



Sacramento
Employment and
Training
Agency

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

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

DATE: Thursday, May 4, 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.

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AGENDA

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the April 6, 2006 Regular Board Meeting
 - B. Approval of Claims and Warrants
 - C. Approval of Revision to Job Specification of Head Start Social Worker (Supervisory) and (Non-Supervisory) to Head Start Social Services Specialist (Supervisory) and (Non-Supervisory) (R. Nishi)
 - D. Approval of Resolution Modifying the Salary Range for the Classification Head Start Social Services Specialist (Supervisory) and Head Start Social Services Specialist (Non-Supervisory) (Rod Nishi)
 - E. Approval of Reallocation of Head Start Social Worker (Non-Supervisory) and Head Start Social Worker (Supervisory) to Social Services Specialist (Rod Nishi)

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

- F. Adoption of Resolutions Modifying the Salary Range for the Classification of Head Start Coordinator (Health) (Non-Supervisory) and Head Start Coordinator (Health) (Supervisory) (Rod Nishi)
- G. Approval of Out-of-State Travel to Attend a Head Start and Early Head Start Facilities Training Seminar (Brenda Campos)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Options Regarding Retiree Health Insurance Premium Offsets (Kathy Kossick)
- 2. Authorization for the Executive Director to Execute Contract with Ingentra for Payroll/Human Resources Services (Rick Pryor)

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

- 1. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Grant Applications (Norma Johnson)
- 2. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Training/Technical Assistance Grant Application (Norma Johnson)
- 3. Approval of Fiscal Year 2006-2007 Program Goals (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Head Start Quarterly Report (Rick Pryor)
- B. Follow-up on Equipment Dispersal (Rick Pryor)
- C. Dislocated Worker Update (William Walker)

V. Reports to the Board

- A. Chair
- B. Executive Director

- C. Counsel
- D. Members of the Board
- E. Public

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, APRIL 28, 2006

ITEM II-A - CONSENT

MINUTES OF THE APRIL 6, 2006 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 6, 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, April 6, 2006
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:14 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

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
- D. Approval of Extension of Audit Services
- E. Approval of Fiscal Year 2006-2007 Head Start and Early Head Start Center Locations

The consent calendar was reviewed. Mr. Thatch asked that II-F be pulled and reviewed separately.

Moved/Pannell, second/Waters, to approve the consent calendar as follows, with the exception of F.

- A. Approve the minutes of the March 2, 2006 meeting.
- B. Approve claims and warrants for the period 2/23/06 – 3/20/06.
- C. Approve the appointment of Mr. Dennis Morin to the Sacramento Works Youth Council.
- D. 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.
- E. Approve the Head Start and Early Head Start center locations for Fiscal Year 2006-2007 as outlined in the board packet.

Voice Vote: Unanimous approval.

F. Approval of Disposition of Vehicles and Computers

Ms. Gail White provided a staff report. Mr. Thatch asked that the board approval be subject to review by legal counsel. He is comfortable with the distribution of the computers but a review of state law on surplus property needs to be done prior to the disposition of the vehicles. Mr. Nottoli offered to assist in the disposition of the agency vehicles through the County General Services Department. Ms. White stated that this is a time sensitive issue since there is a vehicle sale scheduled for May 11; the vehicles would have to be delivered to General Services by May 1.

Mr. Nottoli inquired whether we are able to make the computers available to the local schools or some of our partnering agencies. Has there been any broadcast as to the availability of these computers? Mr. Thatch responded that the federal government does not care what we do with the computers except that any income needs to return to the agency. If any of the operators want to have these computers, he sees no problem.

Mr. John Valdez stated that in most cases, most of our delegate agencies have newer computers donated to them. Most of our computers are five to seven years old and do not have enough memory to run most of the current software programs. Visions Unlimited has agreed to take four of our computers.

Ms. White stated that there have been some inquiries from Head Start parents but the computers are completely unformatted. She would rather see them used than disposed.

Ms. Collin arrived at 10:27 a.m.

Mr. Thatch stated that it is not a problem for these computers to be offered to a program operator for their use. However, it would be a problem to offer the computers to individuals and other organizations. The simplest way to go is to auction the computers off at the county. Mr. Thatch recommends adoption of a motion with the understanding that legal counsel will look into these matters.

Moved/Pannell, second/Waters, to approve, subject to legal counsel review, the disposition of old computers and agency vehicles.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

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

This item was reviewed. Ms. Norma Johnson stated that this was approved for another site; this item is asking to change the site to Mulberry Commons. This center is in the unincorporated area of Sacramento County.

