



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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Website: <http://www.seta.net>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 2, 2007

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

- Recognition of Long-term Employees: Steven Salinas (10 years); Ampee Bacon and Pamela Burkett (15 years)
- Recognition of National Reporting System Spanish Assessors (Denise Lee)

II. Consent Items

- A. Minutes of the June 7, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Endorsement of the U. S. Department of Health and Human Services (HHS) Campaign - Rescue and Restore Victims of Human Trafficking (Michelle Anderson)
- D. Approval to Continue Participation with the Child and Adult Care Food Program (Thelma Manzano)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Health Subsidy (Kathy Kossick)
- 2. Approval of Agency Technology Plan (John Valdez)

3. Approval to submit a proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project and authorize the SETA Executive Director to execute the subgrant agreement, Modifications and any other documents required by the funding source (Christine Welsch)
4. Approval of Staff Recommendations for Workforce Skills Preparation Vendor List (Michelle Anderson)
5. Approval to Release the Revised Vendor Services (VS) Request for Qualifications for 2007 (Michelle Anderson)
6. Authorization to Enter into Negotiations for an Addendum to the Warehouse Lease for Head Start Facilities and Maintenance Operations (Rod Nishi)

B. WORKFORCE INVESTMENT ACT

1. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements (Roy Kim)
2. Appointment of Member to the Sacramento Works, Inc. Board (Kathy Kossick)

C. HEAD START

1. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children & Families

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Member to the Community Action Board (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Bach Viet Association, Inc.
 - Crossroads Diversified Services, Inc.
 - Department of Human Assistance
 - Elk Grove Unified School District
 - Opening Doors, Inc.
 - Sacramento City Unified School District
 - Sacramento Occupational Advancement Resources
 - San Juan Unified School District
 - Stanford Home for Children
 - Women's Civic Improvement Club
- B. Head Start Quarterly Report (Maureen Dermott)

- C. Update on Head Start Grant Reapplication/Update on End of Current Head Start Grant (Maureen Dermott)
- D. Dislocated Worker Update (William Walker)
- E. Overview of SETA/Sacramento Works Youth Programs and Priorities for the Sacramento Works Youth Council (Christine Welsch)
- F. SETA Workforce Services to Customers Transitioning from the Criminal Justice System (Robin Purdy)
- G. Update on Clean Energy Technology Initiative (Robin Purdy)

V. Reports to the Board

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

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR
Pursuant to Government Code Section 54956.8

- 1) Property Address: 10381 Old Placerville Rd., Ste. B2, Sacramento, CA 95827
Owner(s): Michael Leonard Brunetti, Trust # 3, Tricia Andrea Marie Brunetti, Trust # 3 and Patricia Rubino Brunetti, as tenants in common
Under Negotiation: Price, terms and lease conditions
- 2) Property Address: 10415 Old Placerville Rd., Ste. 110, Sacramento, CA 95827
Owner(s): Heritage Community Credit Union
10399 Old Placerville Rd., Sacramento, CA 95827
Mr. Doug Fox
Under Negotiation: Price, terms and lease conditions
- 3) Property Address: 10665 Coloma Rd., Ste. 200, Rancho Cordova, CA 95670
Owner(s): Allan H. Omand Living Trust
Bernard Stoltz
Kevin Turner
c/o Cordano Company
1112 11th Street, Sacramento, CA 95814
Under Negotiation: Price, terms and lease conditions

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, JULY 27, 2007

ITEM II-A - CONSENT

MINUTES OF THE JUNE 7, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 7, 2007 regular 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, June 7, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of
Sacramento

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Jimmie Yee, Member, Board of Supervisors

- Volunteer Income Tax Assistance/Earned Income Tax Credit Project Summary:
Holly Nicola, IRS and Esperanza Lindsey, SETA

Ms. Espie Lindsey introduced Holly Nicola, IRS, outreach and education. Ms. Nicola stated that this has been very enjoyable experience and IRS is grateful for the assistance. SETA was presented a certificate of appreciation for those that participated to process tax returns. Volunteer tax preparers were acknowledged.

II. **Consent Items**

- A. Minutes of the April 27, 2007 and May 3, 2007 Board Meetings
B. Approval of Claims and Warrants

No questions or comments on the consent items.

Moved/Yee, second Pannell, to approve the consent calendar as distributed.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2007-08

Ms. Scherman opened the public hearing. Mr. Rick Pryor reviewed the budget. Mr. Pryor stated that the submission deadline of this budget to the Board of Supervisors has been extended to September.

Moved/Pannell, second/Yee, to continue the public hearing and continue to September 6.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Professional Classification and Merger of Classifications of Recruitment Specialist I, II, III, Employment Services Specialist, Community Services Specialist, Youth Services Specialist, Community Services Coordinator, and Neighborhood Services Coordinator
3. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional
4. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification

Moved/Waters, second/Pannell, to continue Items III-A-2, III-A-3, and III-A-4 to the next regular meeting.

Voice Vote: Unanimous approval.

