



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

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, May 5, 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](http://www.seta.net).

**A G E N D A**

**I. Call to Order/Roll Call/Pledge of Allegiance**

- Recognition of Long Term Employee: Mario Montes (15 years)
- Recognition of Former Community Action Board Member: Cliff Bales

**II. Consent Items**

- A. Minutes of the March 31, 2005 Special Board Meeting
- B. Approval of Claims and Warrants

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Out-of-State Travel to Attend the Pathways to Adulthood 2005: National Independent Living Transitional Living Conference in Atlanta, Georgia (William Walker)

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

2. Approval to Extend Lease Agreement for the Hillsdale Sacramento Works Career Center (Robin Purdy)

**B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve the Resource Allocation Plan for Fiscal Year 2005/2006 (Robin Purdy)
2. Approval to Deobligate WIA 15% Nurse Workforce Initiative Funding From San Joaquin County Employment and Economic Development Department (Cindy Sherwood-Green)
3. Approval to Accept Workforce Investment Act (WIA) 15% Discretionary and Wagner-Peyser Act 10% Funding for a Nurses Training Project (Cindy Sherwood-Green)
4. Appointment of Required Partner Members to the Sacramento Works, Inc. Board (Kathy Kossick)
5. Approval to Terminate WIA, Title I, Youth Funds Contract with the Stanford Home for Children (Older Youth), Program Year 2004-2005 (Robin Purdy/Christine Welsch)

**C. HEAD START**

1. Approval of Out-of-State Travel to Attend the New Education Manager's Orientation (Norma Johnson)

**D. COMMUNITY SERVICES BLOCK GRANT – No items.**

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

- A. Fiscal Monitoring Report (Kim Peck)  
➔ Meadowview Community Action
- B. Head Start Quarterly Report (Norma Johnson)

**V. Reports to the Board**

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

E. Public

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code §54956.8

Property: 60 Nedra Court, Sacramento, CA

Negotiating Party: EPO Development, LLC

Under Negotiation: Lease rates and term

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, APRIL 28, 2005**

ITEM II-A - CONSENT

MINUTES OF THE MARCH 31, 2005 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 31, 2005 special SETA Governing Board meeting for your review.

RECOMMENDATION:

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

**SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING  
AGENCY GOVERNING BOARD**

Minutes/Synopsis

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

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

Thursday, March 31, 2005  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:18 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

Sophia Scherman, SETA Governing Board; Public Representative

**Members Absent:**

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

- Recognition of Long-Term Employees: Ms. Reta Kiersey and Ms. Deborah Wacker were presented with gifts in recognition of their years of service to SETA.

**II. Consent Items**

The consent calendar includes approval of the minutes of the March 3, 2005 regular board meeting and approval of claims and warrants for the period 2/24/05 through 3/24/05. There were no questions or corrections.

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

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Temporary Reclassification for the Position of Employment Services Supervisor

Ms. Jeanie Ross offered to answer questions.

Moved/Collin, second/Scherman, to extend the temporary appointment to Employment Services Supervisor for Terri Carpenter until July 22, 2005.  
Voice Vote: Unanimous approval.

2. Approval of Temporary Reclassification for the Position of Employment Training Analyst III

Moved/Collin, second/Scherman, to extend the temporary appointment as Employment Training Analyst III for Dora Lindsey until July 8, 2005.  
Voice Vote: Unanimous approval.

3. Approval of Out-of-State Travel for staff to attend The Awarding Monitoring SubAwards under Federal Grants" Conference in Las Vegas, Nevada

Ms. Purdy reviewed this item and answered questions.

Moved/Scherman, second/Collin, to approve out-of-state travel for Bette Blanchard, Program Officer, to attend the Awarding and Monitoring Subawards under Federal Grants, May 12-13, 2005, at an approximate cost of \$1,220.  
Voice Vote: Unanimous approval.

4. Approval of Out-of-State travel for Staff to attend The Government Finance Officers Association National Training Seminar in Portland, Oregon

Ms. Gail White stated that staff will learn how to receive the Governor's Certificate of Excellence. This will assist SETA staff to receive this incentive award.

