



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, October 5, 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

- Recognition of Long-Term Employee: Conrada Turner-Arriba (15 years)
- Recognition of the SETA Construction Team and Final Report on the California Department of Transportation Contract (Christine Welsch)

II. Consent Items

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Reappointment of the Public Representative Member to the SETA Governing Board (Kathy Kossick)

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

2. Approval to Adjust Salary Ranges of Established Zones Under The Broad Banding Policy (Rod Nishi)
3. Approval of Retiree Medical Participation Agreement (Kathy Kossick)
4. Approval to Revise the Public Information Officer Job Specification (Kathy Kossick)
5. Approval to Submit a Proposal to the California Department of Corrections and Rehabilitation – Corrections Standards Authority for the Sacramento Works Probation project (Christine Welsch)

B. WORKFORCE INVESTMENT ACT

1. Reappointment of Workforce Investment Board Member (Kathy Kossick)
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 (Christine Welsch and Cindy Sherwood-Green)
3. Approval to Accept Funds from the Employment Development Department for the Disability Program Navigator Project (Melissa Noteboom)
4. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements (Robin Purdy)

C. HEAD START

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

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 (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
- ✓ City of Sacramento
 - ✓ Department of Human Assistance
 - ✓ Elk Grove Unified School District

✓ Los Rios Community College District

B. Dislocated Worker Update (William Walker)

V. Reports to the Board

A. Chair

B. Executive Director

C. Counsel

D. Members of the Board

E. Public

**VI. CLOSED SESSION: 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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 28, 2006

ITEM I - PRESENTATION

RECOGNITION OF THE SETA CONSTRUCTION TEAM AND FINAL REPORT ON THE CALIFORNIA DEPARTMENT OF TRANSPORTATION CONTRACT

BACKGROUND:

For the past four years, SETA has received Federal Highway Administration OJT funding through the California Department of Transportation. SETA was funded to coordinate Pre-Apprenticeship Training Programs and career awareness events to promote and increase transportation construction opportunities in the Sacramento region. SETA's commitment to this industry and partnership began fifteen years ago with Sacramento Sierra Building Trades Council, Sacramento Housing and Redevelopment Agency and the Sacramento County Office of Education. Five years ago the partnership expanded to include Los Rios Community College District, Northern California Construction & Training (NCCT), Sacramento Builders Exchange, and California Construction Education and Research Foundation (CCERF), an educational segment of the Associated General Contractors of California (AGC-CA). The contract with CalTrans ended on June 30, 2006 and the following is a synopsis of the program activity of the last contract period – December 2004 through June 30, 2006.

Program goals included to recruit, train and place 100 Sacramento residents in construction related occupations including carpenters, cement masons, laborers, operating engineers, pile drivers, iron workers, truck drivers and electricians.

Classroom Activities were provided by two partners – Northern California Construction & Training and the Cosumnes River College. Both programs provided a comprehensive introduction to the construction industry through an approved pre-apprenticeship curriculum.

NCCT – Since December 2005, seventy-nine students have been enrolled in the Northern California Construction Training program. Instruction included classroom and hands on construction training under the close direction of the journeymen carpenter instructor. The classroom course includes extensive tool and worksite safety. Hands-on activities included building and renovating homes in redevelopment areas and participating in community service construction renovation projects.

Cosumnes River College - Since December 2005, ninety-five students were enrolled in the Cosumnes Pre-Apprenticeship Construction program with 76 completing the program. The Cosumnes component exceeded its enrollment and placement goals. In the fall of 2005, students participated on a Habitat for Humanity job site. Students prepared the site, helped to pour the foundation and frame most of the house. The fall class, along with volunteers, completed the home.

Career Awareness Activities

The grant also supported the annual Sacramento Works for Women Nontraditional Construction Careers Conference and the Construction Career Awareness Day for high school students.

The **Sacramento Works for Women in Construction** event was held on October 20, 2005 at the Plumbers Union Hall. Over 250 women attended the event. The event included hands-on activities, information on fifteen apprenticeship programs, a tradeswomen panel and non-traditional assessments. The keynote speaker was the chief financial officer from C.C. Meyers Construction. Fifteen construction trades/apprentice programs hosted hands-on booths providing women the opportunity to bend pipe, cut wood, solder, cut glass and use hand and power tools.

Three **Construction Career Awareness Days**, coordinated by California Construction Education and Research Foundation, were held in Northern California (April 2005 and March 2006) and Southern California (November 2005). The Northern California events were held at Granite Construction in 2005 with 800 students attending and at Teichert in 2006 with over 1,100 students in attendance.