Moved/Nottoli, second/Pannell, to approve a resolution naming the Mulberry Commons Early Learning Center the Illa Collin Early Learning Center.
Voice Vote: Unanimous approval.

Mr. Nottoli stated that a hiking trail in the Southgate Park and Recreation District will be named after Ms. Collin as well. Ms. Collin stated that the trail was part of an Eagle Scout project. She walked the trail area and it was a great time to see vernal pools. April 22 will be the trail dedication.

2. Authorization to Negotiate with Vendors for Payroll/Human Resource Services

Mr. Rick Pryor reviewed this item. Based upon the criteria established in the RFP and staff review, of the five proposals received, Kintera is a software program, not a payroll service. ADP withdrew one of their proposals. Staff is recommending the ability to open contract negotiations with the top two vendors, ADP and Ingentra.

Moved/Nottoli, second/Collin, to approve contract negotiations opened with the top two ranked vendors.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

C. WORKFORCE INVESTMENT ACT

1. Approval to Release a Request for Proposals for One Stop Career Center Services in North Sacramento/Del Paso Heights

Ms. Robin Purdy reviewed this item. Two years ago an RFP was released to open an affiliate center and the Urban League was funded. This has been a very successful career center. This item requests the release of an RFP for core and intensive services. Staff is requesting that the amount be increased to \$175,000. The site will be determined upon who responds to the proposal.

Moved/Pannell, second/Waters, to approve the release of a Request for Proposals for WIA Title I Adult and Dislocated Worker funds for Program Year 2006 - 2007.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

2. Approval to Deobligate Workforce Investment Act Title 1 Dislocated Worker Program Funds

Mr. Roy Kim reviewed this item. Each year funds are allocated for ITA and the obligations of those monies are reviewed on a quarterly basis. Four career centers are underutilizing their ITA funds. Ralph's dislocated workers have been requesting ITAs. There are 15 enrolled in the program already.

Staff is requesting to deobligate four career centers that are underutilizing their funds and reobligate the funds for Ralph's dislocated workers. Mr. Bill Walker stated that 60 Ralph's employees turned out at a job fair and 10 were offered a job on the spot. A lot of the Ralph's workers are union and the new contracts are offering jobs at a lower rate of pay. Many of the employers were looking for truck drivers specifically. Mr. Walker stated that many of the dislocated workers want to get out of the grocery business and get trained in a new career.

Moved/Nottoli, second/Collin, to deobligate Dislocated Worker Scholarship/ITA funds from four of the SWCCs (Broadway, La Familia, Lemon Hill, and South County), and 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.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

3. Concurrence with Sacramento Works, Inc. on the Resource Allocation Plan for FY 2006/2007

Ms. Purdy reported that the WIB approved the resource allocation plan for the adult and dislocated worker program. This funds the one stop career system. The allocation plan was reviewed; there were few changes from the last plan. There are three major areas: board initiative funds, one stop support, and administration. Thirty-eight percent goes out the door to training scholarships or OJT; 40% goes to the one stop centers, and 22% is overhead (7% is administration). This year the one stop career centers have done well.

Ms. Purdy reviewed the recommendations to concur the high priority areas to provide high quality customer services, and setting aside money for regional training team. The equipment at the career centers will be updated. A new software program that will increase the speed of the internet at the career centers has been purchased. Employees will be trained on common measures. This will target getting people employed, keeping them employed, and earning a higher wage. Staff is anticipating a cut in next year's allocation; we may get a cut this year as well.

Moved/Nottoli, second/Waters, to approve the following:

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

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

Voice vote: Unanimous approval (Ms. Pannell was out of the room during the vote).

4. Authorization for Executive Director to Execute Service Agreements with Los Rios Community College District for the Nurse Education Initiative Project

Ms. Cindy Sherwood-Green reviewed this item. The major health care organizations are involved in this project. For this new project, SETA will determine eligibility for the initial 70 trainees enrolled.

Moved/Waters, second/Nottoli, to authorize the Executive Director to execute the Service Agreements with Los Rios Community College District.

Voice Vote: Unanimous approval

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

Mr. Rick Pryor reviewed the audit. Gilbert and Associates found SETA to be in compliance with GAAP and regulations. There is a reportable condition: due to fiscal personnel problems, reconciliations for reports were not done. In response, there is a systematic procedure to ensure that all reconciliations are done in a timely manner. One of the results in the audit delay was that the California Department of Education contracts were placed on conditional status. A portion of the funds were withheld; with the issuance of the audit, the restrictions will be lifted. The audit will be published on our web page.