Moved/Collin, second/Scherman, to approve out-of-state travel for Rick Pryor and Gail White to attend the GFOA's National Training Seminar May 2-5, 2005, at an approximate cost of \$3,700.  
Voice Vote: Unanimous approval.

5. Approval of Agreement with the Sacramento County Department of Human Assistance

Ms. Robin Purdy stated that this is a good news item. DHA approved the one stop share of costs for \$2,562,000. This will assist to provide services in the one stop centers.

Moved/Collin, second/Scherman, to approve entering into an agreement for \$2,562,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers.  
Voice Vote: Unanimous approval.

6. Approval to Submit a Proposal for Federal Highway Transportation Program funding through the California Department of Transportation for Construction Pre-Apprenticeship Program Renewal

Ms. Purdy stated that this is an annual item. Staff is seeking approval to submit a proposal to the California Department of Transportation which in turn will submit the proposal to the Federal government. It is expected that 100 individuals will be served with this grant.

Moved/Collin, second/Scherman, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2005 not to exceed \$500,000 and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

7. Approval to Amend Existing Contract with the California Department of Transportation to Accept Funds for the Construction Career Awareness Day

Ms. Purdy reviewed this item. This is an augmentation to our current contract to put on construction career awareness day for high school students.

Moved/Collin, second/Scherman, to amend the existing contract with the California Department of Transportation to accept \$70,000 in Department of Transportation funds for the Construction Career Awareness Day. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Approval to Amend Workforce Investment Act One Stop Services Subgrant Agreements

Ms. Purdy stated that this is a housekeeping item. This item requests approval to make contract modifications to several career centers subgrants. The amounts vary between the career centers.

Moved/Collin, second/Scherman, to approve the revisions to the authorized amounts for Scholarships to the Broadway, Citrus Heights, Mather, and South County Career Centers.

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

## **C. HEAD START – No items.**

**D. COMMUNITY SERVICES BLOCK GRANT** – No items.

**E. REFUGEE PROGRAMS** – No items.

**IV. Information Items**

A. Dislocated Worker Update: Mr. William Walker answered questions regarding the report. Ms. Scherman asked about Big Lots in Elk Grove and requested that SETA staff to see if we can help with their staff recruitment.

B. Update on WIA Governor's Discretionary Grant Applications: Ms. Purdy stated that there were three pots of money in the governor's discretionary fund. Ms. Purdy reviewed the various sources of funds that SETA was awarded.

Staff is in the process of opening up two healthcare career centers. One will be at Del Paso and one at Lemon Hill Career Center. Bilingual/bicultural customers will be sought in order to increase the number of people that speak languages other than English.

SETA partnered with LEED and NCCT to submit a proposal. This proposal was funded in the amount of \$800,000 with LEED as the lead agency.

Ms. Purdy stated that in the future, staff will offer grant writing assistance to the Vietnam Veterans organization.

Ms. Scherman inquired about the bilingual/bicultural nursing program recruits. She inquired whether there would be a background check to ensure that the recruits are really trained in the nursing field. Ms. Purdy stated that there would be a background check plus they will be enrolled in the courses to ensure that they will receive training. Staff will assist the trainees in getting jobs. The six local hospitals are affiliated in this program and have committed to hire the trainees.

C. Report Back: Proposal Submitted to the County Department of Human Assistance, Program Year 2005-2006: At the March 3 meeting, the Board asked for a report back on the job search proposal submitted. Ms. Purdy reviewed the budget for this proposal. Staff has not yet heard about the funding recommendations.

**V. Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Norma Johnson reviewed the Capitol-to-Capitol trip.

It was reported that Ms. Kossick is doing well and is expected to be back on April 20.



- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman reported that fundraisers in Elk Grove are working together to have one major fundraiser instead of competing among themselves. SETA staff was asked to touch base with Tim Taylor and Juanita Sendejas Lopez to see if we can help locate a building to have this event.
- E. Public: Ms. Denise Nelson, chair of the Parent Advisory Committee, introduced herself.

Ms. Willie Williams, chair of the Policy Council, introduced herself. She is a Parent Ambassador.

