



Sacramento
Employment and
Training
Agency

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>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 3, 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.

A G E N D A

- I. **Call to Order/Roll Call/Pledge of Allegiance**
 - Recognition of Long-Term employees: Peggy Finger (10 years); Gisela Weissman (15 years)
- II. **Consent Items**
 - A. Minutes of the February 3, 2005 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. **Action Items**
 - A. **GENERAL ADMINISTRATION/SETA**
 - 1. Approval of Selection of Audit Firm (Kim Peck)
 - 2. Approval to Submit Quote for SMARTware Services to the County of Merced (Earl Sullaway/Kathy Kossick)

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

3. Approval to Submit Proposals to the County Department of Human Assistance, Program Year 2005-2006 (Christine Welsch)

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. Fiscal Monitoring Reports (Kim Peck)

✓ Elk Grove Unified School District

✓ Visions Unlimited, Inc.

B. Dislocated Worker Update (William Walker)

V. Reports to the Board

A. Chair

B. Executive Director

C. Counsel

D. Members of the Board

E. Public

VI. CLOSED SESSION CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Subdivision (a) of Section 54956.9

Name of Case: SETA/AFSCME Arbitration; Grievant: Judy Heater

CSMCS Case #: ARB-03-1863

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, FEBRUARY 25, 2005

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 3, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 3, 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, February 3, 2005
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Robbie Waters called the meeting to order at 10:11 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

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

- Recognition of Long-Term Employees: Ms. Joan Kidwell and Ms. Sandy Lee were presented with gifts in honor of their years of service to SETA.

II. **Consent Items**

The consent calendar included approval of minutes of the January 20, 2005 regular board meeting and approval of claims and warrants for the period 1/14/05 to 1/27/05. There were no questions or comments.

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

Voice Vote: Unanimous approval.

III. **Action Items**

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

B. **WORKFORCE INVESTMENT ACT**

1. Appointment of Economic Development Member to the Sacramento Works, Inc. Board

Ms. Kossick reported that the Sacramento Works Executive Committee is recommending the appointment of Walter DiMantova for the Economic Development sector slot.

Moved/Pannell, second/Scherman, to appoint Mr. Walter DiMantova to an Economic Development sector slot on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice vote: Unanimous approval.

2. Appointment of Youth Council Members

Ms. Christine Welsch stated that all of the applicants are graduates of our program or the Casey programs. The applicants were interviewed by several members of the Youth Council and Julie Davis-Jaffe. The applicants range in age from 15 to 20 years.

Mr. Nottoli arrives at 10:17 a.m.

Moved/Pannell, second/Scherman, to appoint Matthew Avery, Brittany Hall, and Kamika Whetstone to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

C. HEAD START

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

Ms. Norma Johnson stated that this item requests additional funds and can be 'wrapped around' some Head Start services.

Ms. Collin arrived at 10:21 a.m.

Ms. Johnson stated that all of the sites are being reviewed to see where expansion could be achieved. Ms. Pannell stated that it is important to expand the full day programs to serve more children.

Moved/Panel, second/Scherman, to approve 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.

Voice Vote: Unanimous approval.

In response to a question as to how many more children will be served, Ms. Johnson stated that 76 more children will be served in general child care and 80 in State Preschool.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Workforce Investment Act Reauthorization: Ms. Purdy reviewed this item. She stated that HR27 was introduced called the "Job Training Improvement Act" and another called "The Life-Long Education Act" which also deals with WIA. The biggest changes proposed will be in the youth program. The emphasis of the WIA will change to serve out-of-school youth, particularly high-risk. An update will be given to the board in advance of the capitol-to-capitol trip.
- C. California Head Start Fact Sheet: Ms. Johnson stated that this gives a picture of Head Start on a national level. She is hoping to have information on the Head Start reauthorization later this month. Sixty-six percent of California Head Start children are of Hispanic heritage.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reminded the board that this coming Saturday is the beginning of the Voluntary Income Tax Assistance program. Career centers and program operators will be offering this service until April 15.

Ms. Kossick provided a gift to Mr. Nottoli as out-going chair. It was a colorful tie of children's hands.

- C. Counsel: Mr. Larry Larsen talked about Pat Cooke's retirement on February 4. Mr. Larsen stated that Ms. Cooke has been integral to the success of the agency. She has been an excellent source of support to legal counsel.
- D. Members of the Board: Ms. Collin reported that February 9 is the Chinese New Year, which will be the year of the rooster. A program will be held at CSUS and it covers all Asian cultural things.

Ms. Pannell announced the Sweet Potato Festival which will be at the Pannell Center.

- E. Public: Ms. Christine Welsch spoke about the WIA reauthorization, specifically regarding youth funds. The Youth Council has been struggling with the aspect of dealing with the flip of needs from in-school youth to out-of-school youth. The Youth Council will continue to look at this issue over the coming months.