5. Approval to Submit a Proposal for California Department of Transportation Funds for the Sacramento Regional Highway Construction Training Initiative

Ms. Christine Welsch stated that SETA was invited to submit a proposal to CalTrans for this construction training initiative. If the proposal is successful, staff will return to ask for permission to accept the funds.

Moved/Pannell, second/Waters, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2007 not to exceed \$600,000 and, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

6. Approval of Out-of-State Travel for the Head Start Clinical Social Worker to Attend the Play Therapy Training Institute in East Windsor, New Jersey

No questions or comments on this item.

Moved/Nottoli, second/Pannell, to approve out-of-state travel for Marilyn Palmer to attend the summer Play Therapy Seminar at an approximate cost of \$4,812.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve Funding Extension Recommendations for the Workforce Investment Act, Title I Youth Program for Program Year 2007-2008

Ms. Christine Welsch reviewed this item. Over the past year, the Youth Council has made an increased effort to reach challenged communities. Two boards have reviewed and taken action on this item.

Speakers before the Board:

Ronald Montez, Policy Council Chair

Deacon Donald Clark, Parent Advisory Committee Chair

Moved/Waters, second/Yee, to concur with Sacramento Works, Inc. to approve the funding recommendations for the WIA, Title I, Youth Program, PY 2007-2008. Approve with the stipulations noted above and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2007 and may face deobligation of funds.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to Extend Workforce Investment Act Adult/Dislocated Worker Subgrant Agreements

Mr. Roy Kim reviewed this item and stated that the Agency has received a decrease in adult program funding. The amount of carryover is not known until the end of this fiscal year; staff expects a significant amount of carryover. Staff will return in August or September for funding recommendations for carry over funds.

Moved/Yee, second/Waters, to approve the funding recommendations and stipulations.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

Mr. Thatch asked the board to consider taking an off agenda item in closed agenda. The board must take immediate action concerning a matter not on the agenda. The closed session item is entitled: **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Initiation of litigation pursuant to Government Code Section 54956.9(c)

Moved/Waters, second/Nottoli, to take the off agenda item in closed session.
Voice vote: Unanimous approval.

The board adjourned into closed session at 10:59 a.m.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8:

Property Address: 925 Del Paso Blvd., Sacramento, CA

Negotiating Party: McCuen Acoma Street Investors

Under Negotiation: Price, terms and lease conditions

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board reconvened at 11:27 a.m. Mr. Thatch reported that the board voted unanimously to be a party to the Arthur J. Gallagher litigation.

C. HEAD START

1. Approval of Head Start COLA Application

Mr. Rick Pryor reviewed this item. This application is not yet finalized since union negotiations continue. The Policy Council and Parent Advisory Committee have reviewed and approved this item

Moved/Yee, second/Nottoli, to approve the SETA Head Start Cost-of-Living Adjustment (COLA) application.

Voice Vote: Unanimous approval.

2. Approval of Head Start Budget Modification for 2006-2007 - **and**

3. Approval of procurement for resurfacing of building exterior for Northview early learning center

Ms. Maureen Dermott reviewed these two board items which request approval to reallocate unspent funds from one budget line item to different line items. The only way the Agency was eligible to do this was to maintain 100% enrollment; the Agency was strongly encouraged by ACF to submit the budget modifications. The Northview center will have significant funds put into renovation at an approximate cost of \$60,000. Ms. Dermott reviewed other center improvements.

Mr. Nottoli inquired whether a cost analysis could be done to co-locate the Head Start central kitchen with the Raley's kitchen in West Sacramento. Ms. Dermott stated that staff is looking at our facilities, and as things wear out perhaps considering co-locating.

Mr. Yee inquired whether this is legal; Ms. Dermott replied that the budget modification will be submitted by June 15 for approval. The Administration for

Children and Families is encouraging SETA to do this. This list has taken two months to prepare and have done a very thorough review of the various centers to ensure the roofs are okay.

Moved/Nottoli, second/Waters, to approve items III-C-2 and III-C-3 as follows:

- Approve the budget modification to the 2006-2007 Head Start budget; and
- Approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Community Action Board Member

Ms. Cindy Sherwood Green stated that River City Community Services has submitted an application for a private sector seat on the board. Mr. Steve Anderson will be the representative.

Mr. Yee inquired about the outreach; Ms. Sherwood Green stated that staff attend meetings announcing the vacancies and talk with people in the community.

Moved/Waters, second/Yee, to appoint River City Community Services to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

2. Approval of CSBG Community Action Plan

Mr. Victor Bonanno reviewed the plan which describes the needs of the low-income community and the strategies to address those needs. The plan was developed through an extensive needs assessment process and will be utilized for SETA's application for CSBG funding. Services to frail, homebound elderly and at-risk youth continue to be a top priority. The Community Action Board approved the plan at the May 30 meeting.