- VI. **Adjournment**: Meeting adjourned at 10:48 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/25/05 through 4/28/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

### ITEM III-A – 1 - ACTION

#### APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE PATHWAYS TO ADULTHOOD 2005: NATIONAL INDEPENDENT LIVING TRANSITIONAL LIVING CONFERENCE IN ATLANTA, GEORGIA

##### BACKGROUND:

The United States Department of Health and Human Services Administration for Children (ACF) and Families is sponsoring Pathways to Adulthood 2005: National Independent Living Transitional Living Conference. This three-day conference from May 18-20, 2005 will be held in Atlanta, Georgia and will provide opportunities to learn about the most recent developments regarding the Chafee Foster Care Independence Program and the federally funded transitional living program, as well as learn from ACF official trends in independent living and transitional living programs, education and outcome based programming. Attendance of this conference will help staff working with the Casey Great Start Program better serve our foster youth making the transition to adulthood. Staff attending this conference will report lessons learned in order to enhance the knowledge of other staff working with foster youth.

Total estimated cost to attend the conference is \$1,500. The Casey Great Start Program will fund staff attending this conference.

##### RECOMMENDATION:

Approve out-of-state travel for Ken Broughton, Employment Service Specialist, to attend Pathways to Adulthood 2005: National Independent Living Transitional Living Conference schedule May 18-20, 2005 at an approximate cost of \$1,500.

ITEM III-A – 2 - ACTION

APPROVAL TO EXTEND LEASE AGREEMENT FOR THE HILLSDALE  
SACRAMENTO WORKS CAREER CENTER

BACKGROUND:

The Hillsdale Sacramento Works Career Center has been at 5655 Hillsdale Blvd. since 1997. The lease for Suite 8 expires on October 5, 2005. The occupied space is 14,279 sq. ft. at a current rental cost of \$1.20/sq. ft. The lease contains an option to renew for five years.

SETA would like to renew this lease for a term of 5 years. The rental cost will increase in increments of 3% per year as follows:

Mo. 1-12	\$1.24 per square foot/\$17,705.96 per month
Mo. 13-24	\$1.27 per square foot/\$18,134.33 per month
Mo. 25-36	\$1.31 per square foot/\$18,705.49 per month
Mo 37-48	\$1.35 per square foot/\$19,276.65 per month
Mo. 49-60	\$1.39 per square foot/\$19,847.81 per month

SETA's Legal Counsel will prepare an extension to the lease under the terms stated above.

RECOMMENDATION:

Approve the renewal of the leased space for 5655 Hillsdale Blvd., Suite 8 for an additional 5 years.

ITEM III-B - 1 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE  
RESOURCE ALLOCATION PLAN FOR FISCAL YEAR 2005/2006

BACKGROUND:

It is the responsibility of Sacramento Works, Inc. to determine the types of services and activities that should be funded with the Workforce Investment Act formula funds and to develop a "resource allocation" plan. The resource allocation plan is a determination of what activities and services should be offered through the one stop career center system and how much money, or what percent of next year's funds, should be allocated to each activity.

**The Planning/Oversight Committee of Sacramento Works, Inc. reviewed the following documents prior to developing their recommendation on resource allocation:**

1. Infrastructure needs for FY2006
2. Performance Report for One Stop Career Centers and Training Providers
3. Report on Scholarships Approved by Critical Industry

**ACTIVITIES included in the Resource Allocation Plan:**

The activities that are included in the resource allocation plan for the Sacramento Works One Stop Career Center system are:

1. **One-Stop Services:** This activity includes the infrastructure, operating and staffing costs for 11 Sacramento Works One Stop Career Centers which provide:
  - Access to information, computers, faxes, copiers, and telephones to assist customers with core job search activities;
  - Intensive case management services for all customers who are enrolled or receive scholarship funds;
  - Job development, job placement, job retention and follow-up services to customers seeking employment after training.
2. **On-the-Job Training (OJT):** This activity provides wage subsidies to employers willing to train workers on-the-job. OJT is an effective workplace activity because it provides a commitment to hire by the employer, reimburses wages at 50% or less, and results in wage gain and job retention.
3. **Scholarships/Workforce Skills Preparation:** This activity can be used for tuition or for supportive services while a customer receives training or to provide workforce skills preparation services on-site at career centers.

