.S. this year, with about 5,500 resettling throughout California and 1,500 resettling in Sacramento County. The following summarizes local planning and activity in preparation for this new group of refugees:

- The Sacramento Hmong Refugee (SHR) Community Task Force was established to develop a coordinated network of support between government agencies, CBOs and the Hmong community. Under the leadership of Ia Moua, Hmong Women's Heritage Association, and Dr. Lue Vang, Sacramento City Unified School District, the SHR Task Force has conducted assessments of the WTK refugees, and has prepared a Special Report containing the results of their assessments and specific recommendations for action on Health & Mental Health, Human Assistance & Social Services, Education, Housing, Employment and Youth. The report provides guidance for local government agencies and service providers to plan, implement and evaluate services that are responsive to the Hmong community. The report has been widely disseminated to policy makers and individuals who can implement the recommendations. The SHR Task Force will continue to meet regularly and work with local partners to address the needs of WTK refugees.
- SETA has established a group (Task Force) that includes State and local government agencies, school districts, CBOs, media and members of the SHR Task Force. The group meets monthly to share information on WTK refugees and the programs and services available throughout the region, so that services can be coordinated among group members. The group has reviewed the SHR Task Force's Special Report, discussed the recommendations, identified existing resources and capacity, and planned strategies to address areas where additional services are needed.
- Local agencies have reviewed existing staffing levels to ensure that bilingual/bicultural staff are available to serve the WTK refugees. Many agencies have increased their bilingual capacity. For example, the County has increased its capacity for Health Services by hiring the following bilingual staff: 1 Registered Nurse, 2 Medical Assistants, 1 Medical Interpreter and 1 Office Assistant.
- Asian Resources, in cooperation with local agency and community partners, is conducting housing workshops that target sponsoring families of WTK refugees. The workshops include information on available and affordable housing, aspects of renting

and the rights and responsibilities of tenants. Over 100 sponsoring family members attended the first workshop.

- SETA is working with California Capital to hold a Hmong Bilingual Business Success Forum in September. California Capital has held several forums designed to help individuals start or expand small business, and offers small business loans and loan guarantees for individuals who are unable to secure traditional bank financing.
- The Sacramento City Unified School District, under the guidance of Dr. Lue Vang, has established a matriculation and orientation center, which does intake, assessment, and orientation, and connects refugees to schools within the district.
- Many proposals for funding have been submitted to increase the level of service for the WTK refugees. Recently, the Office of Refugee Resettlement awarded grants to Sacramento Lao Family, Hmong Women's Heritage Association and World Relief to help with the resettlement effort. In addition, SETA has awarded a contract to Hmong Women's Heritage Association to provide tutoring, mentoring, counseling and community planning services.
- The Office of Statewide Health Planning and Development has established a Healthcare Community Consortium whose mission is to provide healthcare services to minority ethnic groups with chronic conditions, including the Hmong. The consortium is working to create a network of culturally sensitive healthcare workers to address the needs of minority groups in Sacramento and Yolo.
- The California Endowment will be holding a 2-day forum to hear the needs of impacted areas. The information collected will be used to determine which areas have the greatest needs and to prioritize support from the Endowment.
- Requests for additional assistance for the WTK refugees have been submitted to federal and state elected officials.
- The Hmong American Media Committee has been established to help dispel some of the myths and stereotypes associated with Hmong refugees, and provide information on the contributions of the Hmong community to the local area.
- Members of the local mainstream media are assisting with disseminating positive information about the Hmong community. KCRA Channel 3 has prepared a 30 minute educational program on the Hmong community and the Sacramento Bee is preparing a series of articles that are planned for release in September.
- Hmong Women's Heritage Association (HWHA) has spearheaded a clothing drive for the WTK refugees and has opened a clothes closet. The response has been overwhelming and HWHA is running out of office space. HWHA is also collecting toiletries and other personal items.

- The Hyatt Regency has donated 700 beds for WTK refugees.
- SETA and the County Department of Human Assistance have been working on revising referral processes for refugees to be more efficient and streamlined.

ITEM IV-B – INFORMATION

LETTER FROM GRADUATE OF THE NURSE WORKFORCE INITIATIVE PROGRAM

BACKGROUND:

Attached is a copy of a letter received from a recent graduate of the Nurse Workforce Initiative Program.

Staff will be available to answer questions.

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.