



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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 4, 2005

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

PAGE NUMBER

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(916) 263-3804

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

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

VI. Adjournment

ITEM II-A - CONSENT

MINUTES OF THE JULY 7, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 7, 2005 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

July 7, 2005
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Illa Collin called the meeting to order at 11:25 a.m.

Members Present:

Illia Collin, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

Robbie Waters, Chair, SETA Governing Board; Councilmember, City of Sacramento
Sophia Scherman, SETA Governing Board; Public Representative

- Recognition of Long-Term Employee: Mr. King Tunson was presented with a gift in appreciation for his years of service to SETA.

II. Consent Items

The consent calendar included approval of the minutes of the June 2, 2005 Regular Board Meeting and approval of claims and warrants for the period 5/27/05 – 6/30/05. There were no questions or corrections.

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Adoption of Resolution Modifying the Salary Range for the Classification of Program Coordinator
- and -
2. Approval to Remove the Program Coordinator Position from the Unrepresented Confidential and Management Unit and to Add the Position to the Supervisory Bargaining Unit

Ms. Kossick requested that items A1 and A2 be moved to the August 4, 2005 agenda.

Moved/Pannell, second/Nottoli, to continue Items III-A-1 and III-A-2 to the August 4, 2005 agenda.

Voice Vote: Unanimous approval.

3. Approval of Appropriations Adjustment Request and Authorization for the Executive Director to Approve Budget Transfers

There were no questions or comments on this item.

Moved/Pannell, second/Nottoli, to approve the \$1.8 million Appropriations Adjustment Request and provide the Executive Director appropriations adjustment authority to adjust expenditures between expenditure objects.

Voice Vote: Unanimous approval.

4. Approval of Procurement for HVAC Unit at Mather Head Start

There were no questions on this item.

Moved/Pannell, second/Nottoli, to approve the selection of CAL-AIR for replacing the HVAC unit at Mather Head Start for \$81,896 and authorize the Executive Director to enter into a contract.

Roll Call Vote: Aye: 3, Nay: 0 Abstentions: 0

5. Approval to Augment Sacramento City Unified School District's Fiscal Year 2006 One-Stop Services Contract

There were no questions or comments on this item.

Moved/Pannell, second/Collin, to approve the augmentation of Sacramento City Unified School District's One Stop Services contract with \$33,737 in Workforce Investment Act adult funding.

Roll Call Vote: Aye: 3, Nay: 0 Abstentions: 0

D. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Approval to Augment Delegate Agency Contracts

There were no questions or comments on this item.

Moved/Nottoli, second/Pannell, to approve a \$90,000 augmentation to the San Juan Unified School District and a \$10,000 augmentation to the Women's Civic Improvement Club/Playmate.

Roll Call Vote: Aye: 3, Nay: 0 Abstentions: 0

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Dislocated Worker Update: Mr. William Walker reported that Qualex will be closing their facility and will be laying off 94 line staff and 8 supervisors.

C. Legislative Update from the California Workforce Association: Ms. Kossick stated that this is the very latest information.

D. Sacramento Works, Inc. Marketing Information: Mr. William Walker played a radio spot that will be heard on local radio stations KFBK and KXJZ.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that the first Community Action Board retreat will be held on 7/29. This retreat will be held at the Radisson Hotel.

Mr. Walker reported on the job fair held at Antioch Church. There were 50 employers and eight training providers in attendance. All of the employers were very happy with the people that showed up.

C. Counsel: No report.

D. Members of the Board: No reports.

E. Public: Ms. Collin thanked everyone for their patience.

VI. Adjournment: Meeting adjourned at 11:41 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/30/05 through 7/28/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A - 1 – ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE
CLASSIFICATION OF PROGRAM COORDINATOR

BACKGROUND:

The Executive Director is requesting Board approval to modify the salary range for the Program Coordinator 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.

The Program Coordinator job classification was created in August 1997.

RECOMMENDATION:

Approve the attached resolution modifying the salary range for the Program Coordinator classification.