**Scholarships** are the costs associated with training customers in critical industries selected by Sacramento Works, Inc. (Tuition, supportive services, and incentive payments).

**Workforce Skills Preparation** are individualized services purchased "off-the-shelf" from approved vendors. Workforce Skills Preparation services include

Vocational Assessment, Small Business Development, Financial Literacy, Interpretation/Translation and Job Retention/Life Skills Workshops.

4. **Board Initiatives:** This activity sets aside funding for Initiatives developed by Sacramento Works, Inc. The Current Board initiatives include collaborative business outreach, marketing services to the employer community, researching newly emerging industry clusters and critical industries in the region, developing Workforce Skills Certification systems for the critical industries selected by the Board, and training staff and providers.
5. **One Stop Support:** This activity is provided by SETA staff and includes program monitoring, technical assistance and training; SMARTware automated case management system support, client tracking, client follow-up, and developing monthly and quarterly performance reports.
6. **Administration:** This activity is provided by SETA staff and includes personnel, payroll, fiscal monitoring, purchasing, contracting, board staffing and support, and information technology.

#### **IMPACT OF RESOURCE ALLOCATION PLAN ON SYSTEM: HIGH PRIORITIES FOR FISCAL YEAR 2005-2006**

Career center managers, supervisors, staff and partners were surveyed about the workload, the needs of the customers, and what needed to be done to improve services to customers. The results of the surveys indicate that the priorities which offer the greatest promise of achieving success in the next year are:

- **Emphasis on high quality Customer services.** The Centers must have staff who are customer friendly and all customers, including special populations (disabled, limited-English speaking, offenders, veterans, etc.) must have access to the services they need.
- **Investment in Technology.** The Centers must have the latest technology and software for job seekers and the equipment must be kept up to date and working properly.
- **Emphasis on meeting the needs of Employers.** The Centers must be able to meet the needs of employers by providing recruiting, screening and referral services, serving small business through the Business Information Centers, providing upward mobility and job retention services, and integrating employers as career center system partners.
- **Incentives for exceeding performance measures.** Each year, the State of California sets aside funds to provide an incentive to local areas that exceed their performance measures. A financial reward for meeting performance goals has the effect of focusing efforts on meeting goals. Including language in the WIA contracts that allows providers to earn an incentive award for exceptional performance would result in more people entering employment, retaining their jobs and increasing their wages.

#### **ONE STOP CAREER CENTER PERFORMANCE**

##### **Core Services Outcomes:**

In the first nine months of Fiscal Year 2005 (July 2004 to March, 2005) 29, job seekers received 113,744 services. This represents an overall increase in activity from last year

(26% increase in job seekers). The core services cost per job seeker decreased by 9.7% (from \$122.50 per job seeker in 2004 to \$110.64 in 2005).

**Intensive and Training Services Outcomes:**

For the first six months of Fiscal Year 2005, 84% of adults and 91% of dislocated workers exited from intensive training were employed in the quarter after they exited services. 83% of adults and 91% of dislocated workers retained their jobs after completing intensive and training services and the wage gain and wage replacement averages were \$5,689 at six months retention for adults and 107% for dislocated workers. Customers taking part in the intensive and training programs remain employed longer and earn higher wages.

**Programmatic Changes that affect the Resource Allocation Plan:**

Sacramento Works and SETA invested in computer technology when the Sacramento Works One Stop Career Center system was developed in Fiscal Year 1999-2000. In the Resource Allocation Plan approved in 2005, funding was approved to replace 100 obsolete computers. SETA invested in a Citrix/Metaframe system which will extend the life of the computers from 5 to 8 years and has installed this at each of the career centers. This year, staff is recommending that the servers in 10 of the one stop career centers be replaced, which is the final step in upgrading the information technology equipment. The amount requested for this upgrade is \$60,000.