Moved/Nottoli, second/Yee, to approve the 2008/09 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

- B. Dislocated Worker Update: Mr. Waters asked about Sutter Medical Centers; Mr. Walker stated that Sutter will no longer be using Licensed Vocational Nurses. A number of staff will be moving to a Roseville facility; Sutter is working to absorb any dislocated staff. Mr. Waters inquired whether there were any repercussions for not giving WARN announcements. Mr. Walker will report back.
- C. Update on Summer Youth Job Fairs: Mr. Walker provided a brief follow-up on working with city directors.
- D. Agency Awards and Staff Recognition: Several awards have been received, specifically for providing services to veterans and foster youth.
- E. Sacramento Employment and Training Agency Regional Nurse Support Project Update: Ms. Cindy Sherwood-Green reported that the second nursing project is almost completed and has been very successful. Ms. Kossick assured the board that staff is always looking for more funding, especially for such an excellent program.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Dedication of new artwork on Del Paso Boulevard will be held this evening. Staff had the pleasure of hosting Doris Matsui at the Hillsdale Head Start Early Learning Center.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

VII. Adjournment: Adjourned at 11:55 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/1/07 through 7/26/07, and all expenses appear to be appropriate.

ITEM II-C - CONSENT

ENDORSEMENT OF THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) CAMPAIGN – RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING

BACKGROUND:

In October 2000, the Trafficking Victims Protection Act of 2000 (TVPA) (Public Law 106-386) was enacted to combat the tragic human rights violation known as human trafficking. Prior to that, no comprehensive Federal law existed to protect victims of trafficking or to prosecute their traffickers. As a member of the President's Interagency Task Force to Monitor and Combat Trafficking in Persons created as a result of the TVPA, the U.S. Department of Health and Human Services (HHS) is responsible for certifying victims of human trafficking once they are identified. This certification allows victims to receive federally funded benefits and services to the same extent as refugees.

Human trafficking is a modern-day form of slavery. It is a greed-driven crime committed by persons who have no regard for the health, welfare or dignity of their victims. Victims of human trafficking are subjected to force, fraud, or coercion for the purpose of sexual exploitation or forced labor. Victims are young children, teenagers, men and women. They are often threatened with injury or death to themselves, or to their families. It is estimated that worldwide as many as 900,000 people every year are victims of human trafficking. Here in the United States approximately 14,500 to 17,500 victims a year are unlawfully brought to our shores.

In a continued effort to eradicate human trafficking, HHS established the *Rescue & Restore Victims of Trafficking* public awareness campaign, which promotes public awareness on trafficking and the protections available for trafficking victims. The intent of the *Rescue & Restore* campaign is to increase the number of identified trafficking victims and to help those victims receive the benefits and services needed to live safely in the United States.

The *Rescue & Restore* public awareness campaign also includes the establishing of coalitions throughout the United States. On June 27, 2007, the HHS announced the formation and launch of one of its most recent *Rescue & Restore Victims of Human Trafficking* coalitions here in Sacramento. The Sacramento group joins a national *Rescue & Restore* network of 18 coalitions.

The first phase of the *Rescue & Restore* campaign will focus on outreach and training to Sacramento's workforce that are most likely to encounter victims on a daily basis – social service organizations, local law enforcement, and healthcare professionals. The coalition will also aim at raising the awareness of Sacramento residents by educating them on the problem of human trafficking, the protections available for trafficking

victims, and showing how they can “look beneath the surface” to identify and help victims in this region.

Staff is recommending that SETA participate in the *Rescue & Restore* campaign against human trafficking by joining the Sacramento *Rescue & Restore* Coalition. Coalition members include Federal, State and local law enforcement agencies, governmental and non-governmental social service providers, and others who have an interest in combating human trafficking. As a member, SETA will contribute to the development of a network of organizations committed to identifying and caring for victims of human trafficking in the Sacramento area. As a member of the coalition, SETA would:

- Assist, identify and serve victims of human trafficking to the best of its ability;
- Raise awareness about the trafficking issue among the general community and within state and local governments;
- Participate in coalition meetings and/or trainings related to human trafficking and victim identification;
- Cooperate with law enforcement in identifying human trafficking victims and in bringing perpetrators of trafficking to justice;
- Receive and disseminate to staff, members and supporters timely information about the trafficking issue and the resources available to help its victims;
- Cooperate with other national members of the *Rescue & Restore* campaign to publicize key actions and successes in the fight against trafficking and to rally public support for both the coordinated program of compassionate care and law enforcement that is needed to end the modern slave trade;
- Authorize the listing of SETA in general listings of members of *Rescue & Restore* coalitions.

RECOMMENDATION:

Approve SETA to become part of the Sacramento *Rescue & Restore* Coalition established to combat human trafficking in the Sacramento area, and authorize the Executive Director to provide a letter of support to the U.S. Department of Health and Human Services (HHS), Office of Resettlement of Refugee Resettlement (ORR) for this campaign.

August 2, 2007

Ms. Martha Newton
Director of the Office of Refugee Resettlement
U.S. Department of Health and Human Services
370 L'Enfant Promenade
Aerospace 8th Floor
Washington, DC 20447

Dear Ms. Newton:

The Sacramento Employment and Training Agency (SETA) is pleased to join *Rescue and Restore*, the Department of Health and Human Services campaign against human trafficking. We want to contribute to efforts to eradicate human trafficking, a form of modern-day slavery. SETA recognizes that trafficking in human beings affects an estimated 15,000 people a year in the United States alone, many of them women and children, who are unlawfully brought to our shores. We know that the global scale of this problem may affect as many as 900,000 people every year.

