



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

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, February 7, 2008

TIME: 9:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

A G E N D A

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the January 17, 2008 Special Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA:** No items.
 - B. WORKFORCE INVESTMENT ACT**
 - 1. Concurrence with Sacramento Works, Inc. to Approve the Sacramento Integrated Service Transformation Local Plan (Robin Purdy)

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

2. Approval to Release a Request for Proposals for Program Year 2008-1013 under the Workforce Investment Act (WIA) of 1998 Title I, Adult and Dislocated Worker Programs for One Stop Career Centers Services and On-the-Job Training (Robin Purdy)
3. Appointment of Sacramento Works Workforce Investment Board Private Sector Members (Kathy Kossick)

C. HEAD START

1. Approval of Head Start Janitorial Services Contracts (Rod Nishi)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Report (Rick Pryor)
 - Sacramento City Unified School District
- B. Dislocated Worker Update (William Walker)
- C. Head Start Quarterly Report (Maureen Dermott)
- D. Article in Sacramento Business Journal Regarding Real Estate and Refugees (Terri Carpenter)

V. Reports to the Board

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

VI. Board Training on Head Start Governance: Jerry Gomez

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, FEBRUARY 1, 2008

ITEM II-A - CONSENT

MINUTES OF THE JANUARY 17, 2008 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the January 17, 2008 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 17, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:04 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Staff at the Illa Collin Early Learning Center for their Outstanding Work During Lock Down

Teacher Sau Ng, Teacher Huyen Tran, and Program Officers Nathanael Gale and Karen Gonzalez were presented with certificates of appreciation for their extraordinary work on November 20, 2007.

II. **Consent Items**

- A. Minutes of the December 6, 2007 Regular Board Meeting
B. Approval of Claims and Warrant

No questions or comments on the consent items.

Moved/Waters, second/Yee, to approve the consent items as follows:

- A. Approve the December 6, 2007 minutes.
B. Approve the claims for the period 11/30/07 through 1/10/08.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Use of Fund Balance

Ms. Kathy Kossick stated that this item is to request funding for her to attend the Capitol to Capitol trip.

Moved/Scherman, second/Yee, to approve the use of approximately \$3,500 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2008 Cap to Cap trip in April.

Voice Vote: Unanimous approval.

2. Approval to Release Request for Proposals for Audit Services

Mr. Rick Pryor reviewed this item which requests the release of an RFP for audit services. Gilbert and Associates has the current audit contract.

Moved/Yee, second/Scherman, to approve the release of the Request for Proposals for Audit Services.

Voice Vote: Unanimous approval.

3. Discussion/Action of Employee Recognition Policy: Dropped from the agenda.

4. Receive and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2008

Ms. Kossick stated that this is an annual investment policy for the county the board receives and files. No questions or comments.

Moved/Waters, second/Yee, to receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2008.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2008/2009 Community Services Block Grant Funds and authorize the SETA Executive Director to Sign all Grant Documents

Ms. Sherwood-Green requests approval of a resolution accepting funds for the 2008/2009 program year. The estimated amount of the contract is \$1.4 million.

Moved/Nottoli, second/Scherman, to approve the resolution accepting program Year 2008/2009 CSBG funds.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Head Start Shared Governance: Ms. Maureen Dermott gave a brief overview of the Head Start Policy Council. The Policy Council is comprised of two representatives from school districts (three from Sacramento City) as well as community representatives. The Governing Board has separate legal and fiscal responsibilities from the Policy Council. Mr. Jerry Gomez will be providing additional board training at the February 7 meeting.
- C. Article in Sacramento Bee Regarding CSBG Funding: Ms. Cindy Sherwood-Green reviewed the article included in the newspaper regarding CSBG funding.
- D. SETA's Regional Nurse Support II Project Selected by the State Employment Development Department as a Promising Practice: Ms. Sherwood-Green stated that a third program for nurse training was funded in the amount of \$800,000 that trained 60 nurses. Project staff Melanie Klinkamon and Staci Foster were introduced. The current project will end at the end of this year.
- E. Head Start/Early Head Start Fiscal Reports: Updated reports provided by the delegates were distributed. Staff will provide monthly expenditure reports.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick wished Ms. Pannell and Mr. Waters happy birthday! Mr. Roger Bartlett, the new Accountant III, was introduced. The dislocated worker report was distributed. Mr. Walker spoke of the Bank of America call center layoffs. Mr. Walker stated that companies do not necessarily give staff WARN notices. Ms. Kossick stated that staff recently received the risk and insurance report that was procured last fall; a copy will be provided to board members if requested. Staff will be implementing all of the recommendations in the report. Ms. Kossick reviewed some of the recommendations such as clarifying coverages and going out with an RFQ for broker services.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:30 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/11/08 through 1/30/08, and all expenses appear to be appropriate.

ITEM III-B – 1 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE SACRAMENTO INTEGRATED SERVICE TRANSFORMATION LOCAL PLAN

BACKGROUND

On October 10, 2007, the California Workforce Investment Board approved an Integrated Service Transformation Initiative to support the development of a demand-driven, skill-based, integrated service delivery model for Sacramento's One-Stop Career Center system. Sacramento Works, Inc. is one of twelve Local Workforce Investment Boards who have, