



Sacramento
Employment and
Training
Agency

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

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 1, 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: Geoffrey Ezimora and Leyla Schleicher (10 years); Rod Nishi (20 years)

II. Consent Items

- A. Minutes of the January 11, 2007 Special Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Resolution Establishing Imprest Account for New Payroll System (Rick Pryor)

B. WORKFORCE INVESTMENT ACT

- 1. Approval to Release a Request for Proposals for One-Stop Career Center Office Space in Rancho Cordova (Cindy Sherwood-Green)

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

2. Concurrence to Allocate \$300,000 in Carryover WIA Youth Program Funds to Support Subsidized Summer Employment Opportunities (Christine Welsch)

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Augment Travelers Aid 2007 Community Services Block Grant Delegate Agreement (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Elk Grove Unified School District
 - Hmong Women's Heritage Association
 - Women's Civic Improvement Club

B. Dislocated Worker Update (William Walker)

C. Sacramento Housing and Redevelopment Agency Receives Magic Johnson Foundation Funding for Computer Center at Phoenix Park (William Walker)

D. First and Second Quarter Reports (Robin Purdy)

E. Head Start Quarterly Report (Yolanda Macias)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, JANUARY 26, 2007

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 11, 2007 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 11, 2007 special 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, January 11, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:24 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

Member Absent:

Robbie Waters, Councilmember, City of Sacramento

II. **Consent Items**

There were no questions to consent items A-C.

- A. Minutes of the December 7, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Continue the Services of SETA Job Search Consultant

Mr. Thatch requested that in future board agendas, Item II-D be included in the action agenda.

- D. Sacramento County Annual Investment Policy of the Pooled Investment Fund – All Calendar Years

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

- A. That your Board review, modify if necessary, and approve the attached minutes.
- B. Approve the Claims and Warrants for the period 11/30/06 through 1/4/07.
- C. Approve continuation of job search consulting services of Lorraine Canaday at the SWCC Greater Sacramento Urban League and Hillsdale, at a rate of \$17.00 per hour, not to exceed \$30,000.
- D. To receive, adopt, and file these Investment Policies for the Pooled Investment Fund for the calendar year 2007.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Transition Grant Agreement between Casey Family Programs and the Sacramento Employment and Training Agency

Ms. Robin Purdy reported that this program provides services to youth transitioning out of foster care. Since July, over 1,000 foster youth have visited career centers requesting services

Moved/Pannell, second/Nottoli, to authorize the Executive Director to execute the grant agreement between Casey Family Programs and SETA and any subsequent modifications.

Voice vote: Unanimous approval.

2. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

Mr. Thatch reported that the list of required filers for SETA's conflict of interest code is reviewed periodically. There are some position additions and some deletions.

Moved/Pannell, second/Nottoli, to approve the revised Appendix A of the Conflict of Interest Code and direct staff to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

3. Approval of Incident Reporting Policy and Procedure

Ms. Kossick reported in the last annual audit, auditors recommended the adoption of a formal fraud abuse policy. This policy covers the entire agency. Any incidents will be reported to the Administration Department Chief.

Mr. Thatch will report back on questions raised by board members regarding this policy.

Moved/Nottoli, second/Pannell, to approve the Incident Reporting Policy and Procedure.

Voice Vote: Unanimous approval.

4. Approval to Release a Request for Proposals for Telecommunications Services and Equipment

Ms. Kossick reported that the Administration for Children and Families announced this program in mid-December and encouraged all Head Start

grantees to apply. Staff worked with the Sacramento County Office of Education where we could get expertise and come together with a technology plan and a proposal. The deadline was actually yesterday but the proposal had to be submitted to comply with the federal communications requirements. Ms. Rachel Starkey, California Schools Management, was employed to work on this proposal.

This program is funded through the Federal Communications Commission (FCC). The e-rate has been given to schools, libraries and was recently opened to include Head Start programs. This program offers up to a 90% rebate on all telecommunications and e-mail expenses. Although this program has been in effect for 10 years, this is the first time SETA Head Start has been eligible. Ms. Dermott went to a conference in December and learned that SETA is only the second Head Start program to apply for these funds. We are pioneers in this program.