Sacramento Works, Inc. implemented a cap on scholarships and tuition at the following levels:

- High Tech: \$7,000
- Construction: \$6,000
- Call Center/Customer Service: \$5,000
- Hospitality/Tourism: \$3,000
- Healthcare: \$10,000
- Manufacturing: \$5,000
- Mechanic: \$5,000
- Other Industries: \$5,000

A maximum supportive service allowance of \$2,500 per job seeker was approved by Sacramento Works, Inc.

By the end of March 2005, over 88% of the ITA/Scholarship funds had been obligated. To increase the amount of funds available for training and scholarships, SETA has received funding from the County Department of Human Assistance (DHA) to provide funding to the one-stop career center system to increase training in the health care and construction industries.

The Board Initiative set aside for FY2005 included the following components:

- ✓ Marketing of Sacramento Works, Inc.,
- ✓ Economic Reports and LMI Research
- ✓ Staff support for the Youth Service Provider Network

- ✓ Development of a Construction Business Plan for the region
- ✓ Sponsorship of Partnership for Prosperity

**RECOMMENDATION:**

Concur with Sacramento Works, Inc. to approve the following Resource Allocation Plan for FY2006.

<b>Activity</b>	<b>Recommendation for FY2006 % of Total Allocation</b>	<b>FY2005 Resource Allocation Approved Plan</b>	<b>\$ Based on FY2005 Allocation</b>	<b>\$ Increase/ Decrease based on FY 2005 Allocation</b>
One Stop Services	39%	39%	\$2,668,982	0
On-the-Job Training	13%	13%	889,660	0
Scholarships/Workforce Skills Preparation	26%	26%	1,779,321	0
One Stop Support: Program Monitoring, SmartWare support, Client tracking, reporting and follow-up	11.4%	11.4%	780,164	0
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.6%	7.6%	520,109	
Board Initiatives	3%	3%	205,306	0
	100%	100%	\$6,843,542	0



## Training Provider Performance Report 7/1/03 – 12/31/04

<b>Provider</b>	<b>Total</b>	<b>Exits</b>	<b>Jobs</b>	<b>EER</b>	<b>AWP</b>	<b>Positive Completions</b>	<b>Total Completions</b>	<b>Completion Rate</b>
ABC School/Tech Skills	108	30	23	77%	\$20.00	25	28	89%
Alameda Computer Center	3	0	0	0%	\$0.00	1	1	100%
Allied Business Schools, Inc.	14	7	4	57%	\$17.00	9	11	82%
California Alarm & Lock Institute	3	2	1	50%	\$10.00	1	1	100%
California Institute of Jewelry Training	5	3	1	33%	\$10.00	2	2	100%
California State University	15	8	5	63%	\$18.00	7	8	88%
Center for Employment Training	22	12	9	75%	\$11.00	8	9	89%
Contractors State License Schools	1	0	0	0%	\$0.00	0	0	0%
Federico College of Hairstyling	7	2	2	100%	\$13.00	3	3	100%
Global Travel Academy	0	0	0	0%	\$0.00	0	0	0%
High-Tech Institute	13	4	4	100%	\$14.00	5	5	100%
Institute of Technology	11	3	3	100%	\$14.00	2	3	67%
M.T.I. College	20	9	8	89%	\$13.00	8	10	80%
Modoc Railroad Academy	6	1	1	100%	\$22.00	3	3	100%
National Career Education	29	11	8	73%	\$11.00	14	15	93%
National Training Institute	0	0	0	0.00%	\$0.00	0	0	0.00%
New Horizons Computer Learning Center, Inc.	6	5	4	80%	\$19.00	3	3	100%
No. Ca. Barber & Cosmetologist Apprenticeship Program	7	3	2	67%	\$9.00	1	1	100%
Northern California Teamsters	1	0	0	0%	\$0.00	0	0	0%
Northwestern Technical College	7	7	2	29%	\$23.00	1	1	100%
Oxman College	0	0	0	0%	\$0.00	0	0	0%
Sacramento City USD-Old Marshall Adult Education Center	73	15	12	80%	\$11.00	21	25	84%
Sacramento Office Skills Center	4	3	3	100%	\$13.00	2	2	100%
SATI	50	32	27	84%	\$15.00	23	23	100%