Mr. Nottoli stated that with all of the funding streams and funds coming through the agency, this audit maintains the public trust for government funds. This provides the fiscal oversight that is important. Mr. Nottoli commended staff for the professional and outstanding job year after year.

- B. Fiscal Monitoring Reports: No comments.

C. Update on the Volunteer Income Tax Assistance/Earned Income Tax Credit Project

Ms. Collin reviewed this and asked if there will there be a final report on how many people have been served. Ms. Purdy stated that the Department of Human Assistance will be providing a final report on all of the people involved and assisted.

D. Regional Toll Free Number for Employer Outreach

Mr. Walker reported that 877-922-JOBS is the number that will be utilized on a regional basis. The number will be received here, and the employer will be called back and sent to the appropriate WIB. The routing will be done automatically. Staff will provide a report back on this. The cost will be paid from all of the WIBs. The cost will be renegotiated based on volume of calls received.

E. Dislocated Worker Update: No additional comments.

F. Employment Training Panel Funding Announcements

Mr. Walker reviewed this item. Staff is in the process of negotiating a contract with ETP for the nurse program.

G. Regional Collaboration Award Notification

Ms. Purdy reviewed this item. SETA received \$70,000 for the regional incentive program which will fund the regional toll free number. SETA was one of the three highest ranked in the state so we received the full amount that is allowable.

H. WIA Title I Youth Request for Proposals Deadline

Ms. Christine Welsch reported that an RFP for Youth Services was released in February. Information on the RFP was posted in a number of places. Galt Joint High School District submitted their proposal after the deadline. The proposal was submitted but has not been reviewed for funding. This is one of the proposals that have served people in the south county area.

Mr. Nottoli talked about a food service program that was initially started through a grant from SETA about 20 years ago. Mr. Nottoli this is a long-standing program and has worked with the local employers in the south county area. It is his hope to find a way to recognize the need in the area and provide services. He asked about other ideas that will be available.

Ms. Collin stated that there must be an ability in the RFP to set aside funds for this area and do a supplemental RFP.

Darlene Waddle, Assistant Superintendent, Galt High School District, spoke before the board.

Ms. Welsch stated that staff can set aside funds if directed by the board. Mr. Thatch stated that the agency has never accepted a late proposal. There are options to serve Galt. Staff can come back with a proposal at the May 4 meeting to serve the south county area.

V. Reports to the Board

A. Chair: No additional report

B. Executive Director

Ms. Norma Johnson introduced Stephany Murphy, Ms. Kossick's new secretary.

Ms. Johnson announced her resignation from SETA. She has accepted a position in San Diego where she will be the Head Start Director. She is hoping to help make the San Diego Head Start program as great as our program in Sacramento. Her last day will be May 19.

C. Counsel: No report.

D. Members of the Board: No comments.

E. Public: No comments.

**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

The board adjourned into closed session at 11:44 a.m.

VII. Adjournment: Meeting adjourned at 11:44 a.m. 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 3/31/06 through 4/27/06, and all expenses appear to be appropriate.

ITEM II-C - CONSENT

APPROVAL OF REVISION TO JOB SPECIFICATION OF HEAD START SOCIAL WORKER (SUPERVISORY) AND (NON-SUPERVISORY) TO HEAD START SOCIAL SERVICES SPECIALIST (SUPERVISORY) AND (NON-SUPERVISORY)

BACKGROUND:

The Agency Executive Director is proposing a modification to two job classifications. The Head Start Social Worker (Supervisory) and (Non-supervisory) job specification will be revised to Head Start Social Services Specialist (Supervisory) and (Non-supervisory). The change in job titles more accurately depicts the incumbent employees. The use of the title "Social Worker" is a title that denotes to the social services community the attainment of a Masters in Social Work or closely related field. The proposed revision would include three tiers of pay based upon the attainment and retention of educational and permit requisites. The basis of the revised salary schedule is a 5% increase for a bachelor's degree and a 10% increase for a master's degree.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents of the Social Worker classifications. This item and the subsequent item regarding salary are the product of those meetings and represent agreement between the Agency and AFSCME.

