



Sacramento
Employment and
Training
Agency

**SPECIAL 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

DATE: Monday, November 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.

A G E N D A

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

II. Consent Items

- A. Minutes of the October 5, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick)
- 2. Approval of Compensation Package for Executive Director (Kathy Kossick)
- 3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Jim Toner)

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>

“Preparing People for Success: in School, in Wo

4. Approval of Revised Retiree Medical Participation Agreement (Kathy Kossick)

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Approval of Authorization of Signature for the California State Department of Social Services, Community Care Licensing Division (Kathy Kossick)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval to Modify Targeted Assistance Programs, PY 2006-2007 (Roy Kim)

IV. Information Items

A. Fiscal Monitoring Reports (Rick Pryor)
➤ Galt Joint Union High School District
➤ San Juan Unified School District

B. Dislocated Worker Update (William Walker)

C. Head Start Quarterly Report (Yolanda Macias)

D. Annual Audit Report (Roy Kim)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: MONDAY, OCTOBER 30, 2006

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 5, 2006 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 5, 2006 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, October 5, 2006
10:00 a.m.

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

Members Present:

Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Don Nottoli, Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

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

- Recognition of the SETA Construction Team and Final Report on the California Department of Transportation Contract

Ms. Christine Welsch reported that for the past four years, SETA has received funding from Caltrans for training programs in construction and highway construction. We have exceeded our enrollment and placement goals. The average wage at placement was \$14.53 per hour in both union and non union jobs. Ms. Welsch acknowledged Marsha Strode, Robin Pepper, Denorah Ferman, Becky Walton, Esther Carter, and Gemma Wright. Ms. Welsch presented them with Rosie the Riveter coasters in appreciation.

II. **Consent Items**

There were no questions or corrections to the consent items:

- A. Minutes of the September 7, 2006 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension

Moved/Waters, second/Pannell, to approve the consent calendar as follows:

- A. Approve the minutes of the September 7, 2006 special meeting.
- B. Approve claims and warrants for the period 9/1/06 through 9/28/06.
- C. Approve the temporary reclassification of James McNeal to Employment and Training Analyst II for an additional three months to December 1, 2006.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Reappointment of the Public Representative Member to the SETA Governing Board

No questions or comments.

Moved/Pannell, second/Waters, to approve the reappointment of Ms. Sophia Scherman as a public representative to the SETA Governing Board for the current term ending in November, 2008 and forward this nomination for approval to the City Council and Board of Supervisors.

Voice Vote: Unanimous approval.

2. Approval to Adjust Salary Ranges of Established Zones Under The Broad Banding Policy

This is annual item to adjust the zoning for the broad banding policy. Ms. Kossick read a correction to the salary range for Zone 2. It should be \$41,100 to \$81,200.

Moved/Pannell, second/Waters, to approve a modification to the salary ranges of Zone 1 to be \$52,400 - \$113,000 and Zone 2 to be \$41,100 - \$81,200.

Voice Vote: Unanimous approval.

3. Approval of Retiree Medical Participation Agreement

Ms. Kossick reported that the County is requesting all special districts participating in the County retirement system to adopt annual medical participation agreements. This agreement reaffirms what the board voted on in May that SETA will participate.

Moved/Pannell, second/Waters, to approve the execution of the Retiree Medical Participation Agreement with the County of Sacramento for 2007.

Voice Vote: Unanimous approval.

4. Approval to Revise the Public Information Officer Job Specification

Ms. Kossick reviewed this item. Revisions to the job specification were made to reflect some of the physical requirements of the position. This is an unrepresented management position.

Moved/Pannell, second/Waters, to approve the revisions to the Public Information Officer job specification.

Voice Vote: Unanimous approval.

5. Approval to Submit a Proposal to the California Department of Corrections and Rehabilitation – Corrections Standards Authority for the Sacramento Works Probation project

Ms. Welsch reviewed this item. SETA has been asked to start serving youth and young adults on probation. She stated that the probation office cannot do it alone and we are one avenue to stabilize the lives of probationers. The proposal requests for \$500,000 to offer services at three career center locations: Franklin, Hillsdale and Rancho Cordova but services will be distributed throughout the county. Ms. Scherman inquired if the career centers are staffed so when the people come through the doors, they are provided services and not put on hold. Ms. Welsch stated that the participants will meet with the counselors when they are first in the facility. This funding is \$500,000 each year for three years, if we are successful. We want to work with these young people through probation and help them redirect their lives. Ms. Pannell asked that staffing at the career centers reflect the ethnic population of the customers.