The program exceeded the planned enrollment and placement goals:

Number Served:	Plan: 100	Actual:	174
Number Enrolled:	Plan: 90	Actual:	140

Number Completed Training:	Plan: 72	Actual:	127
Number of Placements:	Plan: 54	Actual:	103
Retention Rate:	Plan: 43	Actual:	81
Average Wage at Placement	Plan: \$11.00	Actual:	\$14.50

The close-out report received from CalTrans included the observation that the success of this program is due in large part to the great collaboration and outstanding partnership between the SETA staff, Cosumnes, the Sacramento Sierra Building Trades Council and the Northern California Construction Training. SETA management would like to publicly acknowledge the outstanding work and efforts of the SETA staff participating in this project that are responsible for nurturing the collaboration with our partners and for supporting, encouraging and coaching the students enrolled in the program.

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 7, 2006 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 7, 2006 special SETA Governing Board meeting for your review.

RECOMMENDATION:

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

SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD
Minutes/Synopsis

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

Thursday, September 7, 2006
8:45 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 8:57 a.m.

Members Present:

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

Member Absent:

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

II. Consent Items

Items C and D of the consent calendar were moved to action items. Items remaining on the consent calendar include:

- A. Approval of Minutes of the August 3, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants

There were no questions or corrections to the consent calendar.

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

- A. Approve the minutes of the August 3, 2006 meeting.
- B. Approve claims and warrants for the period 7/28/06 to 8/31/06.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- II-C. Approval of Memorandum of Understanding between the County Child Health and Disability Prevention Program and the SETA Head Start Program

No questions on this item.

Moved/Pannell, second/Waters, to approve the attached Memorandum of Understanding and Resolution providing authority for the Executive Director to execute the MOU.

Voice Vote: Unanimous approval.

II-D. Approval of Staff Recommendation for Workforce Skills Prep Vendor List

No questions or comments.

Moved/Waters, second/Nottoli, to approve the Workforce Skills Prep Vendor list as outlined in the board packet.

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

1. **TIMED ITEM 8:45 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2006 –2007

Mr. Rick Pryor reviewed this item. Funding remains fairly static with the exception of a decrease in WIA formula funds. SETA is in the process of implementing a new payroll system.

Ms. Kossick stated that the positions of Public Information Officer and Personnel Manager are being added to the budget. Ms. Kossick stated that the Public Information Officer will also be working with the employer outreach program.

Ms. Collin inquired about funds for board member travel. Ms. Kossick stated that the parent portion is specifically listed in the Head Start budget. The out-of-state travel in this budget is for staff.

Mr. Nottoli inquired why there is such a difference in the amounts of the modular buildings and Ms. Kossick replied that there are different sized modular buildings. Some buildings hold one class and others hold two to three classes.

Ms. Kossick stated that staff should know shortly whether the Administration for Children and Families (ACF) has approved our program improvement grant recommendation.

Ms. Pannell inquired whether SETA provides funds for after school programs. Ms. Kossick stated not with the federal ACF funds, which is for children 0-5 years. However, WIA funds are utilized in programs for youth 14-21 years old. Ms. Pannell inquired about what is being done to prevent gang participation; she asked for a list of programs that provide youth diversion programs.

Moved/Pannell, second/Nottoli, to close the public hearing and approve the SETA budget for fiscal year 2006-2007.

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

B. WORKFORCE INVESTMENT ACT

1. Approval of Contract Extension to Accept CalWorks Funds from the County Department of Human Assistance

Mr. Roy Kim stated that this item requests a one-year extension for this program for CalWorks customers. This provides the subsidized wage for participation in the program. These specific customers are enrolled in Cal Works and WIA programs.

Ms. Collin requested a joint presentation before the County Board of Supervisors by the Department of Human Assistance and SETA to discuss what to do with people timing out of their public assistance. Ms. Kossick will talk with Bruce Wagstaff to prepare a joint presentation before the Board of Supervisors.

Moved/Waters, second/Pannell, to approve the extension of the agreement with the County Department of Human Assistance, PY2006-2007.

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

2. Approval to Submit a Rapid Response Application to the Employment Development Department for Fiscal Year 2006-2007

This item requests approval to submit an application for rapid response services. The focus of the grant will be business retention and expansion as well as small business services.

Moved/Pannell, second/Nottoli, to approve the submission of the Special Project Rapid Response application for Fiscal Year 2006/2007. The application is due September 15, 2006.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Grant Programs, PY2006-2007

Mr. Roy Kim provided an oral report on this item. There were no questions.

Moved/Pannell, second/Nottoli, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance and discretionary grant programs, PY 2006-2007.

