



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, April 6, 2006

TIME: 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the March 2, 2006 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Appointment of Youth Council Member (Christine Welsch)
 - D. Approval of Extension of Audit Services (Rick Pryor)
 - E. Approval of Fiscal Year 2006-2007 Head Start and Early Head Start Center Locations (Norma Johnson)
 - F. Approval of Disposition of Vehicles and Computers (Gail White)

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Illa Collin (Kathy Kossick)
2. Authorization to Negotiate with Vendors for Payroll/Human Resource Services (Rick Pryor)

B. WORKFORCE INVESTMENT ACT

1. Approval to Release a Request for Proposals for One Stop Career Center Services in North Sacramento/Del Paso Heights (Robin Purdy)
2. Approval to Deobligate Workforce Investment Act Title 1 Dislocated Worker Program Funds (Roy Kim)
3. Concurrence with Sacramento Works, Inc. on the Resource Allocation Plan for Fiscal Year 2006/2007 (Robin Purdy)
4. Authorization for Executive Director to Execute Service Agreements with Los Rios Community College District for the Nurse Education Initiative Project (Cindy Sherwood-Green)

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

A. Presentation of Annual Audit (Rick Pryor)

B. Fiscal Monitoring Reports (Rick Pryor)

- ✓ City of Sacramento, Neighborhood Services Department
- ✓ Galt Community Concilio
- ✓ La Familia Counseling Center
- ✓ Los Rios Community College District
- ✓ Sacramento Lao Family
- ✓ Southeast Asian Assistance Center, Inc.

C. Update on the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit Project (Espie Lindsay)

- D. Regional Toll Free Number for Employer Outreach (William Walker)
- E. Dislocated Worker Update (William Walker)
- F. Employment Training Panel Funding Announcements (William Walker)
- G. Regional Collaboration Award Notification (Melissa Noteboom)
- H. WIA Title I Youth Request for Proposals Deadline (Christine Welsch)

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: Ed Takach

Employee Organization: AFSCME Local 146

Subject: Retiree Health

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, MARCH 31, 2006

ITEM II-A - CONSENT

MINUTES OF THE MARCH 2, 2006 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 2, 2006 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, March 2, 2006
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:11 a.m.

Members Present:

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Vice Chair, SETA Governing Board; SETA Governing Board
Public Representative

- Recognition of Long-Term Employees: Ms. Laurel Lodde and Ms. Jeanie Ross were presented with gifts in recognition of their years of service to SETA.

II. Consent Items

The following items were reviewed; there were no questions or comments.

- A. Minutes of the February 2, 2006 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Resolution for the Workforce Investment Act (WIA) Program
- D. Approval of Out-of-State Travel to Attend the WorkKeys National Conference
- E. Approval of Revision of Job Specification of Payroll Clerk
- F. Approval of Fiscal Year 2006-2007 SETA-Operated Program Tracks
- G. Approval of Fiscal Year 2006-2007 SETA-Operated Program Options
- H. Approval to Augment and Extend the SMARTware Services Contract with Network Technologies to Include System Development

Moved/Waters, second/Pannell, to approve the consent calendar with the following action:

- A. Approve the minutes the February 2, 2006 special meeting.
- B. Approve the claims for the period 1/27/06 through 2/22/06.
- C. Approve a resolution providing signatory authority to the SETA Executive Director for WIA programs.

- D. Approve out of state travel for one staff person to Nashville, Tennessee for the WorkKeys National Conference, not to exceed \$1,365.
 - E. Approve the revised job specification for Payroll Clerk.
 - F. Approve the Fiscal Year 2006-2007 SETA Operated Program Tracks.
 - G. Approve the Fiscal Year 2006-2007 SETA Operated Program Options.
 - H. Approve the extension and augmentation of the service contract #173201SMS(2) with Network Technologies for an additional two years of support and maintenance at \$41,560 per year and redevelopment services at \$63,113 per year.
- Voice Vote: Unanimous approval.

Mr. Don Nottoli arrived at 10:27 a.m.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Illa Collin

Ms. Kossick stated that over the years, Ms. Collin has been a major supporter of SETA, especially Head Start. A dedication will be held in the near future at the Fruitridge Early Learning Center. The board was shown a plaque that will be placed at the front of the center.

Moved/Nottoli, second/Pannell, to approve a resolution naming the Fruitridge Early Learning Center the Illa Collin Early Learning Center.

Voice Vote: Unanimous approval.

Ms. Collin spoke about the presentation before the SETA off-site staff conference on February 13. It was announced at that meeting that there would be an early learning center dedicated in her honor.

C. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Approval of Head Start/Early Head Start Budget Allocations for Fiscal Year 2006-2007

Ms. Norma Johnson reviewed the budget which will begin August 1, 2006 and includes sites that MCA operated and expansion to Elk Grove Unified School District.

Ms. Pannell expressed concern about slots taken from Del Paso. Ms. Johnson stated that after a needs assessment, it was found that Elk Grove was not well

served. The Head Start Directors agreed that if the slots were not filled by a certain date, the slots could be taken away and given to another area where there was a greater need. Del Paso will still have 300 Head Start slots.

Moved/Waters, second/Nottoli, to approve the Head Start/Early Head Start budget allocations for Fiscal Year 2006/2007.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Presentation of the 2005/2006 Occupational Outlook & Training Directory and 2006-2007 "Critical Industries and Occupations" Report

Mr. John Harden provided an oral report. This is the first year that sponsorship opportunities were made available. Sponsorships generated \$15,500 in revenue this past year, and \$4,755 on the sales of the book and the CD. Most sales are made to private vocational training centers.

Mr. Nottoli stated that the middle schools need to receive this information and training needs to be focused in these critical industry areas. Mr. Harden stated that information is provided to all of the principals and the career counselors. Sacramento Job Corps is included in the report this year. Administrative and support occupations were added this year.

Ms. Pannell asked if presentations could be made at County Board of Supervisors, City Council and the local school districts. Ms. Collin suggested that local school boards be given a presentation.

Ms. Collin spoke of her experience at the county regarding many new staff lacking the soft skills needed in the government sector.

C. MMC Communications to Provide Public Relations and Marketing Services for 2006-2007

Mr. Walker introduced Terri Carpenter who has been instrumental in the marketing program. This report shows enhanced employer outreach campaign. Board members were shown an ad that will be placed on RT buses; light rail trains will be the next step.

Ms. Collin asked how much is dedicated to soft skills. Ms. Kossick replied that each year, the board decides where the funds/efforts will go.

- D. Dislocated Worker Update: Staff is in the process of setting up a job fair for the Ralph's dislocated workers.
- E. Regional Prosperity Index: Ms. Purdy stated that the index will be sent; Sacramento ranked high in many areas.

V. Reports to the Board

- A. Chair: No additional report.
- B. Executive Director: Additional Head Start information was distributed to board members.

Ms. Kelly will be retiring at the end of this month. Board members were invited to a potluck to be held March 31; invitations will be sent out.

Board members expressed their thanks for the 'goodies' she provides every month and the thoughtfulness of remembering birthdays.

Ms. Kossick reported that the Bush Administration has been recommending huge changes to WIA. The one stop centers would be dismantled and funding cuts can be anticipated. There will be a battle and significant challenges to the whole workforce system. At this point, she does not know the future of the WIA. Staff will be working with our congressional representatives to impart the value of the system.

- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6**

Agency Negotiator: VeRonica Busby
Employee Organization: AFSCME Local 146
Subject: Retiree Health

At 11:13 a.m., Mr. Greg Thatch read the closed session into the record and stated that there would not be a report coming out of closed session.

- VII. Adjournment** Meeting adjourned at 11:45 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/23/06 through 3/30/06, and all expenses appear to be appropriate.