RESOLUTION NO. 2005-3

WHEREAS, it is necessary to adjust the salary for the classification of Program Coordinator;

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>
\$20.30	\$21.32	\$22.39	\$23.51	\$24.69

NOW BE IT FURTHER RESOLVED AND ORDERED, that the SETA 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 SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fourth day of August, 2005, 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 REMOVE THE PROGRAM COORDINATOR POSITION FROM THE UNREPRESENTED CONFIDENTIAL AND MANAGEMENT UNIT AND TO ADD THE POSITION TO THE SUPERVISORY BARGAINING UNIT

BACKGROUND:

The Executive Director is requesting approval to place the job classification of Program Coordinator in the represented Supervisory Unit. This classification was created in August of 1997 and incumbents have been included in the Unrepresented Confidential and Management Personnel Agreement.

On August 19, 2004 an agenda item to modify the salary range for the position of Program Coordinator was continued at the request of Local 146, American Federation of State, County, and Municipal Employees (AFSCME) for the position of Program Coordinator. The Union noted that this classification was listed in the labor agreement.

After reviewing the duties performed by the incumbents in this classification, the Agency and the union have come to an agreement as follows:

- ➔ The classification of Program Coordinator shall be assigned to the Supervisory Unit; three incumbents shall be moved into the Supervisory Unit represented by AFSCME.
- ➔ Incumbents shall receive the benefit package provided to classifications of employees in the Supervisory Unit.
- ➔ The salary range for the classification of Program Coordinator shall be adjusted upward by five percent (5%). (The previous Board item)
- ➔ Incumbents shall receive a five percent (5%) salary increase retroactive to August 19, 2004 in recognition of the duties performed prior to being placed in the Supervisory Unit.
- ➔ Seniority in the classification of Program Coordinator shall include all previous time in the classification.

RECOMMENDATION:

Approve the placement of the Program Coordinator classification into the Supervisory Unit, and approve the 5% salary increase retroactive to August 19, 2004 when this increase was first presented to the Board for action.

ITEM III-A -3 - ACTION

APPROVAL OF 2005-2006 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on August 19, 2004. The current report is being sent under separate cover.

RECOMMENDATION:

Review and 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.

RESOLUTION NO. 2005-4

Adopted by the Sacramento Employment and Training Agency Governing Board on the
Date of

August 4, 2005

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED AUGUST 4, 2005,
RELATING TO 2005-2006 COMPENSATION RECOMMENDATIONS FOR
UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND
ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED
EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO
EMPLOYMENT AND TRAINING AGENCY that:

The report dated August 4, 2005, relating to 2005-2006 compensation
recommendations for the unrepresented confidential and management personnel and
establishing a personnel resolution covering unrepresented employees, a copy of which is
attached hereto, is hereby approved in full.

Robbie Waters
Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 4 - 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 2005 –2006

BACKGROUND:

In June, 2005 the Board took action to open a public hearing on the 2005-2006 proposed agency budget. At that time, the public hearing was scheduled to close August 4, 2005.

The final budget for the fiscal year 2005-2006 will be sent under separate cover. Staff will be available to answer questions.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the 2005-2006 agency budget.

ITEM III-B - 1- ACTION

APPROVAL TO ACCEPT A CONTRACT WITH LEED SACRAMENTO FOR
WORKFORCE INVESTMENT ACT (WIA) 15% FUNDING
FOR A CONSTRUCTION TRAINING PROJECT

BACKGROUND:

In November, 2004, the State Employment Development Department (EDD) released a Solicitation for Proposals for WIA 15% Discretionary and Wagner-Peyser Act 10% funds to develop projects that would train workers in high-need and high wage sectors of the economy. LEED Sacramento submitted an application for the Construction Consortium and SETA was included in the proposal for a subcontract of \$355,000. The initiative will provide over 1,000 customers core services and 150 customers intensive services in construction industry-related activities.

Under the subcontract, SETA will provide two Coordinators who will work with the Construction Consortium, local industry employers, and the apprenticeship program to increase the number of workers in the industry. SETA will be responsible for participant eligibility, recruitment, case management, job development and retention services.

SETA Legal Counsel has reviewed and approved the contract.

RECOMMENDATION:

Approve entering into a contract with LEED, Sacramento for WIA 15% funds and authorize the Executive Director to execute the contract for \$355,000.