We want to contribute to the development of a network of organizations committed to identifying and caring for victims of human trafficking. In order to do this we will:

- Assist, identify and serve victims of human trafficking to the best of our ability;
- Raise awareness about the trafficking issue among the general community and within state and local governments;
- Participate in coalition meetings and/or trainings related to human trafficking and victim identification;
- Cooperate with law enforcement in identifying human trafficking victims and in bringing perpetrators of trafficking to justice;
- Receive and disseminate to our staff, members and supporters timely information about the trafficking issue and the resources available to help its victims;
- Cooperate with other national members of the *Rescue and Restore* campaign to publicize key actions and successes in the fight against trafficking and to rally public support for both the coordinated program of compassionate care and law enforcement that is needed to end the modern slave trade;
- Authorize the listing of our organization in general listings of members of Rescue and Restore coalitions.

This bipartisan effort, which aims to uproot a problem described by both the government of the United States and the United Nations as an international priority, deserves the widest possible support. SETA proudly joins hands with the local, national, and international organizations dedicated to eliminating this intolerable human rights violation in our midst.

Sincerely,

Kathy Kossick
Executive Director

ITEM II - D - CONSENT

APPROVAL TO CONTINUE PARTICIPATION WITH THE CHILD AND ADULT CARE
FOOD PROGRAM

BACKGROUND:

The Sacramento Employment and Training Agency Head Start Program participates in the Child and Adult Care Food Program (CACFP). This is one of several publicly funded programs, wholly/partly funded by Federal, State, or local dollars in which the Agency participates. Last year, the CACFP accounted for \$1,116,724 of Agency revenues.

In order to continue participation in the CACFP, an Update Application for 2007-2008 has been prepared by staff, which requires the Chair and the Executive Director's signatures. The signatures will certify that all information and documents submitted with the Annual Update are true and correct and that they accept final administrative and financial responsibility for all CACFP operations. This renewal is effective October 1, 2007.

RECOMMENDATION:

Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair and Executive Director to sign the renewal application.

ITEM III-A – 1 - ACTION

APPROVAL OF RETIREE HEALTH SUBSIDY

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the issue of subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

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

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

As of May 2007, SETA has 69 retired annuitants and 67 former employees on deferred status. The current annual cost of the insurance subsidy is approximately \$95,000. In a report prepared by Mercer Human Resources Consulting firm to the County Board of Supervisors, the number of special district retirees was 85. Hence, SETA's retirees account for approximately 79% of that total. The Mercer report included a fiscal impact to special districts of \$235,000. Although much higher than SETA's current annual cost, it includes those employees on deferred status as well as those retirees who have not opted to enroll into County sponsored medical and dental insurance plans even though they are still eligible to do so.

On June 5, 2007, the Board of Supervisors approved the following:

- Participants who retired on or before May 31, 2007, would continue to receive the subsidy for the calendar year 2008. The subsidy would be eliminated for all participants who retire after May 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$122
10 years but <15 years	\$152
15 years but <20 years	\$182
20 years but <25 years	\$212
25 years or more	\$244
Dental coverage	\$25

Staff has identified options for the SETA retiree medical and dental insurance subsidy program. Options reviewed include:

1. Elimination of the subsidy payments after December, 2007.
2. Eligible employees who retire on or before August 31, 2007, would continue to receive the subsidy for calendar year 2008. This would include the continuation of the \$25/month towards retiree – only dental plan premiums. The subsidy would be eliminated for all participants who retire after August 31, 2007.
3. Option #2 with modification to the amount of subsidy e.g., percentage increase or decrease to the table above.
4. Continuation of the subsidy payments for all eligible retirees through December 2008.

The economic realities for a grant funded program such as SETA makes for sound business practice to limit this growing cost as more and more employees contemplate retirement. The impact upon the current and future programs that provide the services to SETA's customers creates the necessity to put limits upon this cost to the Agency. Option #2 provides for the continuation of the current level of subsidy for the approximately 100 former SETA employees for 2008 and limits the future growth of these health and dental subsidies. The estimated annual cost is approximately \$100,000 per year.

RECOMMENDATION:

Hear a report from staff and approve Option #2.

ITEM III-A – 2 - ACTION

APPROVAL OF AGENCY TECHNOLOGY PLAN

BACKGROUND:

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission began adding a tax on telecommunication services in order to provide discounts to schools and library programs for their telecommunication services. The program, known as the Schools and Libraries Program of the Universal Service Fund, is commonly referred to as E-Rate. For the past 10 years the eligible entities for E-Rate have included schools, school districts and libraries. Last year, Head Start programs were added to the list of eligible applicants.

In October of 2006, the Administration for Children and Families (ACF) informed Head Start programs in twenty-seven states that they qualified for the Federal E-Rate program and encouraged Head Start Programs to apply. In order for the SETA Head Start Program to meet the required filing deadline, SETA contracted with California School Management (CSM) Group to help SETA draft a Technology Plan and to complete the application process required to apply for the E-Rate Program.