The salary range would be established in three (3) tiers as follows:

- Tier III
 - Requirements: Masters in Social Work or in a related field, including but not limited to Sociology, Psychology, Counseling
 - Salary range:

<u>Social Services Specialist (Non-supervisory)</u>				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$18.76	\$19.70	\$20.69	\$21.72	\$22.81

<u>Social Services Specialist (Supervisory)</u>				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$19.69	\$20.67	\$21.70	\$22.79	\$23.93

- Tier II
 - Requirements: Bachelors degree in a related field, including but not limited to Sociology, Psychology, Counseling
 - Salary range:

<u>Social Services Specialist (Non-supervisory)</u>				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$17.87	\$18.76	\$19.70	\$20.69	\$21.72

<u>Social Services Specialist (Supervisory)</u>				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$18.75	\$19.69	\$20.67	\$21.70	\$22.79

- Tier I
 - Requirements: at least five (5) years of work experience in mental health or social services fields, preferably dealing with the problems of young children and their families
 - Salary range:

<u>Social Services Specialist (Non-supervisory)</u>				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$17.02	\$17.87	\$18.76	\$19.70	\$20.69

<u>Social Services Specialist (Supervisory)</u>				
<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$17.86	\$18.75	\$19.69	\$20.67	\$21.70

The candidate or employee's tier level will be based on their educational qualifications. However, all would be classified as a Social Services Specialist.

The pay range difference between Tier levels is approximately 5%. An employee is placed on the next tier when the agency receives written evidence from the employee that they have met the qualifications. The pay will be effective pursuant to Section 7.15.b. of the Labor Agreement.

The subject modification will give the Agency greater flexibility in recruitment and hiring while giving employees an incentive to continue their education.

Attached are the two job specifications with additions underlined and deleted language appears with strike out.

RECOMMENDATION:

Approve the modification to the Head Start Social Worker (Supervisory) and (Non-supervisory) job specifications to Head Start Social Services Specialist (Supervisory) and (Non-supervisory).

HEAD START ~~SOCIAL WORKER~~ SOCIAL SERVICES SPECIALIST (Supervisory)

ORGANIZATIONAL RESPONSIBILITY:

A Head Start ~~Social Worker~~ Social Services Specialist (Supervisory) is responsible to the ~~Head Start Division Chief~~ Deputy Director, Children and Families Services (CFS) or his/her designee.

DEFINITION

Under general supervision, provides leadership and direction in the planning and implementation of the ~~Head Start~~ CFS components that may include Mental Health, Health, Social Services, Parent Involvement; assists in service delivery; monitors the compliance of the Mental Health, Health, Social Services, Parent Involvement components, performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions organized to provide a variety of assistance within various component areas of the ~~Head Start~~ CFS Programs operated and administered by SETA. Responsibilities may include: resource and referral; crisis intervention; brief counseling; consultation and training to ~~Head Start~~ CFS staff and parents; implementation of the ~~Mental Health~~ mental health program; maintenance of mental health records; supervision of Family Service Workers within SETA Operated Program; providing and /or monitoring mental health services at ~~D~~delegate agencies.

EXAMPLES OF DUTIES:

Assist the ~~Head Start~~ CFS Coordinators in planning and implementing services to children and families; provides crisis intervention to families; assist in locating ~~M~~mental ~~H~~health services for children and families in need; provide short term ~~counseling~~ consultation to children and families in-need; provide training and consultation to Head Start staff; facilitate support groups for ~~Head Start~~ CFS parents; assist families in locating and using community resources; work closely with site staff from other components in the coordination and delivery of all ~~Head Start~~ CFS services; supervise social services staff at various sites to include supervision of recruitments, enrollment, support services to families, health, tracking of children, etc.

SPECIAL REQUIREMENTS:

Possession of, or ability to obtain a valid Class C Driver's License is required. A good driving record of at least two (2) years duration as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

MINIMUM QUALIFICATIONS

Knowledge of:

Child Development
~~Psycho-social~~ Behavioral assessment methods
Techniques of family crisis intervention
Community resources in Sacramento County
Problems and needs of low-income families
Staff development and training
Culturally and linguistically diverse families
Basic counseling skills
Support group or group counseling techniques,
Supervision techniques
~~Head Start~~ Child Development Programs

AND

Ability to:

~~Supervise Family Services Workers and /or other~~ social services staff.
Develop and implement ~~M~~ental ~~H~~health programs which meet the needs of young children and their parents.
Provide training programs and workshops for parents and ~~Head Start~~ staff.
Speak and write effectively.
Insure program compliance with ~~M~~ental ~~H~~health regulations and standards.
Maintain records and prepare reports
Perform crisis intervention and short term counseling with families in need.
Establish and maintain cooperative working relationships.

AND

Training and Experience

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

At least five (5) years of work experience in mental health or social services fields, preferably dealing with the problems of young children and their families.

AND

Advanced educational training in a Social Services discipline with an emphasis in family dynamics or related field. Masters in Social Work (MSW) or equivalent is preferred.