Mr. Rick Pryor stated that the Agency could save between \$130,000-150,000 each year. This item will be brought back to the Governing Board in March for approval of the final vendor.

Moved/Pannell, second/Nottoli, to approve the retroactive release of a Request for Proposals for E-Rate Telecommunications Services and Equipment and authorize the Executive Director to enter into negotiations with the selected vendor.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Member to the Sacramento Works, Inc. Board

Mr. Alan Roberts, Sacramento Job Corps Center, has been nominated to fill a required partner seat on the WIB.

Moved/Pannell, second/Nottoli, to appoint Mr. Alan Roberts to a required partner seat on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Modify Delegate Agreement with Francis House

Ms. Ginger Brunson reviewed this item. She reviewed the insurance requirements that were not met by Francis House.

Moved/Pannell, second/Nottoli, to approve the request to modify the Delegate Agreement between Francis House and SETA by moving \$1,000 from direct services to insurance line items in the budget, which will result in a decrease of services to approximately 11 families.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Update on SMARTware Client Tracking and Case Management System

Ms. Melissa Noteboom reported that in June 2006, the Workforce Development Unit of EDD required that Workforce Investment Areas start reporting the number of core services provided in the career centers. The SMARTware program has a barcode system to track the services provided. Mendocino County and North Central Counties Training workforce investment areas are very interested in this program. The core services reports show the kinds of reports that can be generated through the Smartware program.

Ms. Pannell inquired about the people that exit the program and whether they get jobs. Ms. Noteboom replied that this report is universal services; this is just people entering the career center, but not enrolled in a program. The JTA system has information on people enrolled in the program. Those reports will be ready on 1/20.

Ms. Scherman inquired whether there would be an orientation for the new board member and Ms. Kossick replied that there would. Ms. Scherman stated the SMARTware report is a 'work of art' and an exceptional amount of data. She commended staff for their hard work. Ms. Noteboom introduced Ralph Giddings, Earl Sullaway, and Ellen Fransz and stated that they are the staff responsible for producing this report.

B. Fiscal Monitoring Reports: No questions.

C. Dislocated Worker Update: Mr. Walker reported that the Sacramento Natural Food Co-op is closing and moving their operations downtown. Forty people will be affected. Another 130 people will be dislocated from Hampton Distribution Company.

D. Sole Source Contract with California Schools Management Group to Develop and Submit an E-Rate Application: No additional information.

E. Collaboration with Prison Industry Authority (PIA) and the Elk Grove Unified School District to Submit a Prisoner Re-Entry Initiative Grant: Mr. William Walker

reported that this program has been very successful. This is for re-entry services and support services.

F. Citrus Heights Career Center Newspaper Item: No questions.

V. Reports to the Board

A. Chair: Mr. Nottoli was congratulated on his re-election; he was sworn in on Tuesday.

B. Executive Director: Ms. Kossick reported that SETA staff will be picking up and taking possession of the records available at Meadowview Community Action. Staff is hoping to go through the records and come up with substantiation for the costs claimed by MCA. A full report will be provided at a later date.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:10 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/5/07 through 1/25/07, and all expenses appear to be appropriate.

ITEM III-A – 1 – ACTION

APPROVAL OF RESOLUTION ESTABLISHING AN IMPREST ACCOUNT FOR THE
NEW PAYROLL SYSTEM

BACKGROUND:

On May 4, 2006, the Governing Board authorized the Executive Director to enter into a contract with Ingentra to provide payroll/human resources services. On December 7, 2006, the Governing Board took action to approve the establishment of a \$15,000 imprest account to create checks needed outside of the payroll system.

Due to the implementation of a new payroll system, the Agency recognizes the need of to establish an imprest account to address the needs of certain special checks, i.e., in lieu, terminations, adjustments, etc. In the previous system, Sacramento County provided these checks.

A resolution reflecting this action is being required by the bank and the County Auditor/Controller.

RECOMMENDATION:

Approve the resolution authorizing an imprest account to create checks needed outside of the payroll system.