Truck Driving Academy	16	12	8	67%	\$12.00	9	11	82%
Vocational Evaluation Services	0	0	0	0%	0.00	0	0	0%
Western Career College	6	1	0	0%	\$0.00	0	0	0%
Western Pacific Truck School	24	9	6	67%	\$13.00	14	17	82%
Western Truck School	19	5	5	100%	\$18.00	15	15	100%
Williams Hair Academy	0	0	0	0%	0.00	0	0	0%
<b>TOTALS</b>	<b>523</b>	<b>209</b>	<b>158</b>	<b>76%</b>	<b>14.54</b>	<b>201</b>	<b>223</b>	<b>90%</b>

**Scholarships Approved for Critical Industries**  
**2004-2005**  
**7/1/04 – 3/31/05**

	<b>Critical Industry</b>	<b>Scholarships</b>	<b>Total Amount Authorized</b>
1	<b>High Technology</b>	31	\$174,917
2	<b>Construction</b>	16	18,773
3	<b>Financial Services/Customer Service</b>	12	47,396
4	<b>Hospitality/Tourism</b>	1	3,000
5	<b>Health Care</b>	74	372,478
6	<b>Maintenance and Repair</b>	5	7,816
7	<b>Advanced Manufacturing &amp; Production</b>	46	149,574
8	<b>Other</b>	35	112,777
	<b>TOTALS</b>	<b>220</b>	<b>\$886,731</b>

ITEM III-B - 2- ACTION

APPROVAL TO DEOBLIGATE WIA 15% NURSE WORKFORCE INITIATIVE  
FUNDING FROM SAN JOAQUIN COUNTY EMPLOYMENT AND ECONOMIC  
DEVELOPMENT DEPARTMENT

BACKGROUND:

SETA is the fiscal and administrative entity for the regional Nurse Workforce Initiative, a special project funded with WIA 15% Governor's Discretionary grant funding for a three year period ending September 30, 2005. The purpose of the initiative is to increase the supply of licensed nurses to reduce critical labor shortages in health facilities throughout the region.

San Joaquin County Employment and Economic Development Department is a partner in the project and was funded in the amount of \$355,000 to provide case management and training for 45 nurses who are either in Licensed Vocational Nurse (LVN) to Registered Nurse (RN) upgrade training or are nurses who are not actively working in the nursing profession and who want to transition back into the nursing workforce through RN Refresher courses. Approximately 72% of San Joaquin's NWI budget is allocated toward salaries and fringe benefits of a Nurse Educator and a Skills Lab Instructor for the period of July, 2003 through June, 2005. In May, 2004, your board approved to deobligate San Joaquin County EEDD by \$123,500 due to a late class start up that resulted in personnel savings.

San Joaquin staff has recently informed SETA that there is additional funding in the amount of \$64,611 that will be unspent by the end of its contract term of June 30, 2005, due to underbilling by its education and hospital partners, and should be returned to SETA.

It is recommended that you approve the deobligation of \$64,611 in WIA 15% NWI funding from San Joaquin and reobligate the funds to expand the Nurse Workforce Initiative project.

RECOMMENDATION:

Approve the deobligation of WIA 15% Nurse Workforce Initiative funds from San Joaquin County Employment and Economic Department in the amount of \$64,611.

## ITEM III-B – 3 – ACTION

### APPROVAL TO ACCEPT WORKFORCE INVESTMENT ACT (WIA) 15% DISCRETIONARY AND WAGNER-PEYSER ACT 10% FUNDING FOR A NURSES 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 in one of three categories that would assist job seekers to enter employment and to retrain existing workers in high-need and high wage sectors of the economy. SETA submitted an application in the category *Industries with a Statewide Need – Nurses and other health related industries* for the maximum amount of \$800,000. In March, 2005, SETA was notified in of an award for full funding for a 24-month project.