ITEM II- C - CONSENT

APPOINTMENT OF YOUTH COUNCIL MEMBER

BACKGROUND:

The Sacramento Works Youth Council has been recently received the application for a representative from the Electrical Apprenticeship Program. 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 Corp

A copy of Mr. Dennis Morin's application will be sent under separate cover. Mr. Morin represents an electrical apprenticeship program.

The Sacramento Works Executive Committee reviewed and approved Ms. Clark's appointment at the Monday, March 20 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Review the application and appoint Mr. Dennis Morin to the Sacramento Works Youth Council.

ITEM II-D - CONSENT

APPROVAL OF EXTENSION OF AUDIT SERVICES

BACKGROUND:

On March 3, 2005 the Governing Board approved the selection of Gilbert Associates, Inc. for audit services for one year with the option of extending the contract for two additional one-year terms.

Based on audit services provided in the current year we recommend that these services be extended for an additional year with Gilbert Associates, Inc.

RECOMMENDATION:

Approve the extension of the contract with Gilbert Associates, Inc. for audit services for SETA for the fiscal year ending June 30, 2006 for the fee not to exceed \$30,400.

ITEM II- E – CONSENT

APPROVAL OF FISCAL YEAR 2006-2007 HEAD START AND EARLY HEAD
START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Head Start and Early Head Start center locations for Fiscal Year 2006-2007. The listing of SETA Operated Program and Delegate Agencies center locations is attached for your review.

RECOMMENDATION:

That the Governing Board approve the Head Start and Early Head Start center locations for Fiscal Year 2006-2007.

**SETA OPERATED
PROGRAM (Grantee)
Funded Enrollment:
2,778**

Administrative Office:
925 Del Paso Blvd.,
Suite 200
Sacramento, CA 95815
(916) 263-3804

Auberry Park
8120 Power Inn
Sacramento, CA 95828
681-5535

Bannon Creek
2775 Millcreek Drive
Sacramento, CA 95833
263-5336

Bright Beginnings
10487 White Rock
Road, P52
Rancho Cordova, CA
95670
255-4720

Broadway
263 Seavey Circle
Sacramento, CA 95818
263-0961

Center of Praise
10455 Investment Circle
Rancho Cordova, CA
95670
255-1666/255-1665

Country Woods Apts.
5700 Mack Rd.
Sacramento, CA 95823
262-3232

Crossroad Gardens
7322 Florinwood Dr.
Sacramento, CA 95823
262-0911

CSUS Head Start
6000 J Street
Sacramento, CA 95819
227-0392

Florin Meadows
7301 29th Street
Sacramento, CA 95822

Franklin
6929 Franklin Blvd.
Sacramento, CA 95823
(916) 262-0931

Freedom Park
6015 Watt Ave., S #5
North Highlands, CA
95660
274-6196

Fruitridge
5746 40th Street
Sacramento, CA 95824
262-2696

Galt
615 2nd Street
Galt, CA 95632
(209) 745-6458

Grace Lutheran
2201 Benita Drive
Rancho Cordova, CA
95670
464-0707

Grant Skill Center
577 Las Palmas
Sacramento, CA 95815
263-3807

Grizzly Hollow
Beaver Park Way
Galt, CA 95632

Hillsdale
5665 Hillsdale Ave.,
Bldg. 4
Sacramento, CA 95842
263-1031

Hopkins Park
2317 Matson Drive
Sacramento, CA 95822
394-1040

Job Corps.
3100 Meadowview
Sacramento, CA 95832
427-4010

Kennedy Estates
6501 Elder Creek
Sacramento, CA 95824
227-3003

La Riviera
9000 La Riviera Drive
Sacramento, CA 95826
255-4556

LaVerne Stewart
5545 Sky Parkway
Sacramento, CA 95823
262-0929

Mather
Mather Air Force Base
10546 Peter A.
McCuen Rd.
Mather, CA 95655
231-0632

Mulberry Commons
3530 41st Avenue
Sacramento, CA 95824
263-1389

Nedra Court
#60 Nedra Court
Sacramento, CA 95822
262-0947

New Helvetia II
816 Revere Street
Sacramento, CA 95818
322-1951

Northview
2401 Northview
Sacramento, CA 95833
263-3985

Norwood
3265 Norwood Avenue
Sacramento, CA 95838
263-3425

Parker Avenue
4516 Parker Avenue
Sacramento, CA 95820
227-0695

Phoenix Park
7481 El Mango Way
Sacramento, CA 95823

**Sharon Neese Early
Learning Center**
925 Del Paso Blvd.,
Suite 300
Sacramento, CA 95834
(916) 263-5470

Sierra View
3638 Bainbridge Drive
North Highlands, CA
95660
263-6080

**Solid Foundation
(Prince of Peace
Church)**
7501 Franklin Blvd.
Sacramento, CA 95823
394-1040

Strizek Park
3829 Stephen Drive
North Highlands, CA
95660
263-5333

Vineland
6450 20th Street
Rio Linda, CA 95673

Walnut Grove
14273 River Road
Walnut Grove, CA
95690 776-1408

Whispering Pines
7610 Amherst Street
Sacramento, CA 95832
262-3143

Home Based Program

**DEL PASO HEIGHTS
EARLY CHILDHOOD
DEVELOPMENT
CENTER
Funded Enrollment:
179**

Morey Avenue
155 Morey Avenue
Sacramento, CA 95838
(916) 641-5360

Home Based Program

ELK GROVE USD
Funded Enrollment:
380

Administrative Office:
 9510 Elk Grove-Florin
 Rd., Room 214
 Elk Grove, CA 95624
 (916) 686-7595

**Charles Mack
 Elementary**
 4701 Brookfield Dr.
 Sacramento, CA 95823
 422-5524

**David Reese
 Elementary**
 7600 Lindale Drive
 Sacramento, CA 95828
 429-7780

**Florence Markofer
 Elementary**
 9759 Tralee Way
 Elk Grove, CA 95624
 686-5042

Florin Elementary
 7300 Kara Drive
 Sacramento, CA 95828
 383-6620

**Herman Leimbach
 Elementary**
 8101 Grandstaff Drive
 Sacramento, CA 95823

Kennedy Elementary
 7037 Briggs Drive
 Sacramento, CA 95828
 387-8902

Prairie School
 5251 Valley Hi Drive
 Sacramento, CA 95823
 422-9383

Prairie North
 392-1344

Prairie West
 433-6149

**Samuel Kennedy
 Elementary**
 7037 Briggs Drive
 Sacramento, CA 95828

**William Daylor
 Continuation High
 School**
 6131 Orange Ave.
 Sacramento, CA 95823

Home Based Program

SACRAMENTO USD
Funded Enrollment:
1,272

Administrative Office:
 Serna Center
 5735 47th Ave.
 Sacramento, CA 95824
 (916) 643-7800