RESOLUTION NO. 2007-1

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A PAYROLL
IMPREST ACCOUNT**

WHEREAS, the Sacramento Employment and Training Agency (SETA), is a joint powers agency of the County of Sacramento and the City of Sacramento, and state and federal programs serving residents of Sacramento County; and

WHEREAS, on May 4, 2006, the SETA Governing Board approved entering into a contract with Ingentra to provide payroll/human resources services; and

WHEREAS, on December 7, 2006, the SETA Governing Board approved the use of an imprest account in the amount of \$15,000 to deal with special payroll issues; and

WHEREAS, SETA's payroll imprest account will be located at Bank of America; and

WHEREAS, SETA management will be appointing a custodian to oversee the payroll imprest account; and

WHEREAS, the Sacramento County Auditor/Controller requires a resolution to authorize the payroll imprest account; and

WHEREAS, SETA shall defend, indemnify and hold harmless the Treasurer of the County of Sacramento and Auditor of the County of Sacramento and their respective officers, directors, employees and agents from and against any and all demands, claims, actions, losses, liabilities, damages, and costs, including reasonable attorneys' fees, arising out of or resulting from the performance of their duties and responsibilities as ex-officio Treasurer and ex-officio Auditor of the Agency as directed by Sections 8.2, and 8.3 of the Joint Powers Agreement of the Sacramento Employment and Training Agency but only to the extent that such duties and responsibilities involve the administration of payroll through a third-party payroll contractor;

NOW, THEREFORE, BE IT RESOLVED, that the SETA Governing Board hereby approves the establishment of a payroll imprest account.

ON A MOTION BY Board Member _____, seconded by Board Member _____, the foregoing Resolution was passed and

adopted by the SETA Governing Board, County of Sacramento, State of California, this first day of February, 2007, by the following vote, to wit:

Ayes: _____

Noes: _____

Absent: _____

Chair of the SETA Governing Board
County of Sacramento

Attest:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR ONE-STOP
CAREER CENTER OFFICE SPACE IN RANCHO CORDOVA

BACKGROUND:

The current sublease for the Rancho Cordova Career Center expires on September 30, 2007. SETA subleases the space for the center from the Sacramento Housing and Redevelopment Agency (SHRA) for \$2,797.00 per month for Suites 200 and 500 (total of 3,455 square feet) of the Rancho Cordova Neighborhood Center. This amount covers the basic usage costs of the career center that includes utilities, maintenance and janitorial costs.

SHRA uses \$1.6 million in Community Development Block Grant (CDBG) funding to pay the 10 year master lease for the Rancho Cordova Neighborhood Center facility which houses the Rancho Cordova Career Center. The entitlement for CDBG funding has been recently transferred to the City of Rancho Cordova. During a recent meeting with the City of Rancho Cordova, SETA was informed that the CDBG funding would not be available to finance the RCNC after the sublease ends.

In anticipation of reduced Workforce Investment Act (WIA) funding for the 2007 program year, SETA has been analyzing the potential to consolidate the Rancho Cordova and Mather Career Centers due to the close proximity of the sites. During the past few months, SETA and DHA staff have worked with the Sacramento Housing and Redevelopment Agency to identify free/low cost sites located at the former Mather Air Force Base. None of the identified sites met the criteria to move forward with a License for Use Agreement.

Staff requests approval to release a Request for Proposals for a One-Stop Career Center office and classroom space in the Rancho Cordova/Mather community. A draft RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals for One-Stop Career Center office space in the Rancho Cordova/Mather community.

ITEM III-B - 2 - ACTION

CONCURRENCE TO ALLOCATE \$300,000 IN CARRYOVER WIA YOUTH PROGRAM FUNDS TO SUPPORT SUBSIDIZED SUMMER EMPLOYMENT OPPORTUNITIES

BACKGROUND:

In past year, SETA and the Sacramento Works Youth Council have supported various youth summer employment projects. Prior to the advent of Workforce Investment Act, subsidized summer employment was a separate funded activity. However, in the WIA Youth Program, summer employment is one of the ten WIA Youth Program Elements for the enrolled WIA youth.

SETA has identified approximately \$300,000 in carryover WIA youth program funds. Staff is recommending that these carryover funds be used to provide subsidized summer employment for additional WIA eligible youth. The funds would provide subsidized summer employment for approximately 180 youth for up to ten weeks at 20 hours per week. Staff will coordinate with existing providers to ensure that there is county-wide geographic distribution of this summer employment opportunity.