On January 11, 2007 SETA issued a Request for Proposals (RFP) for the purpose of soliciting proposals for telecommunications services and equipment to ensure that SETA is able to connect its administration office, and all 38 Early Learning Centers to the internet in order to provide video streaming to/from all sites, to utilize the internet to provide curricula and learning activities to enrolled children, and youth and adults enrolled in GED and/or literacy programs, to meet all E-Rate and Children's Internet Protection Act (CIPA) requirements, and to safeguard children while they are using the services and equipment. Proposals received from four vendors ranged from \$1.4 million to \$2.5 million. The proposals were much higher than expected, so SETA cancelled the RFP.

Canceling the RFP has delayed building the infrastructure for the Children & Family Service's Early Learning Centers until E-Rate Planning Year 11 (fiscal year 2008 – 2009). However, in February SETA was able to request approval through the E-Rate Program to receive Priority 1 funding, which includes discounts on all Head Start telecommunication costs. Once approved, SETA will receive up to 90% (approximately \$275,000), of those funds expended for telecommunications, refunded to our agency through the E-Rate Program.

One of the requirements in filing for reimbursements of additional telecommunications costs under the E-Rate program includes approval of the entity's technology plan by its governing body. The Agency Technology Plan is being sent under separate cover, and includes the Head Start Technology Plan, submitted last fiscal year to qualify for the E-

Rate Program, as well as technology goals for the entire agency. Mr. John Valdez, SETA's Information Technology Chief, will be providing an oral report on the plan.

RECOMMENDATION

Hear the oral report and approve the Agency Technology Plan.

ITEM III-A – 3 - ACTION

APPROVAL TO SUBMIT A PROPOSAL TO THE OFFICE OF JUVENILE JUSTICE DELINQUENCY PREVENTION FOR THE SACRAMENTO WORKS FOR YOUTH DEVELOPMENT PROJECT AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The Office of Juvenile Justice Delinquency Prevention (OJJDP) at the US Department of Justice released a Request for Proposals for Juvenile Justice Prevention and Intervention programs. OJJDP anticipates funding fifteen programs for up to \$1 million each for two years. The primary objective and key features of the funding are:

- To build protective factors to combat juvenile delinquency;
- To support local efforts that support positive youth development including employment, education, community service projects and connecting with other intervention services;

SETA is proposing to continue the successful concepts learned from the Youth Development and Crime Prevention program and other successful youth services with a Sacramento Works for Youth Development (SWYD) Program. The goals of the SWYD program are:

1. Reduce youth involvement in the criminal justice system;
2. Increase the number of at-risk youth that successfully transition into careers and post-secondary education programs;
3. Enhance the knowledge-base of youth providers in youth development principles and juvenile justice issues.

The Sacramento Works for Youth Development (SWYD) program will advance the practice of juvenile delinquency prevention youth development services by:

- Providing direct juvenile justice-driven youth development services in the Sacramento Works Career Center system,
- Acting as an intermediary to fund community service and youth development projects, and
- Training youth providers in promising practices in youth development principles in the juvenile justice system.

To address goals #1 and #2, SETA is proposing to continue the successful concept of the youth development program model to provide academic, vocational and employment services to 150 youth who are involved in or at risk of involvement in the criminal justice system. SETA will provide the services directly and act as an intermediary to contract for SWYD-Intermediary services. Upon receipt of the funding, SETA will issue a Request for Proposals for SWYD-Intermediary Services for small

youth development projects in amounts ranging from \$25,000 and \$100,000. These projects could include community service projects, counseling services, leadership development or employment opportunities.

To address goal #3, SETA has proposed partnering with the Youth Services Provider Network (YSPN) to provide youth development and leadership training to both youth and youth providers. Funds were also set aside to procure training on specific juvenile justice issues.

The partners and supporters for this concept were:

- SETA/Sacramento Works Youth Council
- City of Sacramento
- Area Congregations Together (ACT)
- Sacramento County Office of Education
- Sacramento County Probation Department
- Youth Services Provider Network
- Local Training providers

SETA is requesting \$999,810 to support the Sacramento Works for Youth Development Project for two years.

RECOMMENDATION:

- Approve the submission of a proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project.
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

ITEM III- A- 4 -ACTION

APPROVAL OF STAFF RECOMMENDATIONS FOR WORKFORCE SKILLS
PREPARATION VENDOR LIST

BACKGROUND:

In February, 2006 the SETA Governing Board approved release of the *Revised* Workforce Skills Preparation (WSP) Services Request for Qualifications (RFQ). WSP services are off-the-shelf, vendorized activities that provide additional options for adults, dislocated workers, and youth who face a myriad of challenges to academic success and/or gainful employment.

Vendors recommended for inclusion on SETA's WSP Vendor List have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult/dislocated worker programs, and/or youth programs funded by SETA.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Workforce Skills Preparation Vendor List.

Workforce Skills Preparation Services Staff Recommendations

APPLICANT: OPENING DOORS, INC.