**Abraham Lincoln
 Children's Center**
 3324 Glenmoor Drive
 Sacramento, CA 95827
 228-5867

A.M. Winn Elementary
 3351 Explorer Drive
 Sacramento, CA 95827
 228-5883

**Bear Flag
 Children's Center**
 6620 Gloria Drive
 Sacramento, CA 95831
 433-2747

**Bowling Green
 Elementary**
 6807 Franklin Blvd.
 Sacramento, CA 95823
 433-5598

**Bret Harte
 Children's Center**
 2761 9th Avenue
 Sacramento, CA 95818
 277-6932

C.B. Wire Elementary
 5100 El Paraiso Avenue
 Sacramento, CA 95824
 433-5585

**Charles A. Jones
 Skills Children's
 Center**
 5451 Lemon Hill Ave.
 Sacramento, CA 95824
 433-2655

**Collis P. Huntington
 Elementary**
 5917 26th Street
 Sacramento, CA 95822
 433-5437

**Collis P. Huntington
 Children's Center**
 5917 26th St.
 Sacramento, CA 95822
 433-5438

**Earl Warren
 Elementary**
 5420 Lowell Street
 Sacramento, CA 95820
 382-6038

**Edward Kemble
 Elementary**
 7495 29th Street
 Sacramento, CA 95822
 433-5028

**Edward Kemble
 Children's Center**
 7495 29th Street
 Sacramento, CA 95822
 433-2813

**Elder Creek
 Elementary**
 7800 Lemon Hill
 Avenue
 Sacramento, CA 95824
 382-6004

**Elder Creek
 Children's Center**
 7800 Lemon Hill Ave.
 Sacramento, CA 95824
 382-5979

**Ethel I. Baker
 Elementary**
 5717 Laurine Way
 Sacramento, CA 95824
 433-5448

**Ethel Phillips
 Elementary**
 2930 21st Avenue
 Sacramento, CA 95820
 277-6780

**Father Keith B. Kenny
 Elementary**
 3525 Martin L.King Jr.
 Blvd.
 Sacramento, CA 95817
 277-6512

Freeport Elementary
 2118 Meadowview
 Road
 Sacramento, CA 95832
 433-5037

**Freeport
 Children's Center**
 2118 Meadowview
 Road
 Sacramento, CA 95832
 433-2777

Fremont
 2420 N Street
 Sacramento, CA 95816
 277-6615

Fruitridge Elementary
 4625 44th Street
 Sacramento, CA 95820
 277-6288

**Golden Empire
 Elementary**
 9045 Canberra Drive
 Sacramento, CA 95826
 228-5848

Harkness Elementary
 2147 54th Avenue
 Sacramento, CA 95822
 433-5045

**Hiram Johnson Family
 Education Center**
 Hiram Johnson
 Part Day
 3535 65th Street
 Sacramento, CA 95820
 277-6767

**Hiram Johnson Family
 Education Center -**
 Hiram Johnson
 Children's Center
 3535 65th Street
 Sacramento, CA 95820
 277-6767

Isador Cohen Elementary
9025 Salmon Falls Drive
Sacramento, CA 95826
228-5863

James Marshall Elementary
9525 Goethe Road
Sacramento, CA 95827
228-5856

Jedediah Smith Elementary
401 McClatchy Way
Sacramento, CA 95818
264-4181

John Bidwell Elementary
1730 65th Avenue
Sacramento, CA 95822
433-5451

John Cabrillo Elementary
1141 Seamas Avenue
Sacramento, CA 95822
264-3765

John Sloat
7525 Candelwood Way
Sacramento, CA 95822
433-5054

Joseph Bonnheim Elementary
7300 Marin Ave.
Sacramento, CA 95820
277-6517

Maple Elementary
3200 37th Avenue
Sacramento, CA 95824
433-7389

Marian Anderson Children's Center
2850 49th Street
Sacramento, CA 95817
277-7139

Mark Hopkins Elementary
2221 Matson Dr.
Sacramento, CA 95822
433-7317

Mark Twain Elementary
4914 58th Street
Sacramento, CA 95820
277-6458

Nicholas Elementary
6601 Steiner Drive
Sacramento, CA 95823
433-5079

Oak Ridge Elementary
4501 Martin L King Jr. Blvd.
Sacramento, CA 95820
277-6684

Pacific Elementary
6201 41st Street
Sacramento, CA 95824
433-5324

Parkway Elementary
4720 Forest Parkway
Sacramento, CA 95823
433-2843

Parkway Children's Center
4720 Forest Parkway
Sacramento, CA 95823
433-2842

Peter Burnett Elementary
6032 36th Avenue
Sacramento, CA 95824
277-6522

Susan B. Anthony Elementary
7864 Detroit Blvd.
Sacramento, CA 95832
433-5356

Washington Elementary
520 18th Street
Sacramento, CA 95814
264-4163

Washington Children's Center
530 18th Street
Sacramento, CA 95814
264-4364

William Land Elementary
2120 12th Street
Sacramento, CA 95818
264-4169

Woodbine Elementary
2500 52nd Ave.
Sacramento, CA 95822
433-5318

Home-Based Program

SAN JUAN USD
Funded Enrollment:
680

Administrative Office:
5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Carmichael Elementary
6141 Sutter Avenue
Carmichael, CA 95608
575-2380

Citrus Heights
7085 Auburn Blvd.
Citrus Heights, CA 95621
728-3175

Coleman Elementary
6545 Beach Avenue
Orangevale, CA 95662
986-2207

Coyle Elementary
6330 Coyle Avenue
Carmichael, CA 95608
867-2015

Creekside Elementary
2641 Kent Drive
Sacramento, CA 95821
575-2381

Dyer Kelly
2236 Edison Avenue
Sacramento, CA 95821
566-2151

Edison Elementary
1500 Dom Way
Sacramento, CA 95864
575-2346

Encina
1400 Bell Street
Sacramento, CA 95825
971-5812

Garfield
3700 Garfield Avenue
Carmichael, CA 95608
575-2432

Grand Oaks
7901 Rosswood Dr.
Citrus Heights, CA 95621
728-3199

Holst
4501 Bannister
Fair Oaks, CA 95628
867-2121

Howe Elementary
2404 Howe Avenue
Sacramento, CA 95825
566-2181

Kingswood Elementary
5700 Primrose Drive
Fair Oaks, CA 95628
867-2122

Laurel Ruff
5325 Garfield Avenue
Sacramento, CA 95841
331-6768

Lichen Elementary
8319 Lichen Drive
Citrus Heights, CA 95621
728-3230

Marvin Marshall
5309 Kenneth Avenue
Carmichael, CA 95608
971-5970/971-7380

Pasadena Elementary
4330 Pasadena Avenue
Sacramento, CA 95821
575-2374

Ralph Richardson
4848 Cottage Way
Carmichael, CA 95608
979-8092

Roberts Elementary

5630 Illinois Avenue
Fair Oaks, CA 95628
867-2087/867-2733

Skycrest Elementary

5641 Mariposa Ave.
Citrus Heights, CA
95610
867-2103

Sunrise Elementary

7322 Sunrise Blvd.
Citrus Heights, CA
95610
728-3191

Home Based Program

**WOMEN'S CIVIC
IMPROVEMENT
CENTER**
Funded Enrollment:
100

Administrative Office:

W.C.I.C.
3555 3rd Avenue
Sacramento, CA 95817
(916) 457-8661

Playmate

3930 8th Avenue
Sacramento, CA 95817
451-8870

SETA OPERATED PROGRAM (Grantee)
Funded Enrollment: 213

SETA Early Head Start Administrative Office:

925 Del Paso Blvd., Suite 200
Sacramento, CA 95815
263-3804

Broadway Early Learning Center

263 Seavey Circle
Sacramento, CA 95818
263-0961

Crossroad Gardens

7322 Florinwood Dr.
Sacramento, CA 95823
262-0911

Job Corps.

