



Sacramento
Employment and
Training
Agency

REGULAR MEETING OF THE SETA GOVERNING BOARD

DATE: Thursday, February 3, 2005

TIME: 10:00 a.m.

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

GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
916-263-3800

Head Start
916-263-3804

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

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 Employees: Joan Kidwell (25 Years), Sandy Lee (15 years)

II. Consent Items

- A. Minutes of the January 20, 2005 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA** – No items.

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

B. WORKFORCE INVESTMENT ACT

1. Appointment of Economic Development Member to the Sacramento Works, Inc. Board (Kathy Kossick)
2. Appointment of Youth Council Members (Christine Welsch)

C. HEAD START

1. Approval to Apply for State Department of Education Child Care and State Preschool Expansion Funds (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Kim Peck)
- Sacramento City Unified School District
 - Sacramento Occupational Advancement Resources (2 reports)
 - San Juan Unified School District
- B. Workforce Investment Act Reauthorization (Robin Purdy)
- C. California Head Start Fact Sheet (Norma Johnson)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, JANUARY 27, 2005

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 20, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 20, 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

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

Thursday, January 20, 2005
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Robbie Waters called the meeting to order at 10:19 a.m.

Members Present:

Robbie Waters, Chair, SETA Governing Board; Councilmember, City of Sacramento

Illa Collin, Vice Chair, SETA Governing Board; Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Member Absent:

Don Nottoli, Member, Board of Supervisors

Ms. Kossick introduced new staff members Gail White, Accountant III and Jim O'Bra, Senior Personnel Analyst.

II. **Consent Items**

The consent calendar included approval of the minutes of the December 16, 2004 regular board meeting and approval of claims and warrants for the period 12/10/04 through 1/13/05. There were no corrections.

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

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Amendment of Rules of Procedure of the Governing Board

Mr. Thatch stated that these rules have been modified to indicate that the board would be having one meeting per month rather than two. Due to the requirements of the Brown Act, the language referencing the posting of agendas must be reinstated in its original form.

Moved/Scherman, second/Pannell, to approve a Resolution, which re-adopts the current Rules of Procedure with non-substantive, technical amendments. The wording on Rule 21 (b) will NOT be changed and will remain the same, indicating that agendas will continue to be posted in the lobby of the agency administration building.

Voice Vote: Unanimous approval

B. WORKFORCE INVESTMENT ACT – No items.

C. HEAD START

1. Approval of Out-of-State Travel for the Head Start Hispanic Institute

There were no questions or comments on this item.

Moved/Pannell, second/Scherman, to approve out-of-state travel for three persons to attend the National Head Start Hispanic Conference in Albuquerque, New Mexico from January 31-February 4, 2005 at an approximate cost of \$1,167 per person.

Voice vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2005 Community Services Block Grant Funds

There were no questions or comments on this item.

Moved/Scherman, second/Pannell, to approve a resolution accepting funds for Program Year 2005.

Voice vote: Unanimous approval.

E. REFUGEE PROGRAMS - No items.

IV. Information Items

A. Head Start Quarterly Report

The Head Start quarterly report was reviewed by Ms. Johnson.

Ms. Collin arrived at 10:31 a.m.

Ms. Scherman asked about having the Family Day in the Park at Elk Grove Park. Ms. Johnson stated that the event is held at William Land Park because it is more centrally located.

Ms. Pannell asked about the grand opening of Nedra Court. A Sacramento Bee reporter will be doing a story on the Nedra Court center.

Ms. Johnson provided an update on the language development and literacy assessment tool.

Ms. Johnson stated that there is an expansion in general child care dollars which allows classes to stay open longer.

B. Fiscal Monitoring Reports: No questions or comments.

C. The Hire Hope Project

Mr. William Walker reported that in May 2004, Cal Works funds were utilized to serve ex-offenders. Staff from this project were introduced: Juanita Sendejas Lopez, Warren Murphy, Ed Johnson, and Jennifer Grove. The Board received an overview of this program, which has a very high success rate.

Mr. Matthew Gold, a December graduate of this program, spoke of how supportive staff are of the participants.

Mr. Walker stated that this program will be replicated at the downtown jail.