SERVICES <u>RECOMMENDED</u> FOR WSP VENDOR LIST:			
Activity	Workshop Rate	Length	Min/Max Workshop Size
Job Readiness/Pre-Employment Skills Training	\$480	8 hours	3/8
Job Retention/Life Skills	\$480	8 hours	3/8
Small Business Development	\$540	9 hours	3/20

SERVICES <u>NOT RECOMMENDED</u> FOR WSP VENDOR LIST:			
Activity	Workshop Rate	Length	Min/Max Workshop Size
Financial Literacy/Planning	\$540	9 hours	3/20

It was determined by staff that the services proposed by applicant for the Financial Literacy/Planning do not qualify as Financial Literacy/Planning services. It is felt that the services proposed would be more appropriately provided through applicant's Small Business Development activity.

ITEM III-A – 5-ACTION

APPROVAL TO RELEASE THE REVISED VENDOR SERVICES (VS) REQUEST FOR QUALIFICATIONS (RFQ) FOR 2007

BACKGROUND:

On December 5, 2005 the SETA Governing Board approved the release of the Workforce Skills Preparation (WSP) Services Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide Workforce Skills Preparation Services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand our WSP Vendor List.

On February 2, 2006, the SETA Governing Board approved the release of the *revised* WSP RFQ, which was amended to include Youth Development and Life Skills for youth.

WSP services are off-the-shelf, vendor activities that provide additional options for adults, dislocated workers, and youth who face a myriad of challenges to academic success and/or gainful employment. Services are offered for the purpose of addressing barriers and/or special needs that can prohibit a customer from successfully participating in a SETA-funded program or from receiving services.

Allowable WSP Services for adults, 18 years of age or older, include the following:

- Computer Literacy
- Counseling
- Expungement/Legal Assistance
- Financial Literacy/Planning
- Foreign Transcript Evaluation Information
- Informational/Self-Help Workshops
- Interpretation/Translation Assistance
- Job Readiness/Pre-Employment Skills Training/Industry-Specific Bootcamps
- Job Retention/Life Skills/Success Skills
- Small Business Development
- Vocational Assessment
- In-Service Training (for SETA and service provider staff)

Allowable WSP Youth Development and Life Skills Services include:

- Secondary School Completion Services
- Alternative Secondary School Services
- Occupational Skills Training
- Leadership Development Opportunities
- Adult Mentoring
- Comprehensive Guidance and Counseling

Staff is recommending approval to release the revised WSP RFQ, now titled Vendor Services (VS) RFQ. Most recently, staff has determined that it would be desirable to expand SETA's Vendor List to include vendors qualified to provide essential vendor services in other SETA-funded programs and to expand on the types of vendors and services that could be procured.

The revised VS RFQ will include Child Development and Family Services. Services will be offered for the purpose of addressing the barriers and/or special needs of children, ages 0-5, and their families.

Allowable VS Child Development and Family Services include:

- Health Services
- Nutrition Services
- Dental Health Services
- Mental Health Services
- Special Education Services
- Education Services
- Safety and Sanitation Services
- Interpretation/Translation Services

Additionally, the revised VS RFQ expands the funding source possibilities to vendors – both public and private.

Currently, qualified vendors will not be required to re-submit applications.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the revised Vendor Services (VS) Request for Qualifications (RFQ).

ITEM III A-6 - ACTION

AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR AN ADDENDUM TO THE WAREHOUSE LEASE FOR HEAD START FACILITIES AND MAINTENANCE OPERATIONS

BACKGROUND:

The Agency has been offered the opportunity to expand the existing warehouse/office space that currently houses the Head Start Facilities and Maintenance operations. This offering is by the current lessor of the North 10th Street Business Park caused by a recent vacancy within the same building.

In 2001, the SETA Governing Board made a sole source determination based upon the receipt of one response to a solicitation issued for warehouse and office space. The expiration of the term of the lease agreement is December 1, 2010. Approximately 8,000 square feet is leased for a monthly cost of \$4,601.26.

The offered space consists of approximately 6,300 square feet, including 3,000 square feet of office space and 3,300 square feet of warehouse space. Initial discussions with the lessor are within budget parameters of the Agency. The expected expiration of the addendum to the lease agreement would be the same as the existing lease agreement.

The Head Start Facilities and Maintenance space provides office space to 12 staff and the warehousing of the supplies and materials of the Early Learning Centers of the Head Start program. Agency vans are no longer stored at this facility and recently have encountered an increase in costs to the Agency because of vandalizing of the vehicles.

The additional space would allow the Agency to store Agency vans as well as provide for needed warehouse space to store classroom supplies and playground equipment. This would allow for the use of minor repairs being done in a small workshop space. Staff is also estimating the reduction of at least 2 rented storage space.

RECOMMENDATION:

To make a sole source determination and to authorize the Executive Director to enter into negotiations of an addendum to the existing lease agreement for Head Start Facilities and Maintenance operations.