3100 Meadowview
Sacramento, CA 95832
427-4010

La Riviera

9000 La Riviera Drive
Sacramento, CA 95826
255-4556

Mather Air Force Base

10546 Peter A. McCuen Rd.
Mather, CA 95655
231-0632

New Helvetia

2640 A/B Muir Way
Sacramento, CA 95818
322-7068

Northview

2401 Northview
Sacramento, CA 95833
263-3985

Norwood Avenue

3265 Norwood Avenue
Sacramento, CA 95838
263-3425

Sharon Neese Early Learning Center

925 Del Paso Blvd., Suite 300
Sacramento, CA 95815
263-5470

Home Base (107)

SACRAMENTO CITY USD
Funded Enrollment: 115

Sacramento City USD Administrative Office

Hiram Johnson Family Education Center
3535 65th Street
Sacramento, CA 95820
(916) 277-6767

American Legion

3801 Broadway
Sacramento, CA 95817
277-6608

Hiram Johnson Family Education Center

3535 65th Street
Sacramento, CA 95820
277-6767

Community/Home Based

Capitol City
7222 24th Street
Sacramento, CA 95823
264-3950

SAN JUAN USD

Funded Enrollment: 129

San Juan Unified School District Early Head Start Administrative Office

5309 Kenneth Avenue
Carmichael, CA 95608
(916) 971-7375

Home Base Center

10700 Fair Oaks Blvd.
FairOaks, CA 95628
971-5873

Encina/Sierra Nueva: Cal-SAFE Infant/Toddler Center

1400 Bell Street
Sacramento, CA 95825
921-9714

Laurel Ruff Infant/Toddler Center

5325 Garfield Avenue
Sacramento, CA 95841
338-3511

San Juan Infant/Toddler Center

7551 Greenback Lane
Citrus Heights, CA 95610
725-3109

Sierra Arden Infant/Toddler Center

890 Morse Ave.
Sacramento, CA 95864
769-0812

ITEM II-F- CONSENT

APPROVAL OF DISPOSITION OF VEHICLES AND COMPUTERS

BACKGROUND:

SETA owns five trucks/vans purchased between 1987 and 1997 and which have been used extensively years ago in Head Start and facilities. The vehicles are fully depreciated. Staff will provide a verbal report on the disposition options for these vehicles.

SETA also owns 315 old computers plus monitors whose functionality is years out of date. None of the computers cost more than \$5,000, thus they were expensed at the time of purchase. Sacramento County also sells the used computers and will credit us with the sales price of the computers. SETA requests approval to sell these surplus items.

RECOMMENDATION:

Approve of the sale of the vehicles and computers.

ITEM III- A-1 - ACTION

APPROVAL OF RESOLUTION NAMING A HEAD START EARLY LEARNING
CENTER IN HONOR OF ILLA COLLIN

BACKGROUND:

Supervisor Illa Collin has supported the Sacramento Employment and Training Agency since its creation in 1978. Supervisor Collin has served on the Governing Board and guided the agency through its growth, adding many human services programs to its operations. With the recent announcement by Supervisor Collin to retire at the end of this year, staff is recommending that a SETA Early Learning Center be named in her honor.

RECOMMENDATION:

Approve the attached resolution naming the Mulberry Commons Early Learning Center the Illa Collin Early Learning Center.

RESOLUTION NO. 2006-7

WHEREAS, the Sacramento Employment and Training Agency (SETA) is the grantee for the Head Start/Early Head Start program, the grant administrator for the Refugee Program, the local workforce area administrator for the Workforce Investment Act programs, and the Community Action Agency for the Community Services Block Grant program; and

WHEREAS, Ms. Illa Collin has been on the SETA Governing Board since 1978:
and

WHEREAS, during Ms. Collin's tenure on the Governing Board, she has provided countless hours of support to the children, families, job seekers, and employers in Sacramento County; and

WHEREAS, the SETA Governing Board wishes to acknowledge her excellent contributions to the SETA programs; and

NOW, THEREFORE, BE IT RESOLVED THAT, the SETA Governing Board hereby names the Illa Collin Early Learning Center at 3530 – 41st Avenue, Sacramento, CA 95824, in her honor.

On a motion made by Member _____, seconded by Member _____, the forgoing resolution is passed and adopted by the SETA Governing Board, County of Sacramento, State of California, this sixth day of April, 2006, by the following vote, to wit:

Ayes:
Noes:
Absent:

Attest: _____
Clerk of the Boards

Chair of the Governing Board

Date: April 6, 2006

ITEM III-A- 2 - ACTION

AUTHORIZATION TO NEGOTIATE WITH VENDORS FOR PAYROLL/HUMAN
RESOURCE SERVICES

BACKGROUND:

On February 3, 2006 the Governing Board took action to release a Request for Proposals (RFP) for SETA's payroll and human resource services. The Agency received five (5) proposals by the due date of March 3, 2006. An evaluation team comprised of the Fiscal Department Chief, Administration Department Chief, Information Technology Department Chief, and various staff from each department was established to read and assess each proposal.

Based upon the criteria established in the RFP, the ranking of the proposals are as follows:

1. ADP – National Accounts Services
2. Ingentra HR Services
3. Paychex, Inc.
4. ADP – Major Accounts Services
5. Kintera

RECOMMENDATION:

Of the proposals rated above, staff recommends contract negotiations be opened with the top 2 ranked vendors.

ITEM III-B – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR ONE STOP
CAREER CENTER SERVICES IN NORTH SACRAMENTO/DEL PASO HEIGHTS

BACKGROUND:

Staff has developed this Request for Proposals (RFP) under the Workforce Investment Act Title I, Adult and Dislocated Worker Programs for PY 06-07 in order to solicit, from qualified applicant agencies, proposals designed to provide services to job seekers and employers through a One Stop Career Center in the underserved area of North Sacramento/Del Paso Heights.

The Resource Allocation Plan for PY 06-07, was approved by the Sacramento Works, Inc. Planning Committee on March 13, 2006, with the concurrence of the Sacramento Works, Inc. Board on March 22, 2006.

At this time, the anticipated funds available to Sacramento for allocation in PY 06-07 for these WIA Title I One Stop services is approximately \$175,000. An additional allocation for scholarship/supportive services may be negotiated with the successful applicant.

RECOMMENDATION:

Approve the release of a Request for Proposals for WIA Title I Adult and Dislocated Worker funds for Program Year 2006 - 2007.

ITEM III-B - 2 - ACTION

APPROVAL TO DEOBLIGATE WORKFORCE INVESTMENT ACT TITLE 1
DISLOCATED WORKER PROGRAM FUNDS

BACKGROUND:

The Workforce Investment Act (WIA) Adult and Dislocated Worker formula funds are allocated each year to twelve Sacramento Works One Stop Career Centers(SWCCs). A portion of the funds are set aside to pay Scholarships or Individual Training Accounts (ITAs) for customers enrolled in intensive and training programs. Scholarships/ITA obligations are reviewed quarterly to ensure funds are being spent according to plan and are available to the customers who are most in need of training/retraining services. A recent review has revealed that four SWCCs have not utilized their full allocation of WIA Dislocated Worker Scholarship Funds: SWCC Broadway; SWCC La Familia; SWCC Lemon Hill; and SWCC South County.

In March, 2006, Sacramento County experienced a mass layoff of employees from Ralph's Grocery Stores. 345 workers were laid off from stores located in Elk Grove, Rancho Cordova, Folsom, Carmichael and Citrus Heights . The Rapid Response Team met with affected workers the week of March 13-17 to inform them of services that were available to them through the Employment Development Department (EDD) and the SWCC system. On March 24, 2006, SETA/Sacramento Works hosted a Job Fair to assist affected workers access to jobs with Ralph's competitors including Raley's/Bel Air, Safeway, Costco, and Target. Many of the employees who lost their jobs requested Scholarship/ITA retraining through the SWCCs.

Staff is recommending that the Board reduce funding allocations of SWCCs that are underspent in their Dislocated Worker budgets/obligations and move these funds to SWCCs serving dislocated workers from the Ralph's stores in the region.