V. Reports to the Board

A. Chair

Ms. Collin indicated that she and Mr. Nottoli both have concerns in that the Governing Board days are the same day as SACOG meetings. She and Mr. Nottoli have talked about having to leave the board since participation on the SACOG board is crucial. Mr. Thatch suggested that the board consider changing the regular meeting day as the first Thursday of the month.

Moved/Pannell, second/Scherman, to reconsider the item III-B-1.

Voice vote: Unanimous

Moved/Scherman, second/Pannell, to modify Rule 6 to reflect the first Thursday of the month to be the regular meeting of the SETA Governing Board.

Voice Vote: Unanimous approval.

B. Executive Director

Ms. Kossick discussed the Convergence handout from Los Rios. This is an economic and workforce development effort. It has been distributed to show how SETA and Los Rios have worked together.

Mr. John Harden provided an oral report on the Occupational Outlook and Training Directory. A very user-friendly compact disc is available with the books. This report will be utilized at all of the career centers and will be disseminated to a number of public and private organizations such as libraries and high schools. Staff is in the process of posting a PDF version of this directory on the SETA web site.

A SACTO economic profile was distributed. SETA has been active with our regional partners to provide summary information on how to contact workforce areas.

Ms. Pannell, Mr. Waters and Ms. Collin all celebrated birthdays recently and everyone sang Happy Birthday.

C. Counsel: No report.

D. Members of the Board

Ms. Scherman reported that the City of Elk Grove was able to partner with the local WalMart store to take a group of underprivileged youth from Elk Grove to a Kings game. The participants will be eating at Wal Mart first before going to the Kings game.

Ms. Kossick was asked whether she has found a sponsor to enable her to attend the Capitol to Capitol trip; Ms. Kossick replied that she has not pursued it herself; Mr. Waters indicated that a sponsor should be found.

E. Public

Ms. May Lee distributed an invitation for Asian Resources' 25th anniversary. The Lunar Dinner will be February 24 at Happy Gardens Restaurant.

VI. **Adjournment:** The meeting was adjourned at 11:25 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/14/05 through 1/27/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-B - 1 – ACTION

APPOINTMENT OF ECONOMIC DEVELOPMENT REPRESENTATIVE TO THE
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

In February, 2004, staff received a letter of resignation from Dennis Trinidad, former President and CEO of the Hispanic Chamber of Commerce, from the Sacramento Works, Inc. Board

Mr. Trinidad represented the Economic Development Sector on the Board. On January 24, 2005, the Sacramento Works Executive Committee reviewed an application from Walter DiMantova, Los Rios Community College District and recommended his appointment to this seat. Enclosed under separate cover is a copy of Mr. DiMantova's application. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Review the recommendation from the Sacramento Works Executive Committee, review the application, and make one Economic Development sector appointment to the Workforce Investment Board operating as Sacramento Works, Inc.

ITEM III-B – 2 - ACTION

APPOINTMENT OF YOUTH COUNCIL MEMBERS

BACKGROUND:

The Sacramento Works Youth Council has been actively recruiting more “youth” representation on the Youth Council. The Workforce Investment Act requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there are six categories of membership on the Youth Council.

Youth Council Membership Categories

- Members of the local board with special interest or expertise in youth policy;
- Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps

Staff has encouraged program operators, youth service organizations and community partners to recommend youth applicants. Several members of the Youth Council interviewed three applicants and join staff in recommending the following three applicants:

- ✦ Brittany Hall, Sacramento City College and Office of Foster Care Ombudsman
- ✦ Kamika Whetstone, Sacramento City College and volunteer at Franklin Career Center
- ✦ Matthew Avery, Elk Grove Unified School District youth participant

A copy of the three applications is sent under separate cover. The Sacramento Works Executive Committee reviewed and recommended appointment of the three youth applicants. Staff will be available to answer questions.

RECOMMENDATION:

Review the applications and appoint the above individuals to the Sacramento Works Youth Council.

ITEM III-C – 1 – ACTION

APPROVAL TO APPLY FOR STATE DEPARTMENT OF EDUCATION CHILD CARE
AND STATE PRESCHOOL EXPANSION FUNDS

BACKGROUND:

The California Department of Education, Child Development Division, has announced the availability of General Child Care and Development Program funds (full-day) and State Preschool Program funds (part-day) commencing July 1, 2005.