Tier I

At least five (5) years of work experience in mental health or social services fields, preferably dealing with the problems of children and their families.

Tier II

A minimum of a Bachelors of Science degree in Social Services or a related field such as, but not limited to Sociology, Psychology, and Counseling.

Tier III

A minimum of a Masters in Social Work or a related field such as, but not limited to Sociology, Psychology, or Counseling.

HEAD START SOCIAL WORKER SOCIAL SERVICES SPECIALIST(Non-Supervisory)

ORGANIZATIONAL RESPONSIBILITY

A Head Start ~~Social Worker~~ Social Services Specialist is responsible to the ~~Head Start Division Chief~~ Deputy Director, Children and Families Services (CFS) or his/her designee.

DEFINITION

Under general supervision, provides leadership and direction in the planning and implementation of the ~~Head Start~~ CFS components that may include Mental Health, Health, Social Services, Parent Involvement; assists in service delivery; monitors the compliance of the Mental Health, Health, Social Services, and Parent Involvement components; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions organized to provide a variety of assistance within various component areas of the ~~Head Start~~ CFS Programs operated and administered by SETA. Responsibilities may include: resource and referral; crisis intervention; brief counseling; consultation to ~~Head Start~~ CFS staff and parents; implementation of the ~~M~~mental ~~H~~health program; maintenance of mental health records; providing and/or monitoring mental health services at ~~D~~delegate agencies.

EXAMPLES OF DUTIES

Assists the ~~Head Start~~ CFS Coordinators in planning and implementing services to children and families; provides crisis intervention to families; assists in locating ~~M~~mental ~~H~~health services for children and families in need; provides short term ~~c~~ounseling consultation to children and families in need; provides training and consultation to ~~Head Start~~ staff; facilitates support groups for ~~Head Start~~ parents; assists families in locating and using community resources; works closely with site staff from other components in the coordination and delivery of all ~~Head Start~~ CFS services.; ~~supervises social services staff at various sites to include supervision of recruitment, enrollment, support services to families, health tracking of children, etc.~~

SPECIAL REQUIREMENTS

Possession of, or ability to obtain a valid Class C Driver's License is required. A good driving record of at least two (2) years duration as evidenced by freedom from multiple or serious traffic violations or accidents, is required.

CONTINUED

Page 2 – ~~Social Worker~~ Head Start Social Services Specialist (Non-Supervisory)

MINIMUM QUALIFICATIONS

Knowledge of:

Child Development
~~Psycho-social~~ Behavioral assessment methods
Techniques of family crisis intervention
Community resources in Sacramento County
Problems and needs of low income families
Culturally and linguistically diverse families
Basic counseling skills
Support group or group counseling techniques
~~Head Start~~ Child Development Programs

Ability to:

Develop and implement ~~M~~ental ~~H~~health programs which meet the needs of young children and their parents
Provide training programs and workshops for parents and ~~Head Start~~ staff
Speak and write effectively
Insure program compliance with ~~M~~ental ~~H~~health regulations and standards
Maintain records and prepare reports
Perform crisis intervention and short term ~~c~~ounseling consultation with families in need
Establish and maintain cooperative working relationships.

Training and Experience: Any combination of experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

At least five (5) years of work experience in mental health or social services fields, preferably dealing with the problems of young children and their families

AND

Advanced educational training in a Social Services discipline with an emphasis in family dynamics or related field. Masters in Social Work (MSW) or equivalent is preferred.

Tier I

At least five (5) years of work experience in mental health or social services fields, preferably dealing with the problems of children and their families.

Tier II

A minimum of a Bachelors of Science degree in Social Services or a related field such as, but not limited to Sociology, Psychology, and Counseling.

Tier III

A minimum of a Masters in Social Work or a related field such as, but not limited to Sociology, Psychology, or Counseling.

ITEM II-D - CONSENT

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE
CLASSIFICATION OF HEAD START SOCIAL SERVICES SPECIALIST
(SUPERVISORY) AND HEAD START SOCIAL SERVICES SPECIALIST
(NON-SUPERVISORY)

BACKGROUND:

The prior action item involved the modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to modify a salary range.

RECOMMENDATION:

Approve the attached resolutions modifying the salary range for the Head Start Social Services Specialist (Supervisory) and (Non-supervisory) classifications.