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

IV. Information Items

- A. Fiscal Monitoring Report: No questions or comments.
- B. Update on Head Start Enrollment: Ms. Kossick stated that the enrollment issue in the Head Start program is in the spotlight and is critical. We need to make every effort to have full enrollment at all times. The national office did a review over the summer. The particular months picked for review, it was found that full enrollment was not achieved. ACF is expecting full enrollment all the time. Staff is working with delegate staff to ensure full enrollment. By the 10th of every month, we will be reporting the enrollments and the attendance to ACF. Staff is being creative to ensure waiting lists are available.

Staff is looking at huge waiting lists where more enrollments are needed to see if resources need to be shifted to ensure enrollment is made. Ms. Pannell wants to know where in her area the enrollment is not full.

Ms. Kossick stated that part of the Public Information Officer's job will be to market the Head Start program to the entire community.

- C. Dislocated Worker Update: Mr. Waters asked about Intel. The Intel dislocations will be much higher. Mr. William Walker stated that staff has not received information from Intel. In addition, Mr. Walker reported that Radio Shack gave notice to their dislocated workers via e-mail.

V. Reports to the Board

- A. Chair: No
- B. Executive Director: No report.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public

Juanita Sendejas Lopez distributed information on their enrollment and employer connections. The enrollments at South County are almost at goal.

- VI. Adjournment:** Meeting adjourned at 9:37 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/1/06 through 9/28/06, and all expenses appear to be appropriate.

ITEM II-C - CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION

BACKGROUND:

On June 5, 2006, James McNeal, Typist Clerk III in the Workforce Development Department, was reclassified on a temporary basis to the position of Employment and Training Analyst II. Pursuant to Article 1.1b(2) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to December 1, 2006.

Mr. McNeal has been working to develop a database of resumes to use in the agency's SMARTware system and a job matching protocol system. The software has been developed for uploading resumes but additional capabilities are needed.

The temporary reclassification will be:

1. To complete the implementation and installation of the resume database to several Sacramento Works Career Centers.
2. To develop an automated means of removing old resumes from the database that have not updated in a prescribed timeframe.
3. To continue to work with assigned Career Center staff to ensure that staff is uploading resumes in the database for job matching.

The Executive Director has the authority to temporarily reclassify staff up to three (3) months; however, Board approval is necessary to extend these assignments.

RECOMMENDATION:

Approve the temporary reclassification of James McNeal to Employment and Training Analyst II for an additional three months to December 1, 2006.

ITEM III-A - 1 - ACTION

REAPPOINTMENT OF THE PUBLIC REPRESENTATIVE MEMBER TO THE SETA
GOVERNING BOARD

BACKGROUND:

Under the provisions of the Joint Exercise of Powers Agreement forming SETA, the City Council and the Board of Supervisors jointly appoint the public representative of the Governing Board in November of even-numbered years. In the past, an individual has been selected by the members of the SETA Governing Board who have then sought confirmation of the appointment from the City Council and Board of Supervisors.

Ms. Sophia Scherman was selected through this process in January, 1999 to serve the two-year term that expired in November, 2000. Her term was extended to November, 2002, to November 2004, and November 2006. Ms. Scherman has indicated a willingness and desire to continue serving on the SETA Governing Board. A letter to the City Council and Board of Supervisors recommending this reappointment will be forwarded under separate cover.

RECOMMENDATION:

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.

ITEM III-A -2- ACTION

APPROVAL TO ADJUST SALARY RANGES OF ESTABLISHED ZONES UNDER
THE BROADBANDING POLICY

BACKGROUND:

On October 1, 1998 the SETA Governing Board approved a general broad banding pay structure. Also adopted was "Broad banding Pay and Performance Management Manual: Guidelines, Policies, and Procedures."

The Executive Director was given increased authority to add, change or move management positions. Broad banding pay structures and a pay-for-performance program have been in place for exempt management classifications only.

Each exempt management position was placed in one of two salary zones. On August 19, 2004, the Board modified Zone 1 salary range to be \$51,000 - \$110,000 and Zone 2 to be \$40,000 - \$79,000.

In order to move the band structure and subsequent salary movements within the zones, the "Broad banding Pay & Performance Management Manual" includes the prescribed process of pricing the broadband structure. The change for the Western Region of the United States as reported by the U.S. Department of Labor – Bureau of Labor Statistics would be to increase the salary range by .0267.

RECOMMENDATION:

Staff is recommending that the Board approve a modification to the salary ranges of Zone 1 to be \$52,400 - \$113,000 and Zone 2 to be \$41,100 - \$82,100.