RECOMMENDATION:

Deobligate Dislocated Worker Scholarship/ITA funds from the following SWCCs:

SWCC	Scholarship/ITA Award 2005-2006	Amount Deobligated	New Scholarship Award 2005-2006	New Enrollment Goal
Broadway	\$ 110,000	-15,000	\$ 95,000	35
La Familia	30,000	-10,000	20,000	9
Lemon Hill	80,000	-10,000	70,000	38
South County	120,000	-30,000	90,000	32
Total	\$ 340,000	-65,000	\$ 275,000	114

Set aside \$65,000 to obligate to SWCCs serving dislocated workers (approximately 27) from Ralph's stores and seek additional funding, if necessary, to meet the retraining needs of the remaining Ralph's workforce.

ITEM III-B – 3 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. ON THE RESOURCE ALLOCATION PLAN FOR FISCAL YEAR 2006/2007

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 determines what activities and services are offered through the one stop career center system and the percentage of next year’s funds that will be allocated to each activity.

The allocation for Fiscal Year 2006-2007 has not yet been released by the California Employment Development Department. Staff is estimating that funds will be reduced by at least 1% of last year’s allocation.

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, operation and staff costs for 12 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, supportive services while a customer receives training, or to provide workforce skills preparation services 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** is individualized services purchased “off-the-shelf” from approved vendors. Workforce Skills Preparation services include Vocational Assessment, Small Business Development, Financial Literacy, Interpretation/Translation, Counseling and Guidance, and Job Retention/Life Skills Workshops.

4. **Board Initiatives:** This activity establishes funding for Initiatives developed by Sacramento Works, Inc. Past Board Initiatives included employer outreach and public relations, researching newly emerging industry clusters and critical industries in the region, participation in development of regional Business Plans, and developing Workforce Skills Certification systems.
5. **One Stop Support:** This activity is provided by SETA and includes program monitoring, technical assistance and training; SMARTware automated case management system support, client tracking, client follow-up, and developing performance reports.
6. **Administration:** This activity is provided by SETA and includes personnel, payroll, fiscal monitoring, purchasing, contracting, board staffing and support, and information technology.

ONE STOP CAREER CENTER PERFORMANCE SUMMARY (see WIA Performance Report attached under separate cover for more detailed information).

Core Services Outcomes:

In the first eight months of Fiscal Year 2006 (July 2005 through February 2006) 26,383 job seekers received 105,458 services. This is a slight increase in the number of job seekers served (59 more job seekers) when compared to the same time period last year. The number of visits increased by 1% (549 more visits) and the number of services provided through the One Stop Career Center system increased by 4.3%, or 4,352 services. The core services cost per job seeker decreased slightly from \$111 per job seeker in 2005 to \$110 in 2006.

The core services provided by the career centers are highly effective at quickly connecting job seekers to employers. Job Seekers learn the skills to find and keep a job, receive follow-up and job retention services, and receive assistance in developing career paths to success.

Intensive and Training Services Outcomes:

For the first six months of Fiscal Year 2006, 88% of adults and 91% of dislocated workers exiting from intensive training were employed in the quarter after they exited services. 83% of adults and 89% of dislocated workers retained their jobs after completing intensive and training services and the annual wages earned by workers six months after they left the program were \$4,412 higher for adults and \$202 higher for dislocated workers. By the end of February 2006, over 65% of the ITA/Scholarship funds were obligated.

RECOMMENDATIONS:

On March 23, 2006 Sacramento Works, Inc. approved the following recommendations for the Workforce Investment Act Adult and Dislocated Workers program in Fiscal Year 2006-2007. Staff is recommending that the SETA Governing Board concur with these recommendations.

1. Concur on the following high priority areas for improving the one stop system in Fiscal Year 2006-2007:

- ⇒ **Emphasis on high quality customer services.** The Centers must have well-trained staff who are customer friendly.
 - The Regional Training Team has recommended training in the following areas in the next year: Managing Change/Stress; Customer Empowerment and Motivation; Dealing with Difficult People; and Serving Adults with Multiple Barriers to Employment.
 - Career center staff recommended that Win-Way resume software be the standard resume software used in the system and that all staff complete a refresher training on resume' writing skills. Additionally, further training in case management and time management was requested.
 - All customers, including special populations (disabled, limited-English speaking, offenders, veterans, etc.) must have access to the services they need. Specialized partnerships and workforce skills preparation services will be conducted to ensure that services are available.
 - A decrease in the participation of collaborating partners in the system has decreased the number of staff able to serve customers in the resource rooms, thus overloading the remaining staff. Outreach will be conducted to recruit more partners into the career center system.
- ⇒ **Investment in Equipment.** In the past two years, investments in the technology infrastructure of the system have resulted in updated servers and computers. This year, Site Supervisors have requested investment in updating non-computer equipment at the Centers, including telephones, DVD players, televisions, audio-visual equipment, fax machines, printers, assistive technology and copiers.
- ⇒ **High-speed internet connectivity.** Two years ago, in response to budget cuts and staffing reductions, SETA/Sacramento Works invested in a system that connects the one stops to a central Citrix system. This has had an impact on the speed at which customers can access the internet. This year, a product has become affordable that will push applications from the central office to the one-stop computers. This will improve the security and speed of applications.
- ⇒ **Emphasis on meeting the needs of Employers.** The Centers will meet the needs of employers by providing recruiting, screening and referral services, working with regional and local partners to conduct Job Fairs, serving small business through the Business Information Centers, providing upward mobility and job retention services, and integrating employers as career center system partners.
- ⇒ **Implementing the Common Performance Measures.** Next year, the U.S. Department of Labor is focusing on three performance measures for the adult and dislocated worker population: % Entering Employment, % Retaining Employment for 6 months, and Wage Gain (wage 6 months prior to participation compared to wage 6 months after completion). Staff and providers will need training on the new standards and WIA Monitoring and Management reports will need to be revised for smooth implementation.

2. **Concur with Sacramento Works, Inc. to continue the investment in the one stop career center system for next year while conducting a review of the system to identify system efficiencies, possible mergers, and an analysis of which activities provide the best customer outcomes.** The review will include the following:

- ⇒ Analyze career center usage, demographics, services and outcomes and make recommendations to decrease the number of comprehensive career centers and define the role of affiliate career centers. Identify which centers are providing comprehensive services with many partners and which centers are affiliates that effectively connect to high-risk communities and programs.
- ⇒ Compare the outcomes of customers who participated in on-the-job-training, workforce skills preparation, and training scholarships to identify which activities best result in meeting and exceeding performance measures.
- ⇒ Analyze the range of costs for scholarships and the average cost by critical industry and make appropriate recommendations on changing the caps on Scholarships and supportive services.
- ⇒ Assess the impact of lowering the maximum allowed for scholarships and supportive services on customer outcomes.

3. **Concur with Sacramento Works, Inc. of the Resource Allocation Plan for Fiscal Year 2006-2007.**

- ⇒ Concur with a 9.4% decrease in the WIA funds allocated to On-the-job Training (OJT) to offset federal budget reductions. This decrease will be offset by a commitment of \$200,000 from the County Department of Human Assistance (DHA) to provide employer reimbursements for OJT positions for CalWORKs clients and RESS/TA funding targeting refugees in the amount of \$491,554.
- ⇒ Concur with Sacramento Works, Inc. on the following Resource Allocation Plan for FY2006-2007.