SETA's proposed project, Regional Nurse Support II (RNs II), addresses the critical nursing shortage in the Greater Sacramento region through a strong partnership consisting of four major healthcare industry employers, two educational entities and workforce development. Partners to this project include SETA as the administrative and fiscal agent, Los Rios Community College District and CSU, Sacramento as the educational entities, and Sutter Health Sacramento Sierra, Kaiser Permanente, and UC Davis Medical Center as the Healthcare industry organizations. The healthcare partners have committed leveraged resources including tuition reimbursement, forgivable loans, paid time off, clinical instructors and training facilities.

Building on the success of the previous healthcare industry projects, the Caregiver Training Initiative and the Nurse Workforce Initiative, the project will create growth in regional nurse training capacity and will increase the capacity of local hospitals to provide health care to underrepresented populations. Sixty (60) new Registered Nurses (Associate Degree and Bachelor's Degree) and twenty (20) allied healthcare providers will be trained through this project for a total increase of eighty (80) new workers locally. It is expected that no less than 25% of the trainees will be bilingual.

The nursing candidates will be recruited from the four partner healthcare organizations and will be provided career paths for advancement in the healthcare industry. Los Rios Community College District will train 40 Associate Degree Nurses (ADNs) and CSU, Sacramento, will train 20 Bachelor of Science degreed Nurses (BSNs) through expanded nurse education programs at their respective campuses.

A minimum of twenty (20) individuals who were health professionals in their countries of origin, but have not been able to obtain certification or licensure in this country will be provided the assistance, support, and resources necessary to re-enter the healthcare workforce in occupations that are in great demand, such as nurses, Radiology

Technicians, Respiratory Technicians, Clinical Laboratory Technicians, and Certified Nurse Assistants.

RECOMMENDATION:

Accept the WIA 15% and Wagner-Peyser 10% funding in the amount of \$800,000 and authorize the execution of subcontracts with Los Rios Community College for \$360,000 to train 40 nurses and CSU, Sacramento for \$180,000 to train 20 nurses.

**Sacramento Employment and Training Agency  
WIA 15% Discretionary Funding – Regional Nurse Support II**

**Partners/Project Activities**

<b>Partner</b>	<b>Services Proposed</b>	<b>Funding</b>
Sacramento Employment and Training Agency	Project' s fiscal and administrative agent Conduct marketing of project and recruitment of candidates Provide, assessment, registration for WIA, enrollment, case management, follow-up and support services for all project clients Recruit and enroll up to <b>24</b> foreign trained healthcare workers for re-entry into the local healthcare workforce Provide Healthcare Career Center resources and staffing	\$260,000
Los Rios Community College District	Provide Nurse Education for <b>40</b> ADNs	\$360,000
California State University, Sacramento	Provide Nurse Education for <b>20</b> BSNs (ADNs to BSN)	\$180,000
Catholic Healthcare West Sutter Health Sacramento Sierra Kaiser Permanente UC Davis Medical Center	Recruit a total of 40 incumbent workers who have completed nursing prerequisites for enrollment in ADN courses through Los Rios Community College District Recruit a total of 20 ADNs for enrollment in BSN courses at CSUS Support education of incumbent workers through tuition reimbursement, employee wages, or forgivable student loans Provide employment opportunities for project graduates Provide clinical educators Provide support for immigrant healthcare candidates Provide a mentor for each nursing candidate Provide classroom space for skills lab	In-kind
<b>Totals:</b>	<b>Enrollments: 84      Employed: 80</b>	<b>\$800,000</b>

ITEM III-B – 4 – ACTION

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

BACKGROUND:

The Sacramento Works, Inc. Board is a 37-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners representative public employment service, rehabilitation agency, and public assistance agency. Two required partner seats have become vacant and staff has received applicants for these two seats.

Mr. Mike Micciche has been involved in the employment and training system for many years. He was a Private Industry Council board member in the 1980s. Mr. Micciche is now the president/CEO of the California Human Development Corporation and will be replacing Antonette Curtis on the WIB.

Mr. Bruce Wagstaff is the new Director of the County Department of Human Assistance. He is replacing Ms. Jane Rasmussen who has retired from DHA.