ITEM III-B – 1 – ACTION

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

BACKGROUND:

At its June 2007 meeting, the SETA Governing Board approved the extension of WIA Title I Adult and Dislocated Worker subgrant agreements for the One-stop Career Centers System. The item included a recommendation that staff return with a funding augmentation recommendation for carryover funds to ensure that service levels were maintained at each One-Stop Center.

To date, staff has identified One-Stop Services carryover funds of \$339,206 and Scholarship carryover funds of \$200,474, available for allocation in PY2007-2008.

RECOMMENDATION:

Staff is recommending the following augmentations, with the remaining amounts set aside for future allocation:

One Stop Services:

- Augment the Sacramento City Unified School District's One-Stop Services subgrant agreement with \$70,000 in Adult funds to serve an additional 22 customers. Target these funds to provide intensive/training services to individuals ages 18 – 24 years old that are transitioning from incarceration through the parole or probation system.
- Augment the County of Sacramento, Department of Human Assistance's One-Stop Services subgrant agreement with \$20,000 in Adult funds for the operation of the Mather Career Center. Target these resources to provide core job development services to 100 customers.

Scholarships:

- Augment the Franklin Career Center with \$40,000 in Dislocated Worker funds for Scholarships.
- Augment the San Juan Unified School District's One-Stop Services subgrant agreement with \$10,000 in Adult funds and \$25,000 in Dislocated Worker funds for Scholarships.
- Augment the Asian Resources, Inc.'s, One-Stop Services subgrant agreement with \$15,000 in Dislocated Worker funds for Scholarships.

On-the-Job Training:

- Augment the La Familia Counseling Center's, OJT subgrant agreement with \$16,126 in Adult funds and \$25,200 in CalWORKs funds to serve an additional 15 customers.

Sacramento Employment and Training Agency (SETA)
WIA FUNDING AUGMENTATION RECOMMENDATIONS, PY07-08
ONE-STOP SERVICES

Host Agency	Modification Recommendation			Current Funding PY 07 - 08		Final Funding Recommendations PY 07 - 08	
	One-Stop Services	Scholarships	# to Serve	One-Stop Services	Scholarships	One-Stop Services	Scholarships
Broadway		\$15,000		\$275,000	\$180,000	\$275,000	\$195,000
County DHA - Mather	\$20,000			85,000	20,000	105,000	20,000
Franklin		40,000		275,000	145,000	275,000	185,000
Sacramento City USD - Lemon Hill	70,000	15,000	22	327,791	75,000	397,791	90,000
San Juan USD - Citrus Heights	15,000	35,000	5	275,000	151,245	290,000	186,245
TOTALS	\$105,000	\$105,000	27	\$1,237,791	\$571,245	\$1,342,791	\$676,245

ITEM III-B – 2 - ACTION

APPOINTMENT OF MEMBER TO THE
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

On July 25, 2007 the Sacramento Works, Inc. Board approved an increase in the size of the Board from 39 members to 41. The intent of the increase was to comply with Senate Bill 293, which requires that labor represent 15% of the Workforce Investment Board seats. In order to accomplish this, the board reviewed the current composition of the board and made several changes. One vacant Education seat was eliminated, the seat representing HUD training programs was eliminated, three labor seats were added, and one private sector seat was added. The new composition keeps the board composition in line with all applicable laws. The Board also made it clear that it would like to have Dennis Morin, Director, Sacramento Area Electrical Training Center, be appointed to one of the labor seats.

RECOMMENDATION

Review the application (sent under separate cover) and appoint Dennis Morin to the Sacramento Works, Inc. board of directors, filling a labor seat.

ITEM III- C - 1 – ACTION

APPROVAL TO SUBMIT A HEALTHY MARRIAGE INITIATIVE PROJECT GRANT TO
THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

BACKGROUND:

Head Start is applying for an Administration for Children and Families (ACF) Healthy Marriage Initiative Project Grant in the amount of \$391,658. This project will be funded annually for up to five years, based on the availability of funds. These funds will provide an opportunity for married couples and couples in relationships to acquire necessary services, skills and knowledge to sustain a healthy marriage.

Eligible participants include Head Start families and eligible Head Start families. The target audience for services is fragile families, including low-income Head Start families, single parents, teenage parents, immigrant families, racially and ethnically diverse families, new emerging populations and families with special needs, and other minority groups. Head Start will be partnering with the Healthy Marriage Project of Greater Sacramento, who will in turn partner with faith-based groups. Attached is a brief overview of the services that will be provided.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a Healthy Marriage Initiative Project Grant in the amount of \$391,658 to the Administration for Children and Families (ACF).

SETA Head Start Healthy Marriage Initiative Grant Overview

SETA will partner with the Sacramento Healthy Marriage Project (SHMP) to provide services all head start eligible families in Sacramento County. SHMP will be responsible for:

- Working with SETA Project Specialist to design a self assessment test for participants
- Providing all necessary trainings for instructors all 7 of the programs to be offered
- Will provide all materials needed for instructors
- Will hire all instructors for the 7 programs
- Will coordinate with Head Start Project Specialist to coordinate instructor assignments
- Will organize the faith based community in providing mentor couples for participants
- Will coordinate with St. Francis Home for children for the adolescent programs
- Coordinate with WEAVE regarding the domestic violence protocol and the domestic violence training for instructors
- Will coordinate with the state wide Healthy Marriage Coalition in providing marriage education and relationship skills training opportunities for staff of other Head Start agencies across California.
- Will provide free Technical Assistance to all 160 HS/EHS agencies in CA
- Will track all volunteer hours for the match in this grant.