Moved/Pannell, second/Waters, to approve the submission of a proposal to the California Department of Corrections and Rehabilitation – Corrections Standards Authority for \$500,000 to coordinate the Sacramento Works Probation project. Subcontract with Sacramento County Office of Education or other WIA Youth provider to provide education and counseling services and assist with Work Experience activities. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Reappointment of Workforce Investment Board Member

Ms. Kossick stated one of the WIB members was unsure whether he would be able to remain on the board. He now wishes to remain on the board. There are three vacancies in private business sector; staff is recruiting for these positions. WIB members will be participating in a board retreat on October 24.

Moved/Pannell, second/Waters, to approve the three-year reappointment of John Koogle to the Sacramento Works, Inc. board.

Voice Vote: Unanimous approval.

2. Approval to Authorize the SETA Executive Director to Submit Two Proposals, Accept Funds and Enter into Agreements for Workforce Investment Act Governor's 15% Discretionary Grant Funds

Ms. Cindy Sherwood-Green reviewed this item and stated that both proposals target critical industries identified by the WIB. Ms. Sherwood-Green reviewed the

partners and the services that will be provided to the nurses. The Healthcare/Nursing proposal is requesting \$600,000 to enroll 50-60 nurses in this program. SETA will be subcontracting with California State University, Sacramento to provide the training.

Ms. Welsch reviewed the second proposal which is under the Construction industry. There continues to be a demand for trainees in commercial construction. Part of the proposal is to train people to become construction superintendents or administrators. Staff will be submitting a proposal for \$600,000 which is the maximum.

Moved/Waters, second/Pannell, to authorize the SETA Executive Director to:

- submit two proposals for WIA Governors Discretionary 15% grant funds,
- accept WIA Governor's Discretionary 15% grant funds and enter an agreement with the State Employment Development Department.

Voice Vote: Unanimous approval.

3. Approval to Accept Funds from the Employment Development Department for the Disability Program Navigator Project

Ms. Ellen Franz, disability program navigator, reported that SETA has been involved in this program since 2004 when the agency first received funds through EDD for this project. The funds are used to provide information and referral services for staff to better assist disabled customers to navigate through the career center system. SETA will partner with Crossroads Diversified Services, Inc. to provide services.

Mr. Nottoli arrived at 10:42 a.m.

SETA was notified that the agency has been granted funds for this year in the amount of \$81,125. Ms. Kossick asked that the action of the board include allowing the Executive Director to execute the subgrant agreement.

Moved/Pannell, second/Waters, to approve acceptance of funds in the amount of \$81,125 for the Disability Program Navigator Project. In addition, allow the Executive Director the authority to execute the subgrant agreement.

Voice Vote: Unanimous approval.

4. Approval to Augment Workforce Investment Act, Title I Adult Subgrant Agreements

Staff has identified \$51,000 in carryover funds to augment Elk Grove Unified School District to provide services at the South County Career Center to provide temporary clerical support for this fiscal year. Staff is working with the Elk Grove Superintendent to secure other sources of funding.

Moved/Pannell, second/Waters, to approve the augmentation of Elk Grove Unified School District's WIA Adult One Stop Services Subgrant Agreement, to serve an additional 10 Adults, with \$37,250 for operation of the South County Career Center and \$14,250 for Scholarships and Workforce Skills Preparation services. In addition, staff is recommending a stipulation that the job developer work to place training customers into jobs. Staff is also recommending that the Elk Grove Unified School District increase their leveraged dollars at this site.
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Kossick reviewed this item; no questions or comments.

Moved/Pannell, second/Waters, to approve the modifications to the Policy Council bylaws as outlined in the board packet.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Submit a Proposal for Community Services Block Grant Discretionary Funding to Serve Incarcerated Youth and Emancipated Foster Youth

Ms. Sherwood-Green reviewed the proposal that seeks funds to expand and enhance services currently being provided by Daren Maeda. Incarcerated youth and emancipated foster youth are the targeted groups. This program has a 25% success rate, which may be low, but is much higher than other programs. There are 14 applicants that will be funded; SETA has a good chance for being funded.