- VI. Adjournment:** Meeting adjourned at 10:35 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/27/05 through 2/24/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A – 1 - ACTION

APPROVAL OF SELECTION OF AUDIT FIRM

BACKGROUND:

On December 17, 2004, SETA released a Request for Proposals (RFP) for Audit Services. The audit services contract will be granted for one year and may be extended by SETA for two additional one-year terms.

SETA's fiscal staff conducted the following procurement:

December 23, 2004 - Mailed copies of the Public Notice to 123 Accounting firms. A Public Notice announcement was printed in the Sacramento Bee on December 23, 2004, December 27, 2004 and January 3, 2005. The RFP was also available to download from SETA 's website.

January 10, 2005 - Held a proposers' conference with six Accounting firms in attendance.

February 10, 2005 - Received three final proposals, from Damore Hamric & Schneider, Inc., Gilbert Associates, Inc. and Carlos E. Soler- Certified Public Accountant. Received telephone call from Ernst & Young stating their firm would not be able to participate.

The proposal review team consisted of two individuals from the County Department of Finance and two staff from SETA's Fiscal Department.

After careful consideration of each firm's audit experience, size and structure, qualifications of staff, responsiveness and fees, the proposal review team has recommended that the contract be awarded to Gilbert Associates, Inc. Gilbert Associates has an audit team with extensive background in government and non-profit accounting including the implementation of the Governmental Accounting Standards Board issued Statement No. 34, Basic Financial Statements-and Management Discussion and Analysis-For State and Local Governments.

RECOMMENDATION:

Approve the selection of Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2005 for the fee not to exceed \$29,000.

ITEM III-A – 2 - ACTION

APPROVAL TO SUBMIT QUOTE FOR SMARTWARE SERVICES TO THE COUNTY
OF MERCED

BACKGROUND:

In December of 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 (5) SMARTware Users throughout the State, including Riverside County, Napa County, East Bay Works, Golden Sierra Job Training Agency and Yolo County Department of Employment and Social Services.

SETA staff has been contacted by the Merced County Department of Workforce Investment requesting that we provide them with a quote for the cost of adding them to the consortium utilizing the SMARTware system. SETA staff is currently developing a quote which will include the use of the software, hosting their data on a SETA-owned server, customization of the system, technical support, training and limited help desk support. Staff believe that based on discussions with Merced staff regarding their programmatic and technical requirements, the SMARTware system will meet the needs of this organization. This is an opportunity to generate additional revenue allowing for further development of the SMARTware system.

RECOMMENDATION:

Staff is requesting that your Board approve their request to submit a proposal to the Merced County Department of Workforce Investment for a SMARTware Client Tracking and Case Management System license.

ITEM III-A - 3- ACTION

APPROVAL TO SUBMIT PROPOSALS TO THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE, PROGRAM YEAR 2005-2006

BACKGROUND:

The County Department of Human Assistance (DHA) recently released a RFP for Job Club/Job Search services for CalWORKs recipients. The RFP is limited to the areas serviced by DHA's Grand Oaks (ZIP codes: 95610, 95611, 95621, 95628 and 95662) and Research (zip codes: 95652, 95833, 95834 and 95838) Bureaus. The proposal deadline is Monday, March 21, 2005.

SETA is requesting approval to submit a proposal in response to DHA's RFP. SETA has provided job club/job search services through a contract with the Sacramento County Department of Human Assistance for the past three years to provide services for the Grand Oaks DHA office at the Hillsdale Career Center and on-site at the Rancho Cordova DHA Bureau. This RFP is seeking to continue services for the Grand Oaks Bureau, discontinue services in Rancho Cordova and establish job club/job search services for the Research Drive bureau.

If funded, staff is requesting approval for SETA's Executive Director to execute any DHA agreements, adjustments, modifications or other documents required by DHA.

RECOMMENDATION:

Approve the submission of a proposal to the County Department of Human Assistance, and authorize SETA's Executive Director to execute any DHA agreements, adjustments, modifications or other documents required by DHA.

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. Nancy Lucia **DATE:** January 28, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, Quality Impv., COLA	\$ 1,198,775	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	T & TA	7,500	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	Basic (Carry-over)	75,000	9/30/03-9/29 /04	9/30/03-9/29/04
Head Start	Prog Impv	200,000	9/30/03-9/29/04	9/30/03-9/29/04

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 12/20-21/04 & 1/21/05

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		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: Elk Grove 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 records. The records were verified and appeared to be in order.
2. A review of the Personnel Activity Reports (PARs) for September and August, 2004 showed several instances of variances between the time allocation and the payroll allocation. The variances did not have any financial impact on Head Start as the negative variances were offset by the positive variances. It is recommended that the PARs be reviewed to reconcile the payroll allocation with the time allocation.