ITEM III-B – 2 - ACTION

APPROVAL TO SUBMIT A RAPID RESPONSE APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR FISCAL YEAR 2005/2006

BACKGROUND:

The Sacramento Employment and Training Agency (SETA)/Local Workforce Investment Area (LWIA) proposes to request Rapid Response Special Projects funds for \$250,000 for Fiscal Year 2005/ 2006. Four million dollars is available statewide.

Rapid Response interventions are the activities necessary to plan and deliver services to enable dislocated workers to transition to new employment as quickly as possible. SETA is proposing to use the Special Project funding for the following services:

1. Lay-off Aversion—Funding to develop plans to identify and assist employers at risk of layoffs due to competitive factors.
2. Small Business Services -- Utilizing the Business Information Centers housed in the Sacramento Works One Stop Career Centers and partnerships with the Small Business Development Center at Los Rios Community College and local chambers of commerce, SETA/Sacramento Works will increase and improve services to small businesses.
3. Regional Coordination — Support for Partnership for Prosperity, regional collaboration between the Workforce Investment Boards in Yolo County, Sacramento County, North Central Consortium and Golden Sierra Job Training Agency, and development of information on regional industries and labor markets that are identified through funded endeavors as emerging, critical, and/or changing.

The application is due August 5, 2005. A completed copy of the proposal will be sent under separate cover. Staff will provide an oral update on the goals and objectives and budget.

RECOMMENDATION:

Approve the submission of the Rapid Response application for Fiscal Year 2005/2006.

ITEM III-B – 3 - ACTION

APPROVAL OF WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION
FISCAL YEAR 2006

BACKGROUND:

The State of California, Employment Development Department is requiring Workforce Investment Areas to submit modifications to their Strategic 5-year Local Plans. The Sacramento 5-year Local Plan was initially approved on March 16, 2000. Updates and modifications to the plan have been submitted to the state annually. For the Sacramento Workforce Investment Area, a Public Notice was released on June 1, 2005, requesting public comment on the draft modification to the Local Plan. The deadline for submission of the Local Plan modification to EDD is August 1, 2005.

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

1. Changes to the Local Vision and Goals.
2. An updated list of the One-Stop Career Centers in Sacramento County.
3. Budget forms and Participant Planning forms.

The WIA Plan Modification is attached under separate cover. A copy of the entire Local Plan is available upon request. Contact Nancy Hogan or go to www.seta.net.

RECOMMENDATION:

Approve the local plan modification to extend the Strategic 5-year Plan for the Sacramento Workforce Investment Area and authorize the Governing Board Chair to sign the local plan.

ITEM III-B- 4 - ACTION

APPROVAL TO ACCEPT CALWORKS FUNDS FROM THE COUNTY
DEPARTMENT OF HUMAN ASSISTANCE AND AUGMENT ON-THE-JOB
TRAINING UNDER THE WORKFORCE INVESTMENT ACT (WIA), 2005-2006

BACKGROUND:

On June 2, 2005, the Board approved the allocation of \$889,790 for On-the-Job Training (OJT) under the WIA Adult program for program year 2005-2006.

OJT is an activity designed to place customers into full-time jobs in higher skill occupations on a “hire first” basis where supervision and training are provided by the employer. It provides the opportunity for customers to be trained or retrained while acquiring the work skills necessary to succeed in and retain employment. OJT providers use a standard OJT Contract form and employers are eligible for reimbursement of up to 50 percent of the customer’s wages.

The County Department of Human Assistance is extending its agreement with SETA for an additional year to pay up to \$200,000 in wages for up to 55 CalWORKs customers who need subsidized employment as part of their Welfare-to-Work plan. Staff is recommending utilizing \$149,453 to pay the wages for 79 CalWORKs customers, and setting aside \$50,547 for future allocation. WIA funds will be used to pay wages for an additional 39 customers and to provide case management services.

RECOMMENDATION:

1. Approve the extension of the agreement with the County Department of Human Assistance, PY2005-2006.
2. Approve staff recommendations to augment WIA OJT subgrantees as shown in the attached chart.