ITEM III-A – 3 - ACTION

APPROVAL OF RETIREE MEDICAL PARTICIPATION AGREEMENT

BACKGROUND:

Earlier this year the Sacramento Board of Supervisors approved the Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2007. Both the County Board of Supervisors and the SETA Governing Board approved subsidies/offsets (employer contributions) in calendar year 2007 for SCERS retirees at the same levels as those provided in 2006. In compliance with Government Code §7507, county staff developed a new Retire Medical Participation Agreement.

The operational policy adopted defines the eligibility for participation in the program. Some of the key differences in the new policy include:

- * Subsidy/offset payments are no longer required in order to participate in the retiree medical program. This means that SCERS retirees who retired from the County/SETA may access (purchase) coverage even if they are ineligible to receive the offset/subsidy.
- * Eligible participants may waive coverage and return to the program if they meet specific eligibility requirements (including those who previously waived coverage). This change is being made to accommodate new rules under Medicare Part D. Retirees who previously waived coverage will be offered an opportunity to enroll in the program and to receive the subsidy/offset payment if they met eligibility requirements.
- * Dependent children may be covered under the dental plan in 2007.
- * Eligibility and waiver rules for dental and medical will remain the same in 2007.
- * Continuing beneficiaries and/or survivors may participate in the program, even if they were not participating at the time of the retiree's death.
- * Eligibility for the subsidy/offset will be subject to a new eligibility provision that requires a combination of age and years of County service for those who retire on or after 1/1/07.

The County is requiring that a new agreement must be executed prior to January 1, 2007. This agreement is attached under separate cover.

RECOMMENDATION:

Approve the execution of the Retiree Medical Participation Agreement with the County of Sacramento for 2007. This Agreement is sent under separate cover.

ITEM III-A- 4 – ACTION

APPROVAL TO REVISE THE PUBLIC INFORMATION OFFICER
JOB SPECIFICATION

BACKGROUND:

As was announced at the September 7, 2006 meeting, the position of Public Information Officer was again added to the budget. It is felt a Public Information Officer is needed to better publicize SETA and our programs. In addition, this person will work with the Employer Services department to market career center services and to publicize our Head Start program.

The Agency Executive Director is proposing a revision to the Public Information Officer job specification. This specification was last updated in 1992.

Attached is the job specification with additions *italicized* and deletions indicated by ~~strikethrough~~.

RECOMMENDATION:

Approve the revision to the Public Information Officer job specification. This position is an unrepresented management position.

PUBLIC INFORMATION OFFICER

ORGANIZATIONAL RESPONSIBILITY

A Public Information Officer is responsible to the SETA *Executive* Director.

DEFINITION

Under general direction, to plan, develop, and implement a comprehensive program of public information concerning Sacramento Employment and Training Agency programs and functions; to write, prepare, and distribute newsletters, brochures, and other informational material; to plan and coordinate advertising, both paid and public service, in cooperation with stated programs and objectives; to act as media contact and supply necessary information in response to normal and abnormal events relative to the organization; to develop public relations programs and positive community relationships; to assist SETA with special projects and assignments; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which performs a variety of public information, advertising and public relations functions for the Sacramento Employment and Training Agency.

EXAMPLE OF DUTIES

EXAMPLES OF ESSENTIAL DUTIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, develops, and implements a comprehensive public information program for the Sacramento Employment and Training Agency; prepares, writes, and distributes newsletters, brochures and other informational material about SETA programs and activities;
2. Promotes community and media awareness of SETA functions and programs; photographs important events; prepares graphic art work for publications; coordinates press conferences and special events;
3. Provides assistance on public relations programs to subgrantees; counsels potential SETA participants about programs and policies; works with the Private Industry Council's marketing committee and the Program Operators Association to develop and maintain an on-going paid and public service advertising campaign for SETA Programs; presently called "Sacramento Works!";

4. Prepares media budgets and conducts necessary procurement procedures to activate approved campaigns;
5. Prepares speeches and other materials for the *Executive* Director and Board Members; represents SETA and the *Executive* Director at functions and conferences;
6. Supervises staff; makes presentations to boards and agencies; represents the SETA Director as delegated;
7. Develops and conducts a comprehensive program for positive relationships with the local community.

EXAMPLES OF MARGINAL DUTIES

Assists the SETA *Executive* Director with a variety of projects.

MINIMUM QUALIFICATIONS

Knowledge of:

Laws and regulations affecting the operations of employment and training programs.

Public information and communication principles and techniques.

Preparation and distribution of publications.

Media relations.

Media rating and procurement procedures, production and copywriting for radio and television.

Desktop publishing programs.