SETA's Children and Family Services Department is requesting approval to submit an application (due February 18, 2005) as follows:

General Child Care 76 @ \$28.14/day @ 250 days = \$534,660
(full day, year round)

State Preschool 80 @ \$18.39/day @ 175 days= \$257,460
(part-day, school year)

Staff will be available to answer questions.

RECOMMENDATION:

That the Governing Board approves the submission of an application to the State Department of Education, Child Development Division for expansion of full- and part-day services to children and families.

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: Ms. Linda Bautista **DATE:** January 7, 2005
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring Golden Sierra Job Training Agency
of

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	NWI	\$175,000	11/01/2002-06/30/2005	11/01/2002-09/30/2004

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: 11/02/2004
Period covered: 11/01/2002 to 09/30/2004

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	N/A			
8 OJT Contracts/Files/Payment	X			
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records	N/A			
13 Program Income	N/A			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Golden Sierra Job Training Agency

Findings and General Observations:

- (1) The total costs reported to SETA for the period November 1, 2002 through September 30, 2004 were reconciled with the subgrantee's fiscal records. The records appeared to be in order and there are no adjustments required.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Joan Polster **DATE:** January 18, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic, COLA,Quality	\$ 6,872,402	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	T & TA	20,000	9/30/03-09/29/04	9/30/03-9/29/04
Early H. S.	Basic, COLA,Quality	936,875	9/30/03-09/29/04	9/30/03-9/29/04
Early H.S.	T & TA	17,667	9/30/03-09/29/04	9/30/03 -9/29/04
Early H. S.	Fatherhood Grant	25,000	2/28/03-01/31/04	2/28/03-1/31/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 12/8,9, & 17/04

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) A review of the Personnel Activity Reports (PARs) of the Teachers and Teacher Aides showed that their time allocation method is considered reasonable as this is based on their class assignments. The non-teaching staff are preparing their PARs, showing the total time spent for each program based on a time study done years ago. This method is acceptable if the time study is done more frequently (e. g. quarterly) to ensure that the time allocation is a reasonable approximation of the activity actually performed. In the absence of a time study, it is recommended that the district adopt the detailed PARs showing time allocation on a daily basis and must be prepared monthly.

Recommendations for Corrective Action:

- 1) Adopt the detailed PARs for the non-teaching staff which shows the time allocation on a daily basis. This report must be prepared monthly to coincide with the pay period.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento Occupational Advancement Resources, Inc.

Findings and General Observations:

- (1) The total costs reported to SETA for the TA and RESS contracts have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento Occupational Advancement Resources, Inc.

Findings and General Observations:

- (1) The total costs reported to SETA for the TA and RESS contracts have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Pamela Costa **DATE:** January 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>
Head Start	Basic , COLA, Quality	\$ 3,542,296	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	T & TA	15,000	9/30/03-09/29/04	9/30/03-9/29/04
Head Start	Prog. Impv	60,000	9/30/03-09/29/04	9/30/03-9/29/04
Early HS	Basic, COLA, Quality	992,996	9/30/03-09/29/04	9/30/03-9/29 /04
Early HS	T & TA	4,000	9/30/03-09/29/04	9/30/03-9/29/04
Early HS	Prog Impv	36,000	9/30/03-09/29/04	9/30/03-9/29/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 11/30/04 & 12/1/04

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		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	X			
12 Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2003 to September 29, 2004 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings in the final monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-B - INFORMATION

WIA LEGISLATIVE UPDATE

BACKGROUND:

Federal Update Prepared by California Workforce Association

House Reintroduces WIA Reauthorization Bill

Rep. Buck McKeon (R-CA) and the House Workforce and Education Committee got the 109th Congress off to a quick start by reintroducing legislation to reauthorize the Workforce Investment Act on the first day the new Congress. HR 27, "The Job Training Improvement Act," is essentially the same as HR 1261, the reauthorization bill passed by the full House back in May of 2003.

The early move by McKeon, contrary to the Bush Administration's request for delay, prompted the Senate to vow early progress as well. It's not clear how soon the Senate will introduce its own measure, though Senator Mike Enzi (R-WY), the new H.E.L.P. Committee Chair, is expected to elevate WIA reauthorization immediately to the full Committee and schedule early hearings. This and McKeon's fast filing of the House WIA bill signal that WIA Reauthorization is a high priority for the 109th Congress. We understand that McKeon will hold hearings this winter on his bill and will work closely with the National Workforce Association and other representatives of local WIBs on refining the measure. It's not certain how the Bush Administration will weigh in, though many expect it to set forth its workforce program priorities in its FY 2006 budget proposal scheduled for release on February 7.