Youth must meet the standard WIA eligibility requirements:

An eligible youth is 16 to 21 years old, low income (i.e., their household income is below the poverty line or 70% of the lower living standard income level) and has one of the following barriers to employment:

- Basic skills deficient
- A school drop-out (youth enrolled in alternative schools are not school dropouts)
- Homeless, runaway
- Foster child
- Court involved/criminal justice involved youth
- Pregnant or a parent
- An offender
- An individual who requires additional assistance to complete an educational program to secure and hold employment.

The Sacramento Works Youth Council and the Sacramento Works, Inc. Board approved this allocation on January 10, 2007 and January 24, 2007, respectively.

RECOMMENDATION

Approve an allocation of up to \$300,000 in WIA Youth program funds to support subsidized summer employment activities. Staff will negotiate with existing WIA Youth providers, develop allocation recommendations, and report back to the Youth Council.

ITEM III-D – 1- ACTION

APPROVAL TO AUGMENT TRAVELERS AID 2007 COMMUNITY SERVICES BLOCK
GRANT DELEGATE AGREEMENT

BACKGROUND:

At the December 2006 meeting, this Board approved the augmentation of 2006 Community Services Block Grant (CSBG) funding in the amount of \$22,581 to Travelers Aid that was unspent by Meadowview Community Action. The funding was to be used to provide food vouchers and utility assistance to the residents of the Meadowview community for the three remaining weeks of the 2006 program year.

During the month of December, 2006, Travelers Aid was able to provide emergency utility assistance to over 30 families with the augmented funding. The agency continues to receive an average of 15 calls per day for assistance and only serves those families that are on the verge of being disconnected.

As of December 31, 2006, the end of the CSBG program year, Travelers Aid had an unspent balance of \$11,657.75. In order to not return the funding, approval is requested to augment Travelers Aid's 2007 delegate agreement by the unspent balance.

RECOMMENDATION:

Approve the augmentation of Travelers Aid's 2007 CSBG delegate agreement by \$11,657.75 for the provision of utility assistance and food vouchers to the residents of the Meadowview community.

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Ada Arevalo **DATE:** January 22, 2007
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>
Head Start	Basic & COLA	\$ 1,809,826	8/1/05-7/31/06	8/1/05-7/31/06
Head Start	T & TA	7,500	8/1/05-7/31/06	8/1/05-7/31/06
Head Start	Prog. Impv.	29,982	8/1/05-7/31/06	8/1/05-7/31/06

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		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: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2005 to July 31, 2006 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) The findings noted during this monitoring visit were corrected and are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

MEMORANDUM

TO: Ms. May Ly **DATE:** January 10, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 69,343	10/1/05-9/30/06	10/1/05-9/30/06

Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final X
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	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: Hmong Women's Heritage Association

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2005 to September 30, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The findings noted during this monitoring visit were corrected and are now considered closed.

Recommendations for Corrective Action :

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Edenaugseyboye Davis **DATE:** December 21, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,	\$ 644,039	8/01/05-7/31/06	8/01/05-7/31/06
Head Start	T & TA	7,500	8/01/05-7/31/06	8/01/05-7/31/06
Head Start	Prog. Improvement	137,819	8/01/05-7/31/06	8/01/05-7/31/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X

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

Program Operator: WCIC

Findings and General Observations:

- 3) The total costs as reported to SETA from August 1, 2005 to July 31, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 4) In January, 2006 during the holiday break, high wind and rain caused a tree to fall on the Playmate Center building which made the building unsafe for Head Start classes. The WCIC rented the Playmate Center building from the City of Sacramento which collected only \$ 1,906.00 per month while \$ 2,659.00 per month and \$ 875.00 per month for office space and parking/playground space, respectively, were donated as in-kind contributions. The classes were immediately transferred to the WCIC-owned Administrative Office building after it was brought up to licensing code requirements. The classes were returned to the Playmate Center in November, 2006 after repairs were completed.

During the period that the classes were held in the Administrative building, the WCIC continued to claim the same amount of rent and the same amounts of in-kind contributions since the WCIC office space used for the classes was approximately the same as the Playmate Center and both sites are located in the same area.