Principles of supervision.

AND

Ability to:

Develop and implement a comprehensive program of public information and public relations.

Interpret and apply rules, policies, and regulations with good judgment in a variety of situations.

Work effectively with the local media.

Prepare a variety of brochures, newsletters and other informational material.

Maintain and prepare reports.

Communicate clearly and concisely, both orally and in writing.

Develop effective community relations with community organizations and groups.

Supervise staff and administer the "~~Sacramento Works!~~" advertising campaigns in cooperation with other participating agencies and organizations.

Deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions.

Establish and maintain cooperative working relationships.

AND

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

- Two years of responsible work experience in public information and public relations work.
- Considerable advanced educational training in journalism, advertising, public relations, or a related field is highly desirable.

PHYSICAL DEMANDS / QUALIFICATIONS

1. *Ability to sit for long periods of time throughout the workday.*
2. *Manual dexterity and vision sufficient to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain.*
3. *Hearing sufficient to understand conversations, both in person and on the telephone.*
4. *Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.*

ITEM III-A – 5 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION – CORRECTIONS STANDARDS AUTHORITY FOR THE SACRAMENTO WORKS PROBATION PROJECT

BACKGROUND:

For the past six years SETA has coordinated the Youth Development and Crime Prevention (YDCP) program serving very high-risk youth. YDCP's target population is youth engaged in/or at risk of involvement in the criminal justice system. The concept of providing wrap-around employment and education services coupled with mental health and substance abuse counseling has proven very successful. Of the 120 served in the original WIA YDCP program – 75% of the participants were offenders and only 10% re-offended. Youth also made significant progress in educational achievement – most completed their high school education and 10% entered college.

During the course of YDCP, SETA has established a good partnership with the Sacramento County Probation Department, Sacramento Chinese Community Service Center and the Sacramento County Office of Education. The Sacramento County Probation reports:

- An average of 5,000 juvenile cases under Probation's jurisdiction or participating in Probation programs on any given day
- A monthly average of 2,500-3,000 juveniles on formal probation
- Over 600 youth are discharged from the Warren E. Thornton Youth Center (WETYC) and the Sacramento County Boys Ranch annually
 - 58% are considered negative discharges

Recently, the Corrections Standards Authority released a Request for Proposals to serve youth ages 18. SETA is proposing to continue the successful concept of the YDCP model to provide "Aftercare Services" to youth discharged from the WETYC, Boys Ranch and Juvenile Hall. SETA will work with the Probation Department and the Sacramento County Office of Education to insure that transition services are provided and assist youth in successfully completing probation. Services will include employment and education services along with the appropriate mental health and substance abuse counseling.

RECOMMENDATION:

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.
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

ITEM III-B - 1 -ACTION

REAPPOINTMENT OF WORKFORCE INVESTMENT BOARD MEMBER

BACKGROUND:

The Sacramento Works, Inc board is a thirty-nine member board with seats in the following sectors:

Private Business	20
Education	4
Labor	3
Required Partner	10
Economic Development	<u>2</u>
	39

On June 1, 2000, all Required Partners and Labor were appointed to the WIB. On June 26, 2000, all Private Business, Economic Development and Education representatives were appointed. Board members are appointed to serve three-year terms. In June, 2003, all board members were reappointed to the board. On May 22, 2006, the Executive Committee approved the reappointment of all Private Business sector board members. One member, John Koogle, indicated to staff he wanted to wait before committing to another three year term. Mr. Koogle has now requested reappointment on the Sacramento Works, Inc. board of directors.

Currently, there are seven vacancies on the board: three Required Partner Slots: Sacramento Veterans Resource Center, Experience Works, Inc., and Sacramento Job Corps, and three Private Business slots.

Staff will provide an oral report and be available to answer questions.

The Sacramento Works, Inc. Executive Committee met on Monday, September 25. The Executive Committee recommends the reappointment of this board member.

RECOMMENDATION:

Approve the three-year reappointment of John Koogle to the Sacramento Works, Inc. board.

ITEM III-B – 2 -ACTION

APPROVAL TO AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO SUBMIT TWO PROPOSALS, ACCEPT FUNDS AND ENTER INTO SUBCONTRACT AGREEMENTS FOR WORKFORCE INVESTMENT ACT GOVERNOR'S 15% DISCRETIONARY GRANT FUNDS

BACKGROUND:

The State Employment Development Department is soliciting proposals for Workforce Investment Act (WIA) Governor's Discretionary 15 percent funds in three distinct categories:

1. Growth Industries – High Wage, High Skill Job Training
2. Industries with a Statewide Need
3. Advancing Workers with Barriers to Employment
 - Advancing Minimum Wage Workers
 - Special Populations

Approximately \$13.6 million will be allocated through the solicitation to applicants that will use the funds in innovative ways to achieve a maximum return on investment for job seekers and incumbent workers in high-need and high wage sectors of the economy. The proposals are due on October 23, 2006. Projects are for a maximum 24 month period.