RESOLUTION NO. 2006-8

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of Head Start Social Services Specialist (Supervisory); and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Tier I

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$17.86	\$18.75	\$19.69	\$20.67	\$21.70

Tier II

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$18.75	\$19.69	\$20.67	\$21.70	\$22.79

Tier III

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$19.69	\$20.67	\$21.70	\$22.79	\$23.93

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorize the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fourth day of May, 2006, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

RESOLUTION NO. 2006-09

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of Head Start Social Services Specialist (Non-Supervisory); and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Tier I

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$17.02	\$17.87	\$18.76	\$19.70	\$20.69

Tier II

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$17.87	\$18.76	\$19.70	\$20.69	\$21.72

Tier III

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$18.76	\$19.70	\$20.69	\$21.72	\$22.81

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorize the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fourth day of May, 2006, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM II-E - CONSENT

APPROVAL OF REALLOCATION OF HEAD START SOCIAL WORKER (NON-SUPERVISORY) AND HEAD START SOCIAL WORKER (SUPERVISORY) TO HEAD START SOCIAL SERVICES SPECIALIST

BACKGROUND:

All five employees currently holding status in Head Start Social Worker (non-supervisory) and the one employee currently holding status in Head Start Social Worker (supervisory) qualify for Tier I, Tier II or Tier III of the renamed classification of Head Start Social Services Worker.

The Agency Executive Director is proposing the reclassification of the incumbents to the appropriate tier pay ranges, per Section 3.02 of the SETA Personnel Policies and Procedures.

RECOMMENDATION:

Approve the reclassification of the six incumbent Head Start Social Worker to Head Start Social Services Specialist at the appropriate tier. The incumbents will retain their seniority in this revised classification.

ITEM II-F - CONSENT

ADOPTION OF RESOLUTIONS MODIFYING THE SALARY RANGE FOR THE CLASSIFICATION OF HEAD START COORDINATOR (HEALTH) (NON-SUPERVISORY) AND HEAD START COORDINATOR (HEALTH) (SUPERVISORY)

BACKGROUND:

The Agency Executive Director is proposing a modification to the salary range for the classification of Head Start Coordinator (Health) (Non-supervisory) and Head Start Coordinator (Health) (Supervisory). The modification is for the purpose of enhancing our recruitment. Over the past five years the Agency's efforts to attract and maintain candidates with a Licensed Vocational Nurse, Registered Nurse, or Public Health Nurse license has been unsuccessful. The basis of the revised salary schedule is 5-10% above base salary for an LVN license and a 10-15% for an RN license, depending upon experience.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent to increase the salary based upon those licenses and met regarding changes and potential impacts. This item is the product of those meetings and represents agreement between the Agency and AFSCME.

SETA Personnel Policies and Procedures require a Board resolution to modify a salary range.

RECOMMENDATION:

Approve the attached resolution modifying the salary range for the Head Start Coordinator (Health) (Non-supervisory) and Head Start Coordinator (Health) (Supervisory) classification.

RESOLUTION NO. 2006-10

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of Head Start Coordinator (Health) (Non-Supervisory); and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Tier I

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$19.33	\$20.30	\$21.32	\$22.39	\$23.51

Tier II

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$20.30	\$21.32	\$22.39	\$23.51	\$24.69

Tier III

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$21.32	\$22.39	\$23.51	\$24.69	\$25.92

Tier IV

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$22.39	\$23.51	\$24.69	\$25.92	\$27.22

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorize the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fourth day of May, 2006, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

RESOLUTION NO. 2006-11

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of Head Start Coordinator (Health) (Supervisory);
and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Tier I

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$20.30	\$21.32	\$22.39	\$23.51	\$24.69

Tier II

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$21.32	\$22.39	\$23.51	\$24.69	\$25.92

Tier III

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$22.39	\$23.51	\$24.69	\$25.92	\$27.22

Tier IV

<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>
\$23.51	\$24.69	\$25.92	\$27.22	\$28.58

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorize the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this fourth day of May, 2006, by the following vote, to wit:

AYES: _____

NOES:: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM II-G– CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND A HEAD START AND EARLY HEAD START FACILITIES TRAINING SEMINAR

BACKGROUND:

The Head Start Facilities Group of Bowling Green, Kentucky is hosting a Facilities Training Seminar on May 11 & 12, 2006 in Las Vegas, Nevada. This two day seminar is for any agency planning either a new construction or a renovation project. This seminar is ideal for planners, design team and those interested in new and innovative ideas for design.

The seminar will include: the construction process from beginning to end; planning; Federal procedures; hiring architects; bidding and construction management.

Approval is sought to send José Diaz, Program Coordinator, to the Head Start and Early Head Start Facilities Training Seminar.

Staff will be available to provide an oral report.