WIA FUNDING AUGMENTATION RECOMMENDATIONS
ON-THE-JOB TRAINING
PY2005-2006

Service Provider	WIA Funding Amount 2005 - 2006		Total Final Allocation 2005-2006				
	\$ Amount	Number to be Served	CalWORKs Wages	Number of CalWORKs to be served	Additional Number of WIA to be Served	\$ Amount	Total Number to be Served
Asian Resources	\$210,000	46	\$30,400	16	8	\$240,400	54
Sacramento Chinese	180,000	43	29,453	17	8	209,453	51
La Familia Counseling Center	175,000	42	30,400	19	9	205,400	51
Sacramento Lao Family	180,000	35	28,800	12	6	208,800	41
Greater Sacramento Urban League	144,790	34	30,400	16	8	175,190	42
	\$889,790	200	\$149,453	79	39	\$1,039,243	239

ITEM III-B- 5 - ACTION

APPROVAL TO AUGMENT SUBGRANT AGREEMENTS TO
INCREASE SERVICES TO SPECIAL POPULATIONS

BACKGROUND:

In Fiscal Year 2004-2005, SETA used CalWORKs and Workforce Investment Act funds to augment one stop services providers to provide employment services to limited-English proficient individuals and ex-offenders.

SETA and the Sacramento County Department of Human Assistance staff have identified these services as continuing to be a high priority this year. DHA is in the process of contracting for job club/job search for special populations, but has requested that SETA provide employment services targeting special populations through the Sacramento Works One Stop Career Center system. Services to Russian, Hmong, Lao, Ukrainian, Bosnian, and other refugee populations will be presented to the SETA Governing Board in September, as part of the Refugee Employment Social Services and Targeted Assistance funding recommendations.

Staff is requesting approval to augment two One Stop Services subgrant agreements to increase services to the Spanish-speaking and ex-offender populations, respectively. The providers, La Familia Counseling Center and Elk Grove Unified School District have operated successful programs targeting these groups. Last year, Elk Grove Unified School District served 855 individuals in their Higher Hope program, a pre-release program operated at Rio Cosumnes Correctional Facility which provides job search workshops and referrals to the South County Career Center. La Familia Counseling Center assisted 200 Spanish speaking customers in attaining English-language skills and entering employment.

At this time, staff is requesting that the SETA Governing Board approve utilizing \$130,000 to augment the One Stop Services to increase the number of special populations served.

RECOMMENDATION:

Augment the WIA One Stop Services subgrant agreements for La Familia Counseling Center and Elk Grove Unified School District for the following amounts:

Subgrantee	Current Funding	WIA Augmentation	Additional Numbers Served
Elk Grove Unified School District	\$195,000	\$90,000	800 core services 30 intensive
La Familia Counseling Center	\$215,000	\$40,000	200 core services 13 intensive

ITEM III C-1- ACTION

APPROVAL TO ACCEPT FUNDING FROM THE STATE DEPARTMENT OF EDUCATION FOR AN INFANT/TODDLER/PRESCHOOL CHILD DEVELOPMENT PROGRAM

BACKGROUND:

The State Department of Education has asked SETA to assume the Child Development Infant/Toddler/Preschool Program that is being released by the St. Patrick's Child Development Center on Florin/Power Inn Road. The General Child Care grant will be for 15 toddler and 15 preschool age children. SETA would become the contractor for \$308,000 effective August 1, 2005 – June 30, 2006. The children displaced by the closure will receive services primarily at the Job Corps and Crossroads Early Learning Centers. It is SETA's intent to eventually combine these slots in collaboration with the Early Head Start and Head Start programs.

RECOMMENDATION:

Approve the agreement with the California Department of Education for \$308,000 to serve 30 infants/toddlers/preschool children and authorize the Executive Director to sign the agreement.

ITEM III-D – 1 - ACTION

APPOINTMENT OF LOW-INCOME SECTOR REPRESENTATIVE TO THE
COMMUNITY ACTION BOARD

BACKGROUND:

SETA's Community Action Board is a tri-partite advisory body to the Governing Board on matters concerning the Community Services Block Grant and is composed of public officials, representatives of private organizations and of the poor.

There is one low-income sector vacancy on the Community Action Board. It is recommended that your board consider the application for Community Action Board membership from Minerva Gillette to fill the vacancy. Ms. Gillette has been a member of the Head Start Policy Council. A copy of Ms. Gillette's application will be sent under separate cover.