SETA is collaborating on the development and submission of two proposals in response to the solicitation.

1. Industries with a Statewide Need – Healthcare/Nursing – SETA is working with its existing healthcare partners, CSU, Sacramento, UC Davis Medical Center, Sutter Health Sacramento Sierra Region, Kaiser Permanente, and Catholic Healthcare West to expand CSU, Sacramento's Associate Degree in Nursing to Bachelor Degree in Nursing (ADN to BSN) program. The expansion would allow Associate Degree Registered Nurses who are employed at partner hospitals to have greater access to the BSN classes at CSU, Sacramento that are only offered during the day. The funding would provide for the development and implementation of a sustainable distance learning program that would enable the working nurses to attend classes on their own time at their place of employment or at home. Priority for enrollment will be given to nurses that are graduates of SETA's previous nursing project, the Nurse Workforce Initiative.

BSNs are in high demand at local hospitals, but CSU, Sacramento has the capacity to produce only 140 per year. The receipt of recent state grants has heavily impacted the hospitals that supply the clinical nursing instructors for the many ADN students in training. Clinical nursing instructors must be Bachelor

degreed nurses. In addition, studies have shown that patients have better outcomes when cared for by nurses who have had additional training associated with obtaining their Bachelor's degrees and one local hospital is only hiring nurses with Bachelors' degrees.

SETA will request \$600,000 for this project to graduate 60 new Bachelor degreed nurses. CSU Sacramento will be a subcontractor if this grant is approved.

2. Growth Industries – High Wage, High Skill Job Training – Construction. Although the residential construction is slowing in Sacramento County, commercial and highway construction continues to grow. It is expected that Sacramento County will add over 1,500 construction jobs annually through 2008. These statistics led the Sacramento Employment and Training Agency and the Sacramento Workforce Investment Board to target the construction industry as a “critical industry” for training and employment services. Additionally, California is facing a major challenge in the infrastructure system moving people, goods and services. The infrastructure system developed in the past fifty years is in need of rehabilitation and replacement. The purpose of the Construction Initiative is to recruit, train and place Sacramento residents in construction and transportation industry related occupations. These occupations include:

Carpenters	Cement masons
Laborers	Operating engineers
Pile drivers	Iron workers
Landscape workers	Highway maintenance workers
Heavy equipment operators	Construction estimators
Heavy diesel mechanics	

SETA exceeded performance goals for the previous construction programs funded by Department of Transportation and WIA funds.

Locally, the partners for this initiative include:

- SETA/Sacramento Works Career Centers
- Sacramento Sierra Building and Construction Trades Council
- Northern California Construction & Training (NCCT)
- American River College
- Sacramento Builders Exchange
- Local employers and apprenticeship coordinators

It is anticipated that SETA will subcontract with NCCT and Sacramento Builders Exchange.

RECOMMENDATION:

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.

ITEM III-B – 3 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE EMPLOYMENT DEVELOPMENT
DEPARTMENT FOR THE DISABILITY PROGRAM NAVIGATOR PROJECT

BACKGROUND:

For the past three (3) years, SETA has received Workforce Investment Act (WIA) funding through the State of California, Employment Development Department for the Disability Program Navigator Project (DPN). These funds are used to provide information and referral services to career center staff serving the disabled as well as customers with disabilities. As in previous years, SETA has proposed to partner with Crossroads Diversified Services, Inc. to provide navigator services as well as benefits planning services.

Staff has received notification that SETA's application for fourth year funding has been approved with a funding increase of 10% over last years grant amount for a total of \$81,125. Staff is requesting Board approval to accept Disability Program Navigator funding for Fiscal Year 2006-2007 and to authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

RECOMMENDATION:

Approve acceptance of funds in the amount of \$81,125 for the Disability Program Navigator Project.

ITEM III-B- 4 - ACTION

APPROVAL TO AUGMENT WORKFORCE INVESTMENT ACT, TITLE I, ADULT SUBGRANT AGREEMENTS

BACKGROUND:

At its July 2006 meeting, the SETA Governing Board approved the extension of WIA Title I Adult and Dislocated Worker subgrant agreements for 12 One-stop Career Centers. At the time of the Board's action, SETA had received preliminary funding allocations from the State of California but final allocations were delayed due to a change in the formula used by the U.S. Department of Labor.