RECOMMENDATION:

Approve out-of-state travel for one staff person to attend the Head Start/Early Head Start Facilities Training Seminar, May 11 & 12, 2006 in Las Vegas, Nevada at an approximate cost of \$1,100.

ITEM III-A – 1 - ACTION

APPROVAL OF OPTIONS REGARDING RETIREE HEALTH
INSURANCE PREMIUM OFFSETS

BACKGROUND:

On June 8 and June 10, 1993, the Sacramento County Employees Retirement System (SCERS) and the Sacramento County Board of Supervisors adopted Resolution No. 93-0778, which made California Government Code Section 31592.4 operative in Sacramento County. That Resolution provided that, by action of the SCERS Board and the Board of Supervisors, excess earnings from the SCERS system could be used as a funding source for retiree medical insurance benefits. This program provided premium offsets to both County and participating Special District employees who were drawing a pension check from SCERS.

SETA has never vested retirees with a medical insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to fund medical premium offsets with SETA funds to assist retirees with the purchase of health insurance. On June 3, 2004 and June 2, 2005, the SETA Governing Board approved continued funding of the subsidy to SETA retired annuitants for the 2005 and 2006 fiscal years.

The Board must determine if action will be taken for the next fiscal year. In considering the options for continuing to provide retiree health insurance offset payments, staff has identified options for the program.

Options reviewed included:

1. Elimination of the offset payments.
2. Continue the program with existing offset payment amounts and end the subsidy for future retirees.
3. Continue the program with existing offset payment amounts to current retired annuitants but limit future premium offsets to new retirees as of January 1, 2007 to 50% of current payment amounts
4. Continue payments to current retirees at 50% of the current rates, and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have achieved at least 60 combined years of age and SCERS service as of that date. All future retirees will not be eligible for this subsidy.

The offset payments are not a vested benefit of employment and may be discontinued by the SETA Governing Board at any time. The Sacramento County Retired Employees Association (SCEA), as well as SETA retired annuitants, have stated the importance of the offset payments and access to group medical and dental insurance.

For many retirees it is their only avenue to purchase quality, affordable health insurance coverage.

The chart below presents the current and potential subsidy payments:

Years of SCERS service credit	Monthly Offset	Potential Rate
Less than 10 years	\$122	\$61
10 years but less than 15 years	\$152	\$76
15 years but less than 20 years	\$182	\$91
20 years but less than 25 years	\$212	\$106
25 years or more	\$233	\$117
Dental premium for retirees only	\$25	\$25

Sacramento County Benefits Office has informed SETA that an actuarial analysis shall be conducted for their employees and will include SETA employees to determine the funding necessary to continue payment offsets. This analysis shall not be completed until the end of this calendar year. The effect of this is that the decision made by the SETA Governing Board shall be for the period ending December 31, 2007.

RECOMMENDATION:

Review the options presented by staff and take appropriate action.

ITEM III-A – 2 - ACTION

AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO EXECUTE CONTRACT WITH INGENTRA FOR PAYROLL/HUMAN RESOURCE SERVICES

BACKGROUND:

On April 6, 2006 the Governing Board authorized contract negotiations for Payroll and Human Resource services with ADP – National Accounts Services and Ingentra HR Services. Staff determined that Ingentra will better suit our needs at a cost per service more beneficial to SETA and recommends a three year contract be executed for these services with the ability to extend the contract term based on Board approval.

A summary of services to be provided are:

- Payroll services
 - Payroll processing
 - Pay distribution and banking
 - Benefit administration
 - Cost allocation
 - Legislative reporting
 - Maintenance of records
- Human Resource services
 - Salary administration
 - Personnel records
 - Position control
 - Performance reviews
 - Training and development
- Attendance control
 - Leave policies and accruals
 - Attendance records
 - Web based time management
 - Time scheduling

A complete list of the services to be provided are included in the RFP and will also be documented in the Contract under Exhibit 1 – Work Program.

The annual cost of these services is \$75,000 for year 1, \$73,125 for year 2, and \$70,932 for year 3. These costs are to be billed and paid monthly. The cost of implementation of these services is estimated at \$20,000 to \$28,000 payable upon completion. Training costs are estimated at \$3,500 or less and payable upon completion.

RECOMMENDATION:

Authorize the Executive Director to execute a contract with Ingentra for Payroll/Human Resource services.