OMB Circular A-122 (Cost Principles for Non-Profit Organizations) provides in Attachment A, Section 11:

- a) Compensation for the use of buildings, other capital improvements, and equipment on hand may be made through use allowances or depreciation.
- b) Where the use allowance method is followed, the use allowance for buildings and improvement will be computed at an annual rate not exceeding two percent of acquisition cost.
- c) The computation of use allowance will exclude any portion of the cost of buildings borne by or donated by the Federal Government irrespective of where title was originally vested or where it presently resides.
- d) The computation of use allowance will exclude any portion of the cost of buildings contributed by or for the organization in satisfaction of a statutory matching requirements.

In view of this, we are questioning total rent of \$11,436.00 (\$1,906 x 6 months) and in-kind contributions of \$ 21,204.00 [(\$2,659 x 6) + (\$875 x 6)].

Recommendations for Corrective Action:

- 1) Submit documents, no later than 45 days from receipt of this letter, showing the computation of compensation for the use of the WCIC Offices for Head Start classes using the use allowance method to determine whether the questioned costs will be allowed as charges to the Head Start program which ended July 31, 2006.

cc: Kathy Kossick
Governing Board
Policy Council

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 January 18, 2007 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARNStatus	Month Received Notice	Company and Address	Dislocation Date	# of AffectedWorkers	SETA's Intervention
Official	3/27/06	Defense Commissary Agency (DeCA) 3401 Acacia St., Suite 115 McClellan, CA 95652-1002	9/30/06	50	7/17/06
Official	5/10/06	Northstar Plumbing and Construction 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Employer Did not use Services
Official	5/10/06	Sun Microsystems, Inc. 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	7/09/06	1	Mailed
Official	5/15/06	AmerisourceBergen Corporation 1281 National Drive Sacramento, CA 95834	7/15/06	87	7/26/06
Official	5/18/06	E*Trade Financial 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	8/22/06
Official	06/06/06	Albertsons #7248 2211 F Street Sacramento, CA 95816	8/06-8/19/06	25	7/21/06
Official	06/06/06	Albertsons #7206 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	7/21/06
Official	06/06/06	Albertsons #7213 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-8/19/06	47	7/21/06
Official	06/15/06	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Employer chose Outplacement Service
Official	06/30/06	Crystal Cream & Butter Company, Inc. 1013 D Street Sacramento, CA 95815	8/31/2006	50	Resolved Closure Issue
Official	07/28/06	Northrop Grumman USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Awarded Contract Layoff Rescinded
Official	08/03/06	Intel Corporation 1515 Route Ten Parsippany, NJ 07054	7/28/06	77	Employer chose Outplacement Services
Official	08/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	10/02/06	2	Mailed
Official	08/08/06	D.R. Horton, Inc. 11919 Foundation Place, Suite 200 Gold River, CA 95670	10/03/06	17	Material Delivered
Unofficial	09/01/06	NorthWest Airlines 6970 Airport Blvd. Sacramento, CA 95837	10/31/06	28	9/07/06
Official	09/08/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	09/19/06 through 06/01/07	61	Employer chose Outplacement Service
Unofficial	9/15/06	Copeland's Sports 545 Downtown Plaza Sacramento, CA 95814	11/24/06 Approx.	20	Materials Delivered To Worksite
Unofficial	9/15/06	Copeland's Sports 6404 Fair Oaks Blvd. Carmichael, CA 95608	11/24/06	20	Material Delivered To Worksite
Official	9/27/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	9/28/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/26/06 through 10/01/07	159	Employer chose Outplacement Service