The staff recommendation included a decrease of \$105,000 for the South County Career Center due to low performance. Governing Board members requested that staff identify potential funding through the final allocations and carryover funds, review first quarter program performance and return with a recommendation to increase funding for South County.

The final allocations were received on September 22, 2006. Sacramento County received a 3% decrease in the WIA Adult allocation and a 10% decrease in the WIA Dislocated Worker allocation. Staff has identified WIA carryover funds that are available for allocation in PY2006-2007.

RECOMMENDATION:

Staff is recommending that the Board augment 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.

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.

ITEM III-C-1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met five times to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the August 22, 2006 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their September 26, 2006 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws as attached.

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading: 8/22/06
Policy Council Final Approval: 9/26/06
Governing Board Approval:

Table of Contents

	<u>Page Number</u>
Article I: Name	1
Article II: Purpose, Powers, Duties and Functions	
Section 1: Purpose (A-E)	1
Section 2: Powers, Duties and Functions (A-F)	1-3
Article III: Membership	
Section 1: Parent/Community Representatives (A-B)	4
Section 2: Alternates (A-E)	5
Section 3: Other Provisions (A-F)	5
Section 4: Terms	5-6
Section 5: Attendance (A-D)	6
Section 6: Removal	7
Article IV: Meetings	
Section 1: Meetings (A-D)	7
Section 2: Meeting Notice (A-D)	7-8
Section 3: Open Meetings	8
Section 4: Mailing Address	9
Section 5: Rules of Procedure	9
Section 6: Nominations/Elections	9
Section 7: Voting	9
Section 8: Meeting Reimbursement (A-B)	9-10
Article V: Officers	
Section 1: Officers	10
Section 2: Election and Term of Office (A-B)	10
Section 3: Duties of Officers (A-E)	10-11
Section 4: Vacancy (A-B)	11
Article VI: Committees	
Section 1: Standing Committees	
➤ Executive Committee	12
➤ Budget/Planning Committee (A-B)	12
➤ Personnel/Bylaws Committee	12
➤ Social/Hospitality/Fundraising Committee	12
Section 2: Program Area Committees	13
Section 3: Special Committees	13
Article VII: Bylaws Amendment (A-F)	13-14

**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.

8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
 10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members conducting PC business.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III
Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Del Paso Heights Unified School District
 - Two (2) Representatives from Meadowview Community Action (MCA)
 - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
 - Two (2) Representatives from Home Base Option
 - One (1) Representative from EHS - SOP
 - One (1) Representative from EHS - Sacramento City Unified School District
 - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of children currently enrolled in the Head Start Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent.
- Three (3) Past Parent Representatives - elected by the outgoing PC. The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be three (3) Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- Two (2) Foster Parent Representatives - elected by the outgoing PC. These representatives must be a current or past parent of SOP or a Delegate Agency. There will be two (2) Foster Parent alternate positions.
- Two (2) Grandparent Representatives - elected by the outgoing PC. These representatives must be a current or past parent of SOP or a Delegate Agency. There will be two (2) Grandparent alternate positions.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected/selected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association Parent Training Conference, the Region IX Head Start Association Annual Conference, the National Head Start Association Conference (NHSA).

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until

replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences**: Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the *alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting, if known, for an alternate to attend.*

- B. **Reinstatement**: The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. **Punctuality**: Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. **Policy Council/Policy Committee Business**: Members conducting PC /Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: **Removal**

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV
Meetings

Section 1: **Meetings**

A. **Annual Meeting**

The annual meeting of the PC shall be held on the fourth Tuesday in November of each year. If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular or special meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: **Meeting Notice**

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member (~~or alternate/alternate replacement~~) missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: **Mailing Address**

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: **Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

Section 6: **Nominations/Elections**

PC Board Members or candidates must be present to be nominated or elected.

Section 7: **Voting**

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: **Meeting Reimbursement**

Each PC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$25.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. PRISM Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if meetings exceed four (4) hours and/or member attends more than one meeting.

ARTICLE V

Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, ~~a meeting will be held within fourteen (14) calendar days~~ *an election will be held at the next regularly scheduled meeting* to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: **Vacancy**

In the event an officer is unable to perform his/her duties, *including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules), or failure to act in the best interest of the board*, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. ~~at the next regularly scheduled meeting by a special election to be held within fourteen (14) calendar days.~~ (The appointment of the officer must be made from among the membership of the PC. ~~if an alternate is not eligible.~~)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI

Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice. All absentee policies apply to all committees.