Activity	Recommendation for FY2007 % of Total Allocation	FY2006 Resource Allocation Approved Plan	\$ Based on FY2006 Allocation -1%	\$ Increase/ Decrease based on FY 2006 Allocation
One Stop Services	39.6%	39%	\$2,683,334	+13,962
On-the-Job Training	11.9%	13%	806,262	-83,528
Scholarships/Workforce Skills Preparation	26.3%	26%	1,782,114	+2,533
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11.5%	11.4%	779,251	-1,027
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.7%	7.6%	521,759	+1,574
Board Initiatives	3%	3%	203,283	-2,053
	100.00%	100%	\$6,776,003	-68,539

ITEM III-B – 4 - ACTION

AUTHORIZATION FOR EXECUTIVE DIRECTOR TO EXECUTE SERVICE AGREEMENTS WITH LOS RIOS COMMUNITY COLLEGE DISTRICT FOR THE NURSE EDUCATION INITIATIVE PROJECT

BACKGROUND:

Los Rios Community College District received a five year, \$4.5 million Workforce Investment Act 15% Nurse Education Initiative (NEI) grant from the California Community Colleges Chancellor's Office in July, 2005. This grant will enable the Nursing Programs at American River College and Sacramento City College to expand capacity at their instructional facilities by adding educational slots and purchasing new state-of-the-art, technically advanced, skills lab equipment for a larger clinical laboratory.

Partnering healthcare providers, Sutter Health, Kaiser Permanente, Catholic Healthcare West, Shriners's Hospital, and U.C. Davis Medical Center, will contribute clinical nursing faculty and clinical placement sites to the project.

SETA partnered with the local healthcare providers and Los Rios through the Nurse Workforce Initiative (NWI) from 2002 through 2005. The NWI supported two separate cohorts of 40 nursing students in the past 3 years. The NEI project funding will sustain the additional nursing slots created by NWI at American River College and add 80 new nursing slots at Sacramento City College. The additional slots are expected to produce 280 Associate degreed Nurses by the year 2011.

As a Workforce Investment Board partner to the NEI project, SETA will be responsible for the requirements prescribed by the Workforce Investment Act, including:

- WIA Eligibility, Registration, and Enrollment
- Student Assessment and Case Management
- Data Collection and Record keeping
- JTA forms completion, entry and reporting
- Coordination with Los Rios NEI project counselors and faculty

Los Rios is requesting that SETA perform these duties for an initial 70 nursing students currently enrolled at American River College and Sacramento City College. Two Service Agreements totaling \$75,000 have been developed with SETA, one for each college, for the provision of services from March 1, 2006 through June 30, 2006. SETA will assign existing staff with previous healthcare case management and administration experience to the project. After June 30, 2006, Los Rios will evaluate its need for further services from SETA.

RECOMMENDATION:

Authorize the Executive Director to execute the Service Agreements with Los Rios Community College District.

ITEM IV-A – INFORMATION
PRESENTATION OF ANNUAL AUDIT

BACKGROUND:

A copy of the 2005 Single Audit Report of the Sacramento Employment and Training Agency is now available. Gilbert Associates, Inc. found SETA to be in compliance with the requirements that are applicable to each of our major federal financial assistance programs as follows:

- Type of services allowed or unallowed
- Eligibility
- Special Reporting requirements
- Cost of allocation
- Monitoring of subrecipients
- Claims for advances and reimbursements
- Amounts claimed or used for matching

This report continues to reflect SETA's exemplary record of no compliance findings or disallowed costs in the single audit reports. The fiscal staff should be commended for their effort.

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

Program Operator: City of Sacramento, Neighborhood Services Department

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2005 to January 31, 2006 for the WIA program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Galt Community Concilio

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2005 to December 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Anita Barnes **DATE:** March 6, 2006
FROM: Anthony Yu, SETA Fiscal Monitor
RE: La Familia Counseling Center, Inc.
 On-site Fiscal Monitoring of

PROGRAM

	ACTIVITY	FUNDING	CONTRACT PERIOD	<u>PERIOD COVERED</u>
WIA	Younger Youth	\$186,887	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	Older Youth	\$143,201	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	OJT-Adult	\$180,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	OJT-DHA	\$30,400	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA		\$100,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	~ ~	\$35,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
DHA	~ ~	\$100,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	~ ~	\$26,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
CSBG	FSS	\$67,000	01/01/2005-12/31/2005	01/01/2005-12/31/2005

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: Feb. 7, 2006 and various dates
Period Covered: See above

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

MEMORANDUM

TO: Ms. Anita Barnes **DATE:** March 6, 2006
FROM: Anthony Yu, SETA Fiscal Monitor
RE: La Familia Counseling Center, Inc.
 On-site Fiscal Monitoring of

PROGRAM

	ACTIVITY	FUNDING	CONTRACT PERIOD	<u>PERIOD COVERED</u>
WIA	Younger Youth	\$181,770	07/01/2005-06/30/2006	07/01/2005-01/31/2006
WIA	Older Youth	\$148,318	07/01/2005-06/30/2006	07/01/2005-01/31/2006
WIA	OJT-Adult	\$175,000	07/01/2005-06/30/2006	07/01/2005-01/31/2006
WIA	OJT-DHA	\$30,400	07/01/2005-06/30/2006	07/01/2005-01/31/2006
WIA		\$175,000	07/01/2005-06/30/2006	07/01/2005-01/31/2006
WIA		\$40,000	07/01/2005-06/30/2006	07/01/2005-01/31/2006
CSBG	FSS	\$60,250	01/01/2006-12/31/2006	01/01/2006-01/31/2006

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: Feb. 7, 2006 and various dates
Period Covered: See above

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

Program Operator: La Familia Counseling Center, Inc.

Findings and General Observations:

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

Recommendation:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Theresa Matiste **DATE:** February 28, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Los Rios Community College District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Cal-Trans	Pre-Apprenticeship Program	\$ 84,000	1/1/05-5/31/06	1/1/05-12/31/05

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 2/23/06

	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 Supportive Services		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: Los Rios Community College District

Findings and General Observations:

- 1) The total costs reported to SETA from January 1, 2005 to December 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Xia Kao Vang **DATE:** February 22, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Lao Family

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA-	OJT	\$ 150,000	07/1/04-6/30/05	07/1/04-6/30/05
CALWORKS	OJT	28,800	07/1/04-6/30/05	07/1/04-6/30/05
RESS/TA	VESL/ES	266,980	10/1/04-9/30/05	10/1/04-9/30/05
RESS	SACO	56,405	10/1/04-9/30/05	10/1/04-9/30/05
TA	ES	61,000	10/1/04-9/30/05	10/1/04-9/30/05
TAD	ES	6,880	10/1/04-9/30/05	10/1/04-9/30/05
TAD	Older Worker	22,065	07/1/05-9/30/05	07/1/05-9/30/05

Monitoring Purpose: Initial _____ Follow-Up _____ Special _____ Final_X _____
Dates of review: 12/8, 9 & 14, 2005 & 1/10/06

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

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2004 to June 30, 2005 for WIA/CALWORKS and from October 1, 2004 to September 30, 2005 for the Refugee programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.
- 3) The finding mentioned in our monitoring report dated June 27, 2005 has been corrected and is now considered closed.

Recommendations for Corrective Action:

- 1) None.

Program Operator: Southeast Asian Assistance Center, Inc.

Findings and General Observations:

(1) The total costs as reported to SETA for the period October 1, 2004 to February 28, 2006 have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

ITEM IV-C - INFORMATION

UPDATE ON THE VOLUNTEER INCOME TAX ASSISTANCE (VITA)/EARNED
INCOME TAX CREDIT (EITC) PROJECT

BACKGROUND:

The EITC is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

For tax year 2005, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continues to participate in the EITC Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

To date, the SWCCs have reported the following activity:

SITE	RETURN	EITC	FEDERAL	STATE	NET REFUND
Del Paso	66	\$ 39,721	\$ 96,363	\$ 7,971	\$104,334
Franklin	40	\$ 22,385	54,090	6,107	60,197
Hillsdale	86	\$ 45,123	94,334	13,000	107,334
Rancho Cordova	65	\$ 36,248	58,636	5,204	63,840
TOTAL	257	\$143,477	\$303,423	\$32,282	\$335,705

ITEM IV-D - INFORMATION

REGIONAL TOLL FREE NUMBER FOR EMPLOYER OUTREACH

BACKGROUND:

At the last meeting of the Regional Workforce Investment Board Collaborative, staff was asked to research the feasibility of a toll free number that could be marketed to employers for job orders in the region. Staff has been working with ATT/SBC to develop a proposal for the use of one toll-free number by the four Workforce Investment Boards in the region.