Recommendations for Corrective Action:

- 1) Review the PARs and reconcile the payroll allocation with the time allocation.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. Margaret Mapes **DATE:** February 7, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG-Youth	Family Self-Suff.	\$ 45,000	1/01/04-12/31/04	1/01/04-12/31/04
CSBG-Seniors	Family-Self-Suff.	42,000	1/01/04-12/31/04	1/01/04-12/31/04

Monitoring Purpose: Initial ___ Follow-Up___ Special ___ Final __X__
Date of review: 1/27/05

<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	X			
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		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

Program Operator: Visions Unlimited, Inc.

Findings and General Observations:

The total costs as reported to SETA from January 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order. There are no findings.

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 PY2004/2005

The following is an update of information as of February 17, 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
Unofficial	6/03/04	Pacific Gas and Electric Company Sacramento Records Office 10375 Old Placerville Road Sacramento, CA 95827-2506	8/02/04	59	Union Displacement Services
Unofficial	6/15/04	McClellan Defense Commissary Agency Building 949 McClellan Business Park	8/27/04	23	7/28/04
Unofficial	6/24/04	Sprint 3075 Prospect Park Drive Rancho Cordova, CA	10/30/04	37	7/15/04 & 7/30/04
Official	7/02/04	Brown & Williamson Tobacco Corporation 3100 Zinfandel Drive, Suite 280 Rancho Cordova, CA 95670	8/31/04	38	Mailed Dislocation Material
Unofficial	7/02/04	Kik No Cal 8600 23 rd Avenue Sacramento, CA	7/30/04	19	7/27/04
Unofficial	7/27/04	Sacramento Association for the Retarded 1791 Tribute Road, Suite A Sacramento, CA 95815	9/17/04	15	8/13/04
Official	8/04/04	EDS 1088 White Rock Road Rancho Cordova, CA 95670	10/18/04	82	Delivered Dislocation Material
Unofficial	8/19/04	Doppelmayr Ctec 3 Wayne Court Sacramento, CA 95828	10/15/04	40	8/31/04

Unofficial	8/25/04	Washington Mutual 2710 Gateway Oak Drive, Suite 200 Sacramento, CA 95833	10/15/04	34	9/14/04
Official	9/01/04	Kmart Corporation 2000 Howe Ave, Store #4408 Sacramento, CA 95825	10/25/04	100	Delivered Dislocation Material
Unofficial	10/06/04	Northern California Behavioral Health 11070 White Rock Road, Suite 200 Rancho Cordova, CA. 95670	12/01/04	40	11/03/04
Official	10/15/04	Sacramento Automotive & Training Facility (AAA) 8687 Weyand Avenue, Sacramento, CA. 95828-2641	12/31/04 through 07/01/05	32	Pending
Unofficial	10/25/04	T & N Manufacturing 8550 Tiogawoods Dr. Sacramento, CA 95828	6/30/04 through 11/15/04	9	Employer Declined Services
Official	11/05/04	Branch: Bank Of Lodi 1415 L Street, Suite 100 Sacramento, California 95815	1/03/05 through 1/17/05	6	Pending (Merger)
Official	11/05/04	Branch: Bank Of Lodi 111 Woodmere Road, Suite 200 Folsom, CA. 95630	1/03/05 through 1/17/05	3	Pending (Merger)
Official	11/05/04	Branch: Bank Of Lodi 13389 Folsom Boulevard, Suite 100 Folsom, CA 95630	1/03/05 through 1/17/05	8	Pending (Merger)
Official	11/05/04	Western-Hoegge Co. 9706 Fair Oaks Blvd., Suite No. 135 Fair Oaks, CA 95628	1/04/05	1	Business Purchase /Layoff
Unofficial	11/23/04	Internal Revenue Service Western Area Distribution Center 3041 Sunrise Blvd. Rancho Cordova, CA 95742	3/05/05	35	12/07/04

Official	1/03/05	Cingular* 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California 95670	3/07/05	1	Pending
Official	1/17/05	Cingular* 10000 Goethe Road Sacramento, California 95827	3/18/05	2	Pending
Official	1/13/05	Ralphs Grocery Store # 958 2280 Sunrise Blvd., Rancho Cordova, CA 95670	3/13/05	57	Pending
Official	1/13/05	Ralphs Grocery Store # 967 6737 Watt Ave., North Highlands, CA 95829	3/13/05	43	Pending
Official	2/02/05	Cingular Wireless* 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	4/04/05	7	Pending
Official	2/02/05	Cingular Wireless* 10000 Goethe Road, Sacramento, CA 95827	4/04/05	4	Pending
Official	2/15/05	Cingular Wireless* 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	4/15/05	8	Pending
Official	2/17/05	Lovotti Brothers Dist Co Inc 1275 Vine Street Sacramento, CA 95814	4/01/05 through 4/15/05	75	Pending
			Total # of Affected Workers	<u>778</u>	

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.