HR 27, the new House bill, is nearly identical to HR 1261, but with a few technical changes and the inclusion of language to establish Personal Reemployment Accounts (PRAs) -- a Bush Administration priority which failed to achieve Congressional support over the last two years. (Separate PRA legislation was also reintroduced). HR 27 does not include language to incorporate President Bush's proposal to expand the role of community colleges in job training efforts, but it is likely that language will be proposed later in the legislative process. The bill does consolidate the WIA Adult, Dislocated Worker, and Employment Service funding streams into a single grant, distributed by formula to states and localities. This combined grant and the faith-based provisions also present in the new bill will continue to be points of partisan contention in both the House and Senate. Advocates for system reauthorization and Hill staff are hopeful that both Enzi and McKeon will succeed in earning bipartisan support of their respective measures. On a related and important note, Senator Enzi pledged to look into making stronger connections among Perkins, Higher Ed, and WIA during the reauthorizations of each.

CWA will distribute its updated WIA Reauthorization Side-by-Side in the next few days. To download the House bill, go to

<http://www.calworkforce.org/ezupload/files/Documents/WIA.pdf>

State Update Prepared by California Workforce Association
Governor Sends Government Reorganization Plans to Little Hoover Commission

On January 6th, Governor Arnold Schwarzenegger sent two proposals for reorganizing state government to the Little Hoover Commission. The reform proposals came out of the California Performance Review (CPR) process. The first proposal is a plan for the elimination or reform of 88 boards and commissions (the consolidation of local Workforce Boards, initially proposed in the CPR report, is not included). The second plan deals with Youth and Adult Corrections.

The Little Hoover Commission has 60 days to review the plans and submit its report to the Legislature. The Governor can submit the plans to the Legislature himself 30 days following its submission to the Little Hoover Commission. If neither house of the Legislature votes down the plan within 60 days of its submission to the Legislature, the reorganization becomes operational by law.

The texts of the plans are available on the Little Hoover Commission website at <http://www.lhc.ca.gov/lhcdir/reorghome/grps.html>.

WIA Youth Update: Prepared by U.S. Department of Labor Employment and Training Administration

New Strategic Vision for the Delivery of Youth Services under the Workforce Investment Act

Purpose

This informs states and local areas of the Employment and Training Administration's new strategic vision to serve out-of-school and at-risk youth under the Workforce Investment Act (WIA) of 1998.

Background

The realities of today's global economy make it imperative that publicly-funded workforce systems for youth be demand-driven, and the programs and services made available through that system be aimed at preparing our country's most at-risk and neediest youth for real job opportunities. Despite the billions of Federal, state, local and private dollars spent on needy youth and their families, many out-of-school youth are currently being left behind in our economy because of a lack of program focus and emphasis on outcomes.

Well-designed workforce investment programs offer youth who have become disconnected from mainstream institutions and systems another opportunity to successfully transition to adult roles and responsibilities.

VISION:

Out-of-school youth (and those most at risk of dropping out) are an important part of the new workforce "supply pipeline" needed by businesses to fill job vacancies in the knowledge economy.

WIA-funded youth programs will provide leadership by serving as a catalyst to connect these youth with quality secondary and postsecondary educational opportunities and high-growth and other employment opportunities.

The report also recommended that youth programs focus on serving the neediest youth, with priority given to out-of-school youth, high school dropouts, runaway and homeless youth, youth in foster care, court involved youth, children of incarcerated parents and migrant youth.

ETA has set an overarching priority for the entire workforce investment system: meet the demands of business by providing adults and youth with the necessary educational, occupational, and other skills training and

services needed for high demand occupations in the 21st century. In that regard, ETA has developed a new strategic vision to serve out-of-school and at-risk youth through the workforce investment system. This vision represents new strategies for the investment of WIA resources. The vision's focus on connecting youth with high quality education and employment services can be achieved under current law and reflects the principles articulated by the Administration for the reauthorization of WIA.