Applications for both of these nominees are sent under separate cover. Legal counsel has reviewed these applications.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Mike Micciche and Mr. Bruce Wagstaff to the vacant required partner seats on the Sacramento Works, Inc. Board of Directors.



ITEM III-B – 5 – ACTION

APPROVAL TO TERMINATE WIA, TITLE I, YOUTH FUNDS CONTRACT  
WITH THE STANFORD HOME FOR CHILDREN (OLDER YOUTH), PY  
2004-2005

BACKGROUND:

Last year, the Board approved the following extension for Stanford Home for Children's Older Youth contract:

- \* \$ 8,024, WIA, Title I, Youth funds to provide Work Experience to two Older Youth

Stanford Home for Children is a contracted partner of the WRAP (Work, Responsibility, And Pride) Group Older Youth Collaborative led by San Juan Unified School District. There are currently no enrollments in this program. High staff turnover and recruitment challenges have been cited as the primary reasons for enrollment goals not being met.

In a letter dated March 23, 2005 (attached), the Stanford Home for Children notified SETA of its desire to discontinue the Older Youth contract. As a contracted partner of the GRADs (Goals, Rewards, And Dreams) Younger Youth Collaborative led by San Juan Unified School District, this will enable them to focus efforts on strengthening their Younger Youth program.

Stanford Home for Children has incurred no expenditures under the Older Youth contract during this year and will be returning 100% of the funds.

RECOMMENDATION:

Terminate Stanford Home for Children's \$8,024 WIA, Title I, Older Youth contract. Staff will return to the Board with a recommendation on reallocating these funds for the next program year.

ITEM III-C – 1 – ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE NEW EDUCATION  
MANAGER'S ORIENTATION

BACKGROUND:

SETA's Children and Family Services Division is requesting approval for Denise Lee to attend the New Education Manager's Orientation. The training will be held in Dallas, Texas, June 21-23, 2005. Denise Lee is a newly appointed manager overseeing SETA program operations and it is believed this training would benefit her in this new position.

The cost is approximately \$1,200 and funds are available if approved.

Staff will be available to answer questions.

RECOMMENDATION:

That the Board Approve out-of-state travel for Denise Lee to attend the New Education Manager's Orientation in Dallas, Texas, June 21-23, 2005, at an amount not to exceed \$1,200.

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

**MEMORANDUM**

**TO:** Ms. Donna Mobley                      **DATE:** March 21, 2005

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Meadowview Community Action

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Headstart	Basic, Quality Impv. COLA	\$ 1,534,174	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	Prog. Impv.	38,250	9/30/03-9/29/04	9/30/03-9/29/04
CSBG	Safety Net	32,000	1/1/04-12/31/04	1/1/04-12/31/04

**Monitoring Purpose:** Initial \_\_\_\_\_ Follow-Up \_\_\_\_\_ Special \_\_\_\_\_ Final X

**Date of review:** Various dates

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	X			
12	Equipment Records	X			

**Program Operator:** Meadowview Community Action

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2003 to September 29, 2004 for Head Start and from January 1, 2004 to December 31, 2004 for CSBG have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) Based on unaudited Profit and Loss statement as of 12/31/04, MCA generated an operating income of \$5,986.09 from January 1 to December 31, 2004 thus increasing net assets to \$ 44,985.50. The unaudited Balance Sheet as of 12/31/04 shows total Business Line of Credit balance of \$ 88,118.39. This is \$12,797.61 less than the original amount of \$100,916 as of 12/31/01. MCA was able to reduce the loan by 13% due to its fundraising activities. However, the Current Ratio, which shows the ability of a company to pay its current debts, is still precarious. As of 12/31/04 total Current Assets were \$114,758.71 while Current Liabilities were \$ 217,651.64, the latter exceeded the Current Assets by \$102,892.93 or a Current Ratio of \$0.53 of asset for every \$1.00 of liability.
- 3) The negative Current Ratio indicates the need for MCA to continue to implement its fundraising activities. Please submit to SETA an updated fundraising plan as well as an update on the 3-year Fund Development plan.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-B – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND:

A quarterly report for the months of January, February and March, 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.