Moved/Waters, second/Pannell, to approve the submission of a proposal to CSD for Community Services Block Grant discretionary funds in the amount of \$75,000 to expand services to include additional incarcerated and foster youth.
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Dislocated Worker Update: Mr. Walker announced that Intel has issued layoff notices of 159 people; their total layoffs for this year will be around 300 people. Krispy Kreme is closing in Sacramento. Copeland Sports is also closing their

Sacramento store. Mr. Waters asked about E-trade layoffs. Mr. Walker stated SETA staff will go out to provide services as needed.

V. Reports to the Board

- A. Chair: Ms. Scherman requested that the new County Board of Supervisors representative be given tours of the career centers.
- B. Executive Director: Ms. Kossick reminded the board of Family Day in the Park at William Land Park. Shuttle buses will run every 15 minutes from St. Paul Baptist Church to the park. SETA held its annual Job Expo providing information to employers on available resources; 67 employers participated. Maureen Dermott will be the new deputy director for the Children and Family Services Department. SETA received funding notification from ACF for program improvement funds. SETA requested \$2.1 million in program improvement funds from ACF but received \$271,000. Three modulars were requested but not funded. Part of the money received is for a playground at Galt. A temporary license for Phoenix Park was received and it is expected that food service deliveries will begin in a little over a week. SETA received \$1,067,560 from the Employment Training Panel to work with employers to upgrade their training. SETA will keep 15% of the funds.
- C. Counsel: No report.
- D. Members of the Board: Mr. Waters inquired about the legal requirements for being on this board. Mr. Thatch stated that there are no alternates on this board. Two representatives must be from the Sacramento City Council, two representatives must be the Board of Supervisors, and one can be a public representative that has no requirements.
- E. Public: No comment.

**VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR**

CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Initiation of litigation pursuant to Government Code Section 54956.9(c): One potential case: It was announced this item has been dropped from the agenda.

The board went into closed session at 11:04 a.m.

VII. Adjournment: The meeting adjourned at 11:25; there was 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 9/29/06 through 10/30/06, and all expenses appear to be appropriate.

ITEM III-A - 1 - ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 7, 2006.

ITEM III-A – 2 – ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Board will consider the Compensation Package of the SETA Executive Director.

RECOMMENDATION:

Take appropriate action regarding the compensation package for the Executive Director.

ITEM III-A- 3 -ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT
ACCIDENT

BACKGROUND:

The Agency insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2006.

Currently SETA's broker, Gallagher–Heffernan, is exploring various markets to secure the necessary coverage for SETA and will present an oral report at the meeting.

If final quotations are not available on November 6, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

ITEM III-A – 4 - ACTION

APPROVAL OF REVISED RETIREE MEDICAL PARTICIPATION AGREEMENT

BACKGROUND:

On October 5, 2006 the Governing Board approved the Retiree Medical Participation Agreement provided by Sacramento County, to be effective for the calendar year 2007. Exhibit A to this agreement is the Retiree Medical and Dental Insurance Program Administrative Policy. Subsequent to the Governing Board's actions, SETA became aware of the Amended Retiree Medical and Dental Insurance Program Administrative Policy for Calendar year 2007. The amended policy includes the following changes:

- Delete the requirement that a retiree must have achieved at least 60 combined years of age and County (agency) services on December 31, 2006 in order to be eligible for subsidy/offset payments and revert to the 2006 policy eligibility requirement of 10 years of SCERS-covered employment for the 2007 calendar year.
- Delete the requirement that a retiree must begin receiving retirement benefits within 120 days of leaving active employment and revert to the 2006 policy eligibility that would allow deferred retirees to receive a subsidy/offset if the retiree had worked for at least 10 years in SCERS-covered employment, regardless of retirement date for the 2007 calendar year; and
- Delete the requirement that only retirees receiving a service connected disability retirement would be eligible for the subsidy/offset and revert to the 2006 policy eligibility for any disability related retirement for the 2007 calendar year.

RECOMMENDATION:

Approve the Retiree Medical Participation Agreement which includes amendments to Exhibit A, the Retiree Medical and Dental Insurance Program Administrative Policy. This is included under separate cover.