ETA's new vision for serving youth will present challenges for how state and local WIA programs interact and link with state and local education and economic development systems. To achieve this vision, ETA will adopt a new strategic approach across four major areas:

Focus on Alternative Education
Meeting the Demands of Business, Especially in High-Growth Industries and Occupations
Focus on the Neediest Youth
Focus on Improved Performance

Focus on Alternative Education

The No Child Left Behind (NCLB) act holds schools, school districts, and states accountable for student outcomes and requires that students meet standards in core subject areas. The implementation of NCLB has important implications for "second chance" alternative education programs since the public workforce investment system often contracts with these programs to provide educational services to economically disadvantaged high school dropouts and out-of-school youth with basic skills deficiencies, some of whom may have diagnosed or undiagnosed learning disabilities.

Goal: ETA is committed to providing leadership to ensure that youth served in alternative education programs will receive a high quality education that adheres to the state standards developed in response to the NCLB legislation.

In collaboration with the Department of Education, ETA will issue guidance to the workforce investment system on the following:

A process for the workforce investment system to ensure that any particular alternative education institution receiving WIA youth funds is able to make progress towards the standards for success.

A model of what constitutes "alternative education programs" that characterizes the various forms/components of these programs required to meet the varied needs of out-of-school youth.

A description of how alternative education institutions can serve as an integral part of state and local educational systems' success in meeting the goals of the NCLB act.

Information to help understand how average daily attendance funding applies to the students in alternative education institutions.

Information to help workforce investment areas understand state NCLB implementation systems and their impact on alternative schools.

Proven literacy/numeracy strategies targeted to the at-risk adolescent population.

State and local workforce systems are encouraged to partner with public school systems implementing state NCLB requirements around mutually beneficial issues, such as:

Assisting school districts in meeting their annual yearly progress measures (AYP) by providing high-quality, diploma granting alternative learning environments for youth at-risk of dropping out of school. In this model, average daily attendance funds will follow youth to the alternative program while the youth will remain in the sending school district's count.

Providing supplemental educational services for Title I schools that do not meet their AYP measures through after-school and Saturday programs.

Working with alternative schools to establish high quality programs that meet state standards. This may include collaboration between state and local public education systems and workforce investment systems to improve teacher quality, develop flexible funding mechanisms and promote collaborative services.

Local level workforce investment areas are also encouraged to increase their knowledge of alternative education opportunities. This can be done by engaging in a "mapping" of alternative education offerings in the community to be used by both the education and workforce systems to help students make smart choices.

Lastly, WIA youth programs working through the One-Stop Career Center system, should ensure that alternative education institutions have and use information on local workforce training programs and local labor markets, including national electronic tools such as "Career Voyages" (www.CareerVoyages.gov), public and proprietary career information, and

state labor market information. Local areas should ensure that alternative education students be exposed to job opportunities in growing occupations, including requirements for further education and training and possible career pathways.

**Focus on
Business Demands,
Especially in High-Growth Industries and Occupations**

Goal: The investment of WIA youth resources will be demand-driven, assuring that youth obtain the skills needed by businesses so that they can succeed in the 21st century economy.

Accomplishing this goal will entail three priority areas:

ETA will provide guidance to the WIA youth system on how to incorporate successful models of employer-driven youth development programs such as SKILLS USA, Jobs for America's Graduates (JAG) and Automotive Youth Educational Systems (AYES) that combine skills training with instruction in employability skills including professional development, community service and leadership.

ETA will promote strategic partnerships within the workforce system to ensure that resources are invested to effectively help youth gain the skills necessary for jobs and career pathways in high-growth and high-demand industries. WIA funds should be invested based on the skills needs of employers and strategies developed to address those needs. Building connections between the workforce system and community colleges ensures the creation of industry-focused pathways or career ladder programs that are market responsive. Model programs will be developed that demonstrate partnerships between local businesses, local workforce and educational organizations, and community colleges that allow for the rapid development of training curriculum to meet changing workforce demands. Specifically, partnerships developed can identify high-growth high-demand industries and target the appropriate resources for training programs that provide workers, particularly out-of-school youth, the skills required to receive an industry certificate and/or a postsecondary credential.

State and local professionals in WIA youth-funded programs must be versed on what the high-growth industries/occupations are in their respectable areas what the career pathways are for these jobs, and what options are potentially available for at-risk youth to access these jobs.