SHMP will provide the non-federal matching items: 1. office space (2,000 sq. ft.) donated to the project at Fair Market Value of @ \$2.50/sq.ft. 2. Volunteer mentors (at least 155) valued at the standard rate of \$25/hr. for instructors. SETA and SHMP will track all matching funds.

SETA will be responsible for:

- Tracking and maintaining all fiscal aspects of the grant
- Hire a Project Specialist and a .5 FTE typist clerk
- Coordinating training dates
- Recruit all participants
- Recruit all instructors
- Evaluate and monitor all classes
- Develop a marketing plan and implement
- Liaison with CHSA to keep them informed of the training opportunities available
- Work with SHMP to present workshops at state wide and local conferences, including SETA's Spring Fling
- Coordinate space for classes
- Hire caterer
- Provide all workshop materials for participants
- Tabulate all data from volunteer hours, evaluations, registrations, and recruitment
- Participate in community events such at Black Marriage Day, Dia de Martimonio and participate in the Marriage Week Celebration.

ITEM III-D - 1 - ACTION

APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There is currently one vacancy in the Private Sector. To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

One application for Private Sector membership has been received by Catholic Charities of Sacramento and is sent under separate cover.

RECOMMENDATION:

Appoint Catholic Charities of Sacramento to represent the Private Sector on the Community Action Board.

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Melvin Demoff **DATE:** July 13, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 199,000	10/1/06-9/30/07	10/1/06-4/30/07
TA	VESL/OJT	140,075	10/1/06-9/30/07	10/1/06-4/30/07
TA	ES	71,384	10/1/06-9/30/07	10/1/06-4/30/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Various dates

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2006 to April 30, 2007 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. Bill Walters **DATE:** July 12, 2007

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
WIA-Youth	Univ. Svcs-Cit. Heights \$	50,000	7/1/06-06/30/07	7/1/06-5/31/07
WIA-Youth	Univ. Svcs-Rancho C.	50,000	7/1/06-06/30/07	7/1/06-5/31/07
WIA	Advanced Navigator			
	Training Pilot Project	42,510	7/1/06-06/30/07	7/1/06-5/31/07
WIA	Work Incentives Planning			
	Assistance (WIPA)	51,693	9/1/06-5/31/07	9/1/06-5/31/07

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 6/29/07

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

Program Operator: Crossroads Diversified Services , Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to May 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to March 31, 2007 for the WIA and CALWORKS and from January 1, 2006 to December 31, 2006 for CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to April 30, 2007 have been traced to the delegate agency 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
Policy Council

MEMORANDUM

TO: Ms. Maurine Huang **DATE:** July 9, 2007

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA/CO	\$ 33,000	10/1/06-9/30/07	10/1/06-5/31/07
RESS-Set Aside	SA/CO	8,387	10/1/06-9/30/07	10/1/06-5/31/07

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 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		N/A		
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Opening Doors, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2006 to May 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to April 30, 2007 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Joseph Cantrelle **DATE:** May 29, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources
(SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/OJT	\$ 9,800	10/1/05-9/30/06	10/1/05-9/30/06
TAD	ES	\$ 6,264	10/1/05-9/30/06	10/1/05-9/30/06
TA	ES	\$ 68,264	10/1/05-9/30/06	10/1/05-9/30/06
TA	VESL/OJT	\$ 119,200	10/1/05-9/30/06	10/1/05-9/30/06
RESS	VESL/ES	\$ 185,000	10/1/05-9/30/06	10/1/05-9/30/06

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: April 30 & May 18, 2007

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

Memorandum
Fiscal Monitoring Findings
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Program Operator: Sacramento Occupational Advancement Resources

Findings and General Observations:

The total costs as reported to SETA for RESS and TA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Tracy Tomasky **DATE:** July 24, 2007

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>
Head Start	Basic , COLA, Quality	\$ 4,084,155	8/01/06-07/31/07	8/01/06-5/31/07
Head Start	T & TA	15,000	8/01/06-07/31/07	8/01/06-5/31/07
Head Start	Prog. Impv	694,000	8/01/06-07/31/07	8/01/06-5/31/07
Early HS	Basic, COLA, Quality	1,169,389	8/01/06-07/31/07	8/01/06-5/31/07
Early HS	T & TA	20,112	8/01/06-07/31/07	8/01/06-5/31/07

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: 7/2-3/2007

	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	X			
10	Adherence to Budget	X			
11	In-Kind Contribution	X			
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 August 1, 2006 to May 31, 2007 have been traced to the delegate agency'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
Policy Council

Memorandum
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Program Operator: Stanford Home for Children

Findings and General Observations:

The total costs as reported to SETA for WIA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