ITEM III-C-1- ACTION

APPROVAL OF AUTHORIZATION OF SIGNATURE FOR CALIFORNIA STATE
DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING DIVISION

BACKGROUND:

All SETA Head Start sites must secure and maintain a child care license from the California State Department of Social Services, Community Care Licensing Division in order to deliver Head Start programs. Licensing packets, delegation of site authority, fingerprint and sexual abuse clearance and site staff rosters are routinely submitted to the Licensing Division. It is required by the State Department of Social Services that signature authorization be granted to staff to sign the various forms and packets on submission.

RECOMMENDATION:

That the board give authorization to Deputy Director Maureen Dermott to sign Community Care Licensing forms for submission to the California State Department of Social Services, Community Care Licensing Division.

ITEM III-E-1- ACTION

APPROVAL TO MODIFY TARGETED ASSISTANCE PROGRAMS,
PY 2006-2007

BACKGROUND:

On September 7, 2006, the SETA Governing Board approved funding recommendations for the Refugee Employment Social Services and Targeted Assistance funds for refugees. The funding recommendations were based on the State Refugee Programs Branch's preliminary allocations for PY2006-07. Due to reductions in RESS funding from the federal Office of Refugee Resettlement (ORR), the final RESS program allocations for PY2006-2007 decreased by \$542,959. In addition, ORR eliminated the Targeted Assistance Discretionary (TAD) program allocation of \$64,600 for long-term refugees.

Final close-out for PY2005-2006 has not yet been completed, but to date, staff has identified at least \$1,000,000 in unexpended and unallocated Refugee Employment Social Services (RESS) and Targeted Assistance (TA) funds from PY2005-2006 (\$500,000 RESS; \$500,000 TA). Final carryover amounts will be available after the closeout of PY2005-06. Because SETA will have carryover funds available to offset the reduction in funding, staff is recommending that SETA cover the decrease in RESS funding by allocating carryover funds to PY2006-07 subgrants. To offset the decrease in Targeted Assistance Discretionary funding, staff is recommending replacing \$64,600 in TAD funds with an equivalent amount of TA carryover funds to serve long-term refugees.

Staff is not recommending any further augmentation to the RESS/TA components at this time. Instead, staff is recommending that the remaining amounts be set aside for future allocation after final carryover amounts are known.

RECOMMENDATION:

Approve modification recommendations as shown in the attached charts.

**Sacramento Employment and Training Agency (SETA)
Targeted Assistance**

**FUNDING MODIFICATION RECOMMENDATIONS, PY 06 - 07
VESL/OJT**

SERVICE PROVIDER	Augmentation Recommendation		Current Funding PY 06 - 07		Final Funding Recommendations PY 06 - 07	
	Amount	# to Serve	Amount	# to Serve	Amount	# to Serve
Asian Resources	\$8,075	3	\$105,000	40	\$113,075	43
Bach Viet Association	8,075	3	132,000	51	140,075	54
Grant JUHSD	8,075	3	170,000	65	178,075	68
SOAR	8,075	3	140,827	54	148,902	57
TOTALS	\$32,300	12	\$547,827	210	\$580,127	222

**Sacramento Employment and Training Agency (SETA)
Targeted Assistance**

**FUNDING MODIFICATION RECOMMENDATIONS, PY06-07
ES**

SERVICE PROVIDER	Augmentation Recommendation		Current Funding PY 06 - 07		Final Funding Recommendations PY 06 - 07	
	Amount	# to Serve	Amount	# to Serve	Amount	# to Serve
Asian Resources	\$5,383	5	\$118,000	107	\$123,383	112
Bach Viet Association	5,384	5	66,000	60	71,384	65
Grant JUHSD	5,383	5	91,000	83	96,383	88
Sacramento City USD	5,383	5	77,500	70	82,883	75
Sacramento Lao Family	5,383	5	90,218	82	95,601	87
SOAR	5,384	5	76,500	70	81,884	75
TOTALS	\$32,300	30	\$519,218	472	\$551,518	502

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Darlene Waddle **DATE:** October 20, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	Younger Youth	\$ 191,883	7/1/05-6/30/06	7/1/05-6/30/06