In addition, staff should be knowledgeable about youth assessment, development of individual service strategies, integration of needed services, provision of follow-up services, and explicit documentation of services and outcomes. WIA youth professionals should ensure that training funds will be prioritized for eligible youth pursuing high-growth opportunities and that training investments meet industry-specific requirements leading to an industry-recognized credential when appropriate.

Focus on Neediest Youth

The White House Task Force Report on Disadvantaged Youth notes that the Federal government is spending billions of dollars to address the problems of youth. According to the report, youth training funds appear to be focused on ineffective and duplicative practices, and public money needs to be targeted to where it is most needed. The Task Force identified youth in foster care (particularly those aging out of foster care), youth in the juvenile justice system, children of incarcerated parents, and migrant youth as those most in need of services.

ETA is making investments in a number of new initiatives to focus on and develop new strategies for serving these identified populations.

Goal: ETA will prioritize investments that serve youth in foster care, those aging out of foster care, youth offenders, children of incarcerated parents and migrant youth.

Funds will be used to develop model programs for youth aging out of foster care. Model programs will take a comprehensive approach to serving this population, including basic skills remediation, help staying in school or returning to school, employment, internships, help with attaining a high school diploma or GED, post-secondary vocational training, apprenticeships, and enrollment in community colleges, and four-year colleges.

ETA will continue to make funds available to help returning youth offenders reintegrate into and become productive members of their communities by providing education, job training, and supportive services such as mentoring and life skills training after their release from correctional institutions. In addition to helping youth attain employment or an education credential, this effort seeks to ensure that returning youth offenders remain crime-free. This initiative will build on strategies that have been the focus of previous pilot and demonstration projects. They include:

- (1) the expansion of partnerships between state and local workforce investment systems and the criminal justice system;
- (2) the use of faith-based and community-based organizations to train and mentor former prisoners; and
- (3) the use of intermediary organizations in connecting employers with offenders particularly in high growth industries.

ETA, in partnership with the Departments of Education and Agriculture, will develop a model program to provide workforce training, placement services and basic education services for high school completion to out-of-school migrant and seasonal farm worker youth ages 16 to 21. Mentoring is expected to be a significant component of this effort to assist migrant students navigate education and job training and to provide the encouragement, tutoring and assistance these students need to achieve their goals.

Focus on Improved Performance

In order to ensure the success of an increasingly at-risk youth population in the knowledge economy, the workforce investment system must be committed to utilizing the strategies that lead to higher levels of performance and outcomes. ETA will provide the leadership necessary to make this happen.

Goal: Key initiatives will be implemented to assure that funding for youth program is performance-based and that systems and programs are focused on outcomes.

All youth professionals will be expected to be knowledgeable about their local economy (e.g., current status, future projections, high-growth industries, career paths) and One-Stop Career Center professionals will be expected to make the connection to specialized youth programs for those drop-outs that are using core services who are in need of more intensive assistance.

ETA will support Regional Forums designed to provide the workforce investment system with an overview of the new policy guidance related to services for youth. The Regional Forums will examine changes in legislation, policy guidance, and operational processes that will form a new strategic response to serving youth through the workforce investment system. The forums will target system leaders from the states and will work to align Federal policy with state and local practices.

ETA will lead the way in establishing better “real-time” data and management systems by incorporating investments made in management information systems into the formula program.

ETA will implement a new core set of common performance measures for youth programs that apply across One-Stop system programs. The implementation of common performance measures across Federal job training and employment programs will enhance the ability to assess the effectiveness of the workforce investment system.

The new set of common measures for youth programs will include: placement in employment or education; attainment of a degree or certificate; literacy and numeracy gains; and an efficiency measure. The introduction of these new measures for the workforce investment system places a new emphasis on literacy and numeracy gains for youth. It is important that service strategies for youth participants be directly linked to one or more performance outcomes within these common measures. Also, it is important to note that the certificate measure is a demand-driven measure in which certificates are awarded in recognition of an individual’s attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers.

Attainment of literacy and numeracy gains is viewed as most appropriate for youth with basic skill deficiencies as determined by a basic skills assessment. The increased focus on literacy and numeracy gains for youth provides an impetus to ensuring that state and local WIA programs incorporate high quality adolescent literacy programs.

ITEM IV-C – INFORMATION
CALIFORNIA HEAD START FACT SHEET

BACKGROUND:

Attached is a copy of the California Head Start Fact Sheet for your information.

Norma Johnson, Deputy Director, will be available to answer your 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.