RECOMMENDATION:

Appoint Ms. Minerva Gillette as a Low-Income Sector member of the Community Action Board.

ITEM III-E – 1- ACTION

DECLARATION OF NON-RESPONSIVE PROPOSAL FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) PROGRAM, PROGRAM YEAR 2005-2006

BACKGROUND:

On June 2, 2005, the SETA Governing Board approved the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year (PY) 2005-2006. On July 6, 2005 SETA received twenty five (25) proposals and one (1) revised subgrant agreement.

The revised subgrant agreement was submitted by the Slavic Community Center, Inc. (SCC), a current SETA subgrantee. SCC is funded for program year 2004-2005 (through September 30, 2005), to provide Social Adjustment and Cultural Orientation services to refugees. The subgrant agreement between SETA and SCC was submitted to SETA as SCC's response to the RFP.

Section I, Paragraph 8, of the RFP states, "Interested applicants must respond to this RFP using the proposal response format provided in Section V of this RFP. In responding, **no substitutions in format, design or activities will be considered. Proposals, which do not follow the response format, will be considered as non-responsive.**"

Section I, Paragraph 10, reads:

"...To be considered for funding, agencies must submit EIGHT (8) separate reproducible copies of their proposals developed in response to this RFP....".

Section IV, Instructions for Completing the Proposal Application, reads:

Section V of the RFP must be utilized as the proposal format for those agencies/organizations responding to the RFP.

Provide information **in the exact order as it is requested** on the standard RFP response format provided.

SETA's procurement policies require staff to inform the SETA Governing Board of any non-responsive proposals to the RFP prior to completing the staff funding recommendation and allow the agency to address the circumstances before the SETA Governing Board. Staff has notified the Slavic Community Center of our recommendation to declare the subgrant agreement submitted by Slavic Community Center in response to the RESS/TA Request for Proposal as non-responsive.

Recommendation:

Staff is recommending that the Board declare the submission of the revised Subgrant Agreement (Proposal 26) by the Slavic Community Center, Inc. as non-responsive to the RESS/TA Request for Proposals.

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Hal Steward, Program Manager **DATE:** June 28, 2005

FROM: Anthony Yu, SETA Fiscal Monitor

RE: On-site Fiscal Grant Joint Union High School District

<u>PROGRAM</u>	<u>Monitoring of ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
_____ PRO GRAM				
WIA	Younger Youth	\$159,990	07/01/2004-06/30/2005	07/01/2004-04/30/2005
WIA	NWI	\$135,000	07/01/2004-06/30/2005	07/01/2004-04/30/2005

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____

Date of review: May 5, 2005 and various dates

Period Covered: See above

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

Program Operator: Grant Joint Union High School District

Findings and General Observations:

(1) The total costs reported to SETA for the WIA and NWI contracts were reconciled with the subgrantee's fiscal records. The fiscal records appeared to be in order and supported the reported expenditures to SETA.

Recommendation:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Hal Steward, Program Manager **DATE:** June 30, 2005
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Grant Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	VESL/OJT	\$77,000	10/01/2003-09/30/2004	10/01/2003-09/30/2004
TA	VESL/OJT	\$10,417	10/01/2003-09/30/2004	10/01/2003-09/30/2004
TA	ES	\$95,000	10/01/2003-09/30/2004	10/01/2003-09/30/2004
TA	ES	\$6,945	10/01/2003-09/30/2004	10/01/2003-09/30/2004
RESS	VESL/ES	\$238,412	10/01/2003-09/30/2004	10/01/2003-09/30/2004
RESS	VESL/VT	\$66,889	10/01/2004-09/30/2004	10/01/2003-09/30/2004
TA	VESL/OJT	\$79,406	10/01/2004-09/30/2005	10/01/2004-05/31/2005
TA	VESL/OJT	\$10,320	10/01/2004-09/30/2005	10/01/2004-03/31/2005
TA	ES	\$96,000	10/01/2004-09/30/2005	10/01/2004-03/31/2005
TA	ES	\$6,880	10/01/2004-09/30/2005	10/01/2004-03/31/2005
RESS	VESL/ES	\$266,980	10/01/2004-09/30/2005	10/01/2004-03/31/2005
RESS	VESL/VT	\$89,180	10/01/2004-09/30/2005	10/01/2004-03/31/2005