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: 8/30/06

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

Program Operator: Galt Joint Union High School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2005 to June 30, 2006 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. Cheryl Powell **DATE:** October 1, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One Stop Serv-Adult	\$ 120,000	7/01/05-06/30/06	7/01/05-6/30/06
WIA-Title I	One Stop Serv-D.W.	150,000	7/01/05-06/30/06	7/01/05-6/30/06
WIA-Title I	Younger Youth	193,825	7/01/05-06/30/06	7/01/05-6/30/06
WIA-Title I	Older Youth	164,632	7/01/05-06/30/06	7/01/05-6/30/06

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
Date of review: 9/22/06

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 Payroll		N/A		
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		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2005 to June 30, 2006 for WIA 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

ITEM IV-B – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

Dislocated Worker Information PY 2006/2007

The following is an up date of information as of October 27, 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	3/27/06	Defense Commissary Agency (DeCA) 3401 Acacia St., Suite 115 McClellan, CA 95652-1002	9/30/06	50	7/17/06
Official	5/10/06	Northstar Plumbing and Construction 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Employer Did not use Services
Official	5/10/06	Sun Microsystems, Inc. 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	7/09/06	1	Mailed
Official	5/15/06	AmerisourceBergen Corporation 1281 National Drive Sacramento, CA 95834	7/15/06	87	7/26/06
Official	5/18/06	E*Trade Financial 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	8/22/06
Official	06/06/06	Albertsons #7248 2211 F Street Sacramento, CA 95816	8/06-8/19/06	25	7/21/06
Official	06/06/06	Albertsons #7206 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	7/21/06
Official	06/06/06	Albertsons #7213 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-8/19/06	47	7/21/06
Official	06/15/06	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Employer chose Outplacement Service
Official	06/30/06	Crystal Cream & Butter Company, Inc. 1013 D Street Sacramento, CA 95815	8/31/2006	50	Resolved Closure Issue
Official	07/28/06	Northrop Grumman USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Awarded Contract Layoff Rescinded
Official	08/03/06	Intel Corporation 1515 Route Ten Parsippany, NJ 07054	7/28/06	77	Employer chose Outplacement Services
Official	08/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	10/02/06	2	Mailed
Official	08/08/06	D.R. Horton, Inc. 11919 Foundation Place, Suite 200 Gold River, CA 95670	10/03/06	17	Material Delivered
Unofficial	09/01/06	NorthWest Airlines 6970 Airport Blvd. Sacramento, CA 95837	10/31/06	28	9/07/06

Official	09/08/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	09/19/06 through 06/01/07	61	Employer chose Outplacement Service
Unofficial	9/15/06	Copeland's Sports 545 Downtown Plaza Sacramento, CA 95814	11/24/06 Approx.	20	Pending
Unofficial	9/15/06	Copeland's Sports 6404 Fair Oaks Blvd. Carmichael, CA 95608	11/24/06	20	Pending
Official	9/27/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	9/28/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/26/06 through 10/01/07	159	Employer chose Outplacement Service
Unofficial	10/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/09/06	Tower Records/Video/Books 2500 16 th Street Sacramento, CA 95818	1/10/07	15	Pending
Unofficial	10/09/06	Tower Records/Video/Books 2514 Watt Ave Sacramento, CA 95821	1/10/07	15	Pending
Official	10/13/06	Sun Microsystems 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/18/06	Barbara's Bakery 3750 Pell Circle Sacramento, CA 95838	9/25/06 through 11/17/06	80	Pending
Unofficial	10/19/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 12/20/06	146	Pending
Unofficial	10/20/06	San Jose Mercury News Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	# undetermined at this time	Pending
Official	10/27/06	Washington Mutual 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Pending
			Total # of Affected Workers	1637	

ITEM IV-C – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND:

A Quarterly Report for the months of July, August and September, 2006 will be provided under separate cover. Ms. Yolanda Macias will be present at the meeting to answer questions.

ITEM IV-D – INFORMATION

ANNUAL AUDIT REPORT

BACKGROUND:

The audited financial statements for the year ending June 30, 2006 have recently been completed by the audit firm Gilbert and Associates. These financial statements again reflect no audit findings for the Agency. Fiscal Manager Roy Kim will provide the Board with a summary of the audit. The audit will be distributed at the November 6 meeting.

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.