Section 1: Standing Committees

➤ **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

➤ **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets for the Head Start funding year and submit their review to the full PC for approval. A periodic report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues are approved by the PAC prior to PC approval. At a minimum, the PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality/Fundraising Committee**

Social/Hospitality/Fundraising Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities and to oversee fundraising activities of the PC. It shall be the duty of this Committee to be responsible for all funds raised by the PC and to report the expenditure of funds raised by the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, Family and Community Partnerships/Training, Monitoring and Evaluation.

- ✓ Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area.
- ✓ Family and Community Partnerships Committee/Training Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Family and Community Partnerships/Training program area and review the program trainings.
- ✓ The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.
- ✓♦ The EHS Committee shall be comprised of one (1) staff and a minimum of two (2) representatives from the EHS program who shall plan, review and oversee program monitoring and evaluation.

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3). The Executive Committee shall be counted as a committee. All PC members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.

- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 7/27/06

ITEM III-D – 1 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR COMMUNITY SERVICES BLOCK GRANT DISCRETIONARY FUNDING TO SERVE INCARCERATED YOUTH AND EMANCIPATED FOSTER YOUTH

BACKGROUND:

The State Department of Community Services and Development has allocated \$1,000,000 in Community Services Block Grant discretionary funding for innovative projects that would assist low-income people become self-sufficient. Included in the priority areas are the following:

- Development/Enhancement of Incarcerated Youth Re-Entry Programs
- Development/Enhancement of Emancipation Assistance for Foster Youth

Your approval is requested to submit an application that would expand and enhance services currently provided by Daren Maeda, the Director of Linkage to Education, as a SETA consultant funded by the Community Services Block Grant program. The proposed services would enable an additional 50 former foster and incarcerated youth to transition into college or vocational training programs as they exit institutional custody or foster care through the provision of post and pre-release/emancipation counseling, assistance and supports in enrolling in postsecondary education, and peer mentorship. CSBG funding reaches 35 eligible youth per year, but approximately 700 are in need of transitional services.

The outcomes for this project are to increase the rate of postsecondary education and self-sufficiency for the additional target group participants. Currently fewer than 10% of this target population attempt college and fewer than 2% ever graduate.

Grants will be competitively awarded, programs will be limited to 13 months in length and maximum awards will not exceed \$75,000.

RECOMMENDATION:

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.

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.

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 June 30, 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

MEMORANDUM

TO: Mr Bruce Wagstaff **DATE:** September 5, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 80,000	7/1/05-06/30/06	7/1/05-06/30/06
WIA-Title I	One-Stop(D. W.)	25,000	7/1/05-06/30/06	7/1/05-06/30/06
DHA	One-Stop Svcs	346,998	7/1/05-06/30/06	7/1/05-06/30/06
CSBG	Family Self-Sufficiency	26,000	1/1/06-12/31/06	1/1/06-06/30/06

Monitoring Purpose: Initial (CSBG) Follow-Up Final (WIA/DHA)
Date of review: 8/9/06 & various dates

	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		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: Department of Human Assistance

Findings and General Observations:

- 3) The total costs as reported to SETA from July 1, 2005 to June 30, 2006 for the WIA and from January 1, 2006 to June 30, 2006 for the CSBG program have been traced to the subgrantee's records.
- 4) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathy Hamilton **DATE:** September 20, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	Younger Youth	\$211,557	7/1/05-06/30/06	7/1/05-6/30/06
WIA-Title I	One-Stop Serv.-Adult	155,000	7/1/05-06/30/06	7/1/05-6/30/06
WIA-Title I	One-Stop Serv.-D. W.	130,000	7/1/05-06/30/06	7/1/05-6/30/06

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 8/3/06 & various dates

	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	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: Elk Grove Unified School District-Adult Education

Findings and General Observations:

- 5) 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.
- 6) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Theresa Matiste **DATE:** September 18, 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	\$ 84,000	1/1/05-5/31/06	1/1/05-5/31/06
WIA	Registered Nurse Support	360,000	7/1/05-6/30/07	7/1/05-7/31/06

Monitoring Purpose: Initial (Reg Nurse) Final (Pre-Apprentice)____
Date of review: 9/14/06

	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 May 31, 2006 for the Pre-Apprenticeship Program and from July 1, 2005 to July 31, 2006 for the Regional Nurse Support 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 September 25, 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 Services
Official	06/30/06	Crystal Cream & Butter Company, Inc. 1013 D Street Sacramento, CA 95815	8/31/2006	50	Pending
Official	07/28/06	Northrop Grumman USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Pending
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	Pending

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	Pending
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
			Total # of Affected Workers	1166	

ITEM VI - 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.