Unofficial	10/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/09/06	Tower Records/Video/Books 2500 16 th Street Sacramento, CA 95818	1/10/07	15	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 2514 Watt Ave Sacramento, CA 95821	1/10/07	15	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 7830 Macy Plaza Drive, Citrus Heights, CA 95610	1/10/07	15	11/20/06
Official	10/13/06	Sun Microsystems 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	10/18/06	Barbara's Bakery 3750 Pell Circle Sacramento, CA 95838	1/12/07 through 3/30/07	80	Pending
Official	10/19/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 10/01/07	146	Employer chose Outplacement Service
Official	10/27/06	San Jose Mercury News Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	N/A	Declined Services
Official	10/27/06	Washington Mutual 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Mailed Brochures/Restructured
Unofficial	11/15/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	11/29/06	Frontier Fence Company 6837 Power Inn Road Sacramento, CA 95828	12/01/06	20	Material Delivered
Unofficial	12/11/06	Hunter Douglas – Bytheway Manufacturing Inc. 2750 Redding Ave. Sacramento, CA 95826	12/22/06	22	12/19/06
Official	12/11/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	12/13/06	A. J. Wright Company Anchor Plaza 3311 Northgate Blvd. Sacramento, CA 95834	2/02/07	40	Pending
Unofficial	12/13/06	A. J. Wright Company Valley Mack Plaza 6300 Mack Road Sacramento, CA 95823	2/02/07	40	Pending
Unofficial	12/13/06	A. J. Wright Company Watt Towne Center 3615 Elkhorn Blvd. North Highlands, CA 95660	2/02/07	40	Pending
Unofficial	12/19/06	Angelica Textile Services, Inc. 8360 Belvedere Ave. Sacramento, CA 95826	2/01/07 through 5/01/07	54	Pending
Official	1/02/07	Hampton Distribution Companies – Sacramento 4522 Parker Avenue McClellan, CA 95652	3/04/07	113	Pending
Unofficial	1/08/07	Sacramento Natural Food Co-op 8517 Bond Road Elk Grove, CA 95624	2/01/07 through ?	40	Pending
			Total # of Affected Workers	2001	

ITEM IV-C – INFORMATION

SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY RECEIVES MAGIC JOHNSON FOUNDATION FUNDING FOR COMPUTER CENTER AT PHOENIX PARK

BACKGROUND:

In October 2004, staff from Sacramento Housing and Redevelopment Agency (SHRA) and Sacramento Employment and Training Agency (SETA) met with a representative from the Magic Johnson Foundation (MJF) who was seeking partners for a technology initiative in Sacramento.

After several meetings, the MJF invited the Sacramento Housing and Redevelopment Agency to submit a proposal to the Foundation to establish a Community Empowerment Center (CEC) in the Phoenix Park Housing Development in the Meadowview community. Recently, SHRA was awarded a grant for computer equipment and related services and software valued at approximately \$250,000.

The MJF serves:

- Underserved communities facing geographic, technological and/or economic barriers to achieving their desired community vision
- Communities with a significant percentage of minority populations (African American, Latino, or Native American)
- Communities with a significant percentage of the families with incomes below the poverty level
- Organizations which focus on improving technology access and training to people with disabilities

The role of SETA will be as follows:

- Connect the Sacramento Works Career Center at Franklin to CEC for referral to education and training opportunities and to assist youth and adults with employment opportunities.
- Assign staff to provide Computer Literacy classes 1 or 2 days per week on-site at Phoenix Park.
- Connect the staff responsible for coordinating the Center to a variety of life skills and a financial literacy programs that could be offered on-site.
- Connect the SETA funded programs that provide services in the South Sacramento area to the MJF CEC to enhance services available.

Currently SETA funds the following CBO's that serve this area: Sacramento Chinese Community Service Center, Asian Resources, Sacramento Lao Family Community, La Familia Counseling Center, Hmong Women's Heritage Foundation, My Sisters House, Travelers Aid, and Visions Unlimited. Their collective services will also be made available to individuals using the Magic Johnson Foundation CEC.

ITEM IV-D – INFORMATION

FIRST AND SECOND QUARTER REPORTS

BACKGROUND:

Enclosed under separate cover are the following second quarter reports:

- Core Service Reports for Sacramento Works One Stop Career Center (July - December 2006)
- Intensive/Training Reports for Sacramento Works One Stop Career Centers (July - December 2006)
- Scholarship Report
- Job Seeker Customer Satisfaction Reports (July - December, 2006)
- Employer Substantial Service and Customer Satisfaction Reports (July - December, 2006)
- Employer Outreach Activity

Staff will be available to answer questions.

ITEM IV-E – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND:

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

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- D. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- E. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.