ITEM III-C-1 – ACTION

APPROVAL OF FISCAL YEAR 2006-2007
HEAD START/EARLY HEAD START GRANT APPLICATIONS

BACKGROUND:

This item requests the approval of the Head Start/Earl Head Start grant application for Fiscal Year 2006-2007. The application for Head Start and Early Head Start totals are as follows:

Head Start:

Basic Grant \$38,801,198
Training/Technical Assistance \$ 361,068
Total: \$39,162,266

Early Head Start

Basic Grant \$ 4,656,217
Training/Technical Assistance \$ 117,581
Total: \$ 4,773,798

Ms. Norma Johnson, Deputy Director, will be available to answer any questions.

The Head Start Policy Council will review this item for approval at the May 2, 2006 Policy Council meeting.

RECOMMENDATION:

Approve the Head Start Fiscal Year 2006-2007 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).

ITEM III- C - 2 – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 HEAD START/EARLY HEAD START
TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATION

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant application in the amount of \$361,068 Head Start, and \$117,581 Early Head Start. The Policy Council/Parent Advisory Committee (Training) met three times with staff to provide input on the budget. This item will be reviewed by the Policy Council at their May 2, 2006 special meeting.

A copy of this grant application will be sent under separate cover.

Ms. Norma Johnson will provide an oral report.

RECOMMENDATION:

Approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant Application.

ITEM III-C- 3 - ACTION

APPROVAL OF FISCAL YEAR 2006-2007 PROGRAM GOALS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve Fiscal Year 2006-2007 program goals that were developed by the Head Start Policy Council, Policy Committee and Parent Advisory Committee Representatives who attended the Annual Parent Leadership Institute recently held in Concord, CA. Head Start Directors at a recent director's meeting added recommendations to reflect county-wide goals. The three (3) year strategies to meet these goals are currently being developed.

Fiscal Year 2006-2007:

- 1) English Learning Students entering Head Start programs will move at least one level of the English proficiency as measured by a pre- and post- English language assessment annually (children move up one notch on a five-notch scale).
- 2) All children including English Language Learners (ELL), will meet the Pre-K Standards developed by the State Department of Education as measured by the Desired Results Developmental Profile (DRDP) or other Assessment Tool.
- 3) All children will receive a dental examination (or dental screening for Early Head Start) and necessary follow-up needed.

RECOMMENDATION:

Approve the Fiscal year 2006-2007 Program Goals as outlined above.

ITEM IV-A – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND

Quarterly Reports for the months of October, November, December 2005 and January, February, March, 2006 will be provided under separate cover. Ms. Norma Johnson will be present at the meeting to answer questions.

ITEM IV-B - INFORMATION

FOLLOWUP ON EQUIPMENT DISPERSAL

BACKGROUND:

Three vehicles, a pickup and two vans, were donated to the Center for Employment Training (CET). One cargo van was disposed of by Sacramento County Surplus.

Ten computers were donated to CET. Sacramento County Surplus indicated they will sell the rest of the computers on site at SETA. This date has not been set yet.

Staff will be available to answer questions.

ITEM IV-C – 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 up date of information as of April 24, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Receive 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	8/11/5
Unofficial	7/11/05	The Holiday Inn Sacramento Capital Plaza Hotel And Convention Center 300 J. Street Sacramento, CA 95814	9/15/05	N/A	N/A
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, CA	9/30/05	51	Delivered Material
Official	8/03/05	Cingular Wireless 10000 Goethe Rd. Sacramento, CA 95670	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, CA 95670	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, Suite 200 Rancho Cordova, CA 95670	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 Mailed Material
Official	11/21/05	Sun Microsystems (Sacramento Site) 8880 Cal Center Drive, Suite 2000, 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	12/22/06	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	1/31/06	1	Mailed 1/31/06
Unofficial	10/5/06	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	3/01/06	60	1/26/06

Official	2/01/06	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	3/28/06	1	Mailed
Official	2/01/06	Ralph's 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	Ralph's 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	Ralph's 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	Ralph's Grocery Company (#988) 25000 Blue Ravine Rd. Folsom, CA 95630-5279	3/27/06 through 4/10/06	82	3/16/06
Official	2/01/06	Ralph's Grocery Company 7101 Elk Grove Blvd. Elk Grove, CA 95758	3/27/06	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
Official	3/27/06	Defense Commissary Agency (DeCA) 3401 Acacia St, Suite 115 McClellan , CA 95652-1002	9/30/06	50	Pending
Official	4/06/06	Sun Microsystems, Inc. 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	8/21/06	1	Pending
Official	4/11/06	Nationwide Health Plans 1651 Exposition Blvd., #100 Sacramento, CA 95815	6/01/06	46	Pending
			Total # of Affected Workers	1420	

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.