Proposal:

One toll free-number will be used by WIB's/One Stops to market job recruitment and screening services to employers in the region. The service, called Toll Free Calling with Area Code and Exchange routing, will automatically route calls to the WIB/One Stop that is nearest to the employer's location. The number will be active throughout the State of California. It will allow employers from anywhere in the region (or state) to dial the same toll free number and be routed to one of the four partners. The routing system will be set up according to specifications developed by the WIB's.

Who will it serve?

The toll free number will serve employers in Sacramento, Yolo, Sutter, Yuba, Colusa, Lake, Glenn, El Dorado, Placer, Nevada and Alpine Counties. The calls will be routed to the following WIB/One Stop Systems:

Sacramento Works

Golden Sierra Job Training Agency

Yolo County Department of Employment and Social Services

North Central Counties Consortium

What will it cost?

The service has a monthly recurring cost of approximately \$100.00 and a per minute rate of \$.0333. ATT/SBC recommends that we revisit the configuration after the service is working and we have a better sample of the actual usage because there are several cost plans that may be better as usage increases. The cost will be shared on a pro rata basis by the regional WIBs.

What is the phone number?

We have reserved a number that is easy to remember (877) 922-JOBS.

Staff has received positive feedback from all of the regional workforce boards and a commitment to pay a share of the cost. The Sacramento Works board approved this item at their March 22, 2006 meeting.

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

Dislocated Worker Information PY 2005/2006

The following is an update of information as of March 29, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	6/30/05	Qualex Inc. 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	Meadowview Community Action Inc 2251 Florin Road, Suite #156 Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	11/15/05	30	8/25/05
Official	8/01/05	National Imaging Associates, Inc. (NIA) 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	9/30/05 Delivered Material
Official	8/03/05	*Cingular Wireless 10000 Goethe Rd. Sacramento, California	9/27/05	1	9/27/05
Official	9/09/05	Sprint/Nextel 3075 Prospect Park Drive Rancho Cordova, CA. 95670	9/26/05	20	10/03/05
Official	9/15/05	*Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	10/03/05
Unofficial	9/19/05	Fidelity National Agency Sales and Posting 8801 Folsom Boulevard, Suite 230 Sacramento, CA. 95626	10/31/05	40	10/14/05
Official	10/05/05	E-Trade Financial 10951 White Rock Road Rancho Cordova CA 95670	12/16/05 through 4/30/06	106	Employer Declined Services
Official	10/11/05	Apria Healthcare			

		4244-A South Market Court Sacramento, CA 95834	1/06/06	74	12/06/05
Official	10/19/05	*Cingular Wireless 2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	12/15/06
Official	10/19/05	The Good Guys Store 2121 Arden Way Sacramento, CA 95825	12/03/05	33	11/01/05 Delivered Material
Official	10/11/05	The Good Guys Store 5500 Sunrise Blvd. Citrus Heights, CA	12/01/05	20	10/25/05 Delivered Material
Official	11/28/05	Sun Microsystems (Sacramento Site) 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	12/31/05	1	11/30/05 Mailed Material
Official	11/21/05	Standard Parking 6736 Earhart Drive, Sacramento, CA	12/31/05	215	12/15/05
Official	12/28/05	Metro One Telecommunications Inc. 650 Howe Avenue, Suite 300 Sacramento, CA 95825	1/31/06	101	1/19/06
Official	12/06/05	AMC Mortgage Services 10600 White Rock Road, Suite 200 Rancho Cordova, Ca. 95670	1/20/06	2	1/20/06
Official	12/07/05	Digital Insight 1860 Howe Ave., Suite #161 Sacramento, CA 95825	3/31/06	88	3/28/06
Official	12/22/05	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	1/31/06	1	Mailed 1/31/06
Unofficial	1/05/06	Port of Sacramento 3251 Beacon Blvd., Suite 210 West Sacramento, CA 95798	3/06/06 through 3/20/06	24	Mailed
Official	1/09/06	Sun Microsystems, Inc. (Sacramento site) 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	3/11/06	1	Mailed

Official	1/13/06	Sprint/Nextel 3075 Prospect Park Rancho Cordova, CA 95670	7/01/06	60	1/26/06
Official	2/01/06	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California 95670	3/28/06	1	Mailed
Official	2/01/06	Ralphs Grocery Company (#983) 5025 Marconi Ave. Carmichael, CA 95808-4205	3/27/06 through 4/10/06	68	3/13/06
Official	2/01/06	Ralphs Grocery Company (#966) 3615 Bradshaw Rd. Sacramento, CA 95827-3258	3/27/06 through 4/10/06	64	3/14/06
Official	2/01/06	Ralphs Grocery Company (#962) 9522 Greenback Lane Folsom, CA 95630-2044	3/27/06 through 4/10/06	57	3/15/06
Official	2/01/06	Ralphs Grocery Company (#988) 25000 Blue Ravine Bd. Folsom, CA 95630-5279	3/27/06 though 4/10/06	82	3/16/06
Official	2/01/06	Ralphs Grocery Company (#906) 7101 Elk Grove Blvd. Elk Grove, CA 95758	3/27/06 through 4/10/06	74	3/17/06
Official CA.WARN	2/08/06	Fischer Imaging Corporation 12300 North Grant Street Denver, Colorado 80241	4/07/06	1	Mailed
			Total # of Affected Workers	1323	

ITEM IV-F – INFORMATION

EMPLOYMENT TRAINING PANEL FUNDING ANNOUNCEMENTS

BACKGROUND:

Attached are copies of announcements from the Employment Training Panel regarding funding awarded to SETA.

Staff will be available to answer questions.



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

FOR IMMEDIATE RELEASE – 3/24/06

CONTACT: Charles Lundberg
916/327-5261/clundberg@etp.ca.gov

Employment Training Panel Awards Job Training Funds for Nurse Training Pilot Programs

SACRAMENTO – The California Labor and Workforce Development Agency's Employment Training Panel (ETP), at its March 24, 2006, meeting approved two contracts totaling \$688,600 to fund training to upgrade Certified Nurse Assistants (CNAs), currently employed in health facilities, to Licensed Vocational Nurses (LVNs). ETP's pilot program was established to bolster the Governor's Nurse Education Initiative, launched in 2005, to address California's critical shortage of nurses and to increase advancement in jobs.

The Sacramento Employment and Training Agency (SETA) was awarded \$507,600 in training funds, which will create 80 new jobs in health facilities that provide diagnosis, care, prevention and treatment of human physical or mental illness, including convalescence and rehabilitation facilities. Training under the SETA contract will be provided by the Grant Adult, Community and Vocational Education Program, which is part of the Grant Unified School District in Sacramento.

SETA is a joint-powers agency of the City and County of Sacramento under the auspices of the Sacramento Works, Inc., Workforce Investment Board (WIB). For more information on the SETA nurse training program, please call William Walker of SETA at 916-263-4639.

The Quality Care Health Foundation (QCHF) was awarded \$180,000 in training funds, which will create 30 new jobs in health facilities that also provide diagnosis, care, prevention and treatment of human physical or mental illness, including convalescence and rehabilitation facilities. Training under the QCHF contract will be provided by St. Francis Career College, Emanuel Medical Center/Modesto Jr. College, and Palo Verde College.