Monitoring Purpose: Initial X Follow-up _____ Special _____ Final _____
Date of review: May 10, 2005 and various dates
Period Covered: See above

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

Program Operator: Grant Joint Union High School District

Findings and General Observations:

(1) The invoices and participant time sheets submitted by the OJT employers for reimbursement were not always signed by the OJT employer and the participant. The lack of proper documents or signatures may result in questioned costs in future audit.

Subsequent to the initial fiscal monitoring, the delegate's program and accounting staff has implemented new procedures to improve the disbursement controls of the OJT contracts and reimbursements.

Recommendation:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** July 5, 2005
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Sacramento Chinese Community Service Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY	\$228 ,168	07/01/2004-06/30/2005	07/01/2004-05/31/2005
WIA	YCP	\$113,370	07/01/2004-06/30/2005	07/01/2004-05/31/2005
WIA	WFF	\$40,694	05/01/2003-06/30/2005	05/01/2003-05/31/2005
WIA	CPF	\$7,280	12/01/2003-11/30/2004	12/01/2003-11/30/2004
WIA	OJT(DHA)	\$29,452	07/01/2004-06/30/2005	07/01/2004-05/31/2005
WIA	OJT(Adult)	\$150,000	07/01/2004-06/30/2005	07/01/2004-05/31/2005
CSBG	FSS	\$59,000	01/01/2005-12/31/2005	01/01/2005-05/31/2005

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
 Date of review: June 7, 2005 and various dates
 Period Covered: See above

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

(1) The subgrantee (SCCSC) has signed a subcontract with Crossroads Diversified Services to provide Universal Services under the SETA subgrant no. 052301OY(E). The subcontract is for the period July 1, 2004 through June 30, 2005 for the amount of \$51,000. According to the subcontract, Crossroads Diversified Services is required to conform with the recordkeeping and reporting requirements of the SETA at the contractor's expense, and to provide SCCSC with all necessary documentation and information.

A review of the fiscal records disclosed that Crossroads Diversified Services has only submitted invoices to SCCSC for reimbursements. The backup documents, staff time sheets and expenditure records were not available for review during the on-site fiscal monitoring visit.

Recommendations:

(1) The subgrantee needs to review and reconcile the expenditures incurred by the subcontractor to ensure that the costs charged to the SETA contract are reasonable and allowable. Any disallowed costs incurred by the subcontractor may adversely affect SCCSC since SCCSC is responsible for all the costs charged to the SETA contract -subgrant no. 052301OY(E).

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cheryl Powell **DATE:** July 20, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One Stop Serv-Adult	\$ 120,000	7/01/04-06/30/05	7/01/04-5/31/05
WIA-Title I	One Stop Serv-D.W.	155,000	7/01/04-06/30/05	7/01/04-5/31/05
WIA-Title I	Younger Youth	199,595	7/01/04-06/30/05	7/01/04-5/31/05
WIA-Title I	Older Youth	106,608	7/01/04-06/30/05	7/01/04-5/31/05

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 7/14 /05

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

Program Operator: San Juan Unified School District

Findings and General Observations:

The total costs as reported to SETA from July 1, 2004 to May 31, 2005 for WIA have been traced to the subgrantee's records. The records were verified and appeared to be in order. The finding mentioned in our previous monitoring report dated August 30, 2004 has been corrected and is now considered closed.

Recommendations for Corrective Action:

1) None.

cc: Kathy Kossick
Governing 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 PY 2005/2006

The following is an update of information as of July 28, 2005 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
Official	6/30/05	Qualex Inc. 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	Meadowview Community Action Inc, Home Start Program 2251 Florin Road, Suite #156 Sacramento, CA 95822 Florin Meadow Head Start Program 7501 29 th St. Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	11/15/05	30	Pending
			Total # of Affected Workers	135	

ITEM IV-C – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND

A quarterly report for the months of April, May, and June 2005 will be provided under separate cover. Ms. Norma Johnson will be present at the meeting 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.