QCHF provides educational training and resource materials to professionals in the long-term health care industry, and develops classes necessary to meet the licensing requirements for Registered Nurses, LVNs, and Nursing Home Administrators. For more information about the QCHF nurse training program, call Jim Koontz, Executive Director of QCHF at 916-441-6400.

Including the nurse training programs, the Panel approved 38 contracts, totaling over \$10.7 million in job training funds to train more than 8,760 California workers in skills needed to improve productivity in order to compete in the global economy.

ETP is a business and labor supported state agency that assists employers in strengthening their competitive edge by providing funds to partially off-set the costs of job skills training necessary to maintain high-performance workplaces. California's ETP is a performance-based program, providing funds for trainees who successfully complete approved training programs and are retained in well-paying jobs for a specific period of time.

The program is funded by the Employment Training Tax paid by California employers, and targets firms threatened by out-of-state and international competition. Since its inception in 1983, the ETP program has provided over \$800 million to train more than 600,000 workers in almost 60,000 California companies. Employers match training funds awarded through ETP contracts, making these projects true public-private partnerships.

To view copies of the proposals considered by the Panel at its most recent meeting, visit the ETP website at <http://www.etp.ca.gov/packet.cfm>. For more information about the ETP program, please visit www.etp.ca.gov, or call 916-327-5261.

(Attachment)

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**EMPLOYMENT TRAINING PANEL
CONTRACTS APPROVED
MARCH 24, 2006**

<u>Contractor</u>	<u>County</u>	<u>Contract Amount</u>
Customized Services Administrators, dba CASA Travel Protection	San Diego	\$ 18,560
Arlon Incorporated	Orange	\$ 74,100
Surefire, LLC	Orange	\$ 430,768
Harbor Packaging, Inc.	San Diego	\$ 180,544
Booz Allen Hamilton	San Diego/Los Angeles/Orange/ San Francisco	\$ 498,771
R.W. Lyall & Company, Inc.	Riverside	\$ 179,140
MetLife Investors Group, Inc.	Orange	\$ 212,355
Ray Products, Inc.	San Bernardino	\$ 50,000
E3 Financial	Orange	\$ 12,320
Appareltex USA, Inc.	Orange	\$ 2,400
Advanced Bionics Corporation	Los Angeles	\$ 1,014,000
AIG SunAmerica, Inc.	Los Angeles/San Diego	\$ 475,540
DENSO Sales California, Inc.	Los Angeles	\$ 230,620
International Energy Services Company dba IESCO, Inc.	Los Angeles/Contra Costa	\$ 319,176
PaperPak Products, Inc.	Los Angeles	\$ 31,980
Pelican Products, Inc.	Los Angeles	\$ 152,425
Standard Homeopathic Company	Los Angeles	\$ 140,000
American Security Group, Inc.	Statewide	\$ 199,960
TLD Distribution Company	Los Angeles	\$ 240,000
California Manufacturing Technology Consulting	Statewide	\$2,055,870
California Distribution	Los Angeles	\$ 40,680
Enhanced Vision Systems, Inc.	Orange	\$ 48,000
Century Housing Corporation	Statewide	\$ 389,390
Trench Plate Rental Co. dba Westar Mfg. Corp.	Los Angeles	\$ 32,110
Electronic Arts, Inc.	San Mateo/Los Angeles	\$ 692,900
EMC Corporation.	Alameda/Santa Clara/San Diego	\$ 531,050
PerkinElmer Optoelectronics	Santa Clara	\$ 80,600
Hilmar Cheese Company, Inc.	Merced	\$ 750,672
Mass Precision Sheetmetal, Inc.	Santa Clara	\$ 287,300
Naprotek, Inc.	Santa Clara	\$ 48,000

Krazan & Associates.	Santa Clara/Kern/Fresno/ Riverside/Sacramento/Stanislaus/ San Bernardino	\$ 83,200
Sacramento Employment & Training Agency	Sacramento/Butte/ San Joaquin	\$ 507,600
Quality Care Health Foundation	Stanislaus/Los Angeles/Riverside	\$ 180,000
Universal Propulsion	Solano	\$ 99,720
Goodwill Industries of Santa Clara County.	Santa Clara/San Benito	\$ 236,804
Baumbach and Piazza.	San Joaquin/Ventura	\$ 13,200
Ekistics Design Studio	Sacramento	\$ 4,800
MemoryTen Inc.	Santa Clara	\$ 118,800

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BUSINESS PULSE SURVEY:

[What would best attract people and improve business on K Street in downtown Sacramento?](#)

State funding to help ease nurse shortage

Sacramento Business Journal - 2:04 PM PST Monday

The Sacramento Employment and Training Agency was awarded \$507,000 in training funds from the California Labor and Workforce Development Agency's Employment Training panel.

The panel on Monday approved the funding to train certified nurse assistants who are employed in health facilities to become licensed vocational nurses as part of an effort to address the critical nurse shortage statewide.

About 80 jobs that provide diagnosis, care, prevention and treatment of physical or mental illness will be created with the Sacramento-area funding. The Grant Adult, Community and Vocational Education Program -- part of the Grant Unified School District in Sacramento -- will oversee the training under the SETA contract.

SETA is a joint-powers agency of the City and County of Sacramento under the direction of [Sacramento Works Inc. Workforce Investment Board \(WIB\)](#).

ITEM IV-G - INFORMATION

REGIONAL COLLABORATION INCENTIVE AWARD FUNDING

BACKGROUND:

In December of 2005, the Capital Area Investment Zone (CAIZ), a collaborative representing the Workforce Investment Areas of Sacramento, Yolo, Golden Sierra and North Central Consortium responded to a request for applications from the California Workforce Investment Board for a Regional Cooperation Incentive Award. On March 14, SETA staff was notified that this grant application has been selected for funding. This award has been made for the work of the CAIZ Regional Coordinating Council during the program years 2004-2006. Funding this application will advance regional collaboration by reestablishing the CAIZ Coordinating Council to act as a voice of the Workforce Development Community. CAIZ partners will work with both regional economic development and education entities such as the Partnership for Prosperity to develop regional economic development strategies. In addition to the on-going regional collaborative effort, the Coordinating Council will support a Success Skills Institute for this region. The funding award is \$70,000, the maximum amount available.

Staff will be available to answer any questions the board might have concerning this item.

ITEM IV-H - INFORMATION

WIA TITLE I YOUTH REQUEST FOR PROPOSALS DEADLINE

BACKGROUND:

SETA and the Sacramento Works Youth Council released a Request for Proposals for WIA Title I Youth services on February 3, 2006. The release and the requirements of the RFP were publicly posted in the Sacramento Bee, at public hearings, were mailed to community service providers on the SETA mailing list, and were posted on the SETA website. The proposals were due to SETA on March 16, 2006. Final recommendations will be made to the boards in May 2006. Section I, item 9 of the RFP states:

“All proposals must be in the SETA office and time-stamped by the SETA receptionist no later than 4:00 p.m. PST, Thursday, March 16, 2006.In accordance with the policy of the SETA Governing Board and the Sacramento Works, Inc., proposals delivered after 4:00 p.m. PST will not be accepted. No exceptions. No appeals will be accepted for late proposals.”

The Galt Joint Union High School District submitted proposals after the posted deadline. Staff accepted and time-stamped the late proposals. In accordance with board policy, the proposals will not be considered for funding.

The Galt area of Sacramento County was listed as one of the challenged neighborhoods targeted for services in the RFP. The Galt High School District has traditionally provided services to youth in this community. No other provider has submitted a proposal seeking to serve this area. Staff will be developing recommendations for continuing to serve the youth in the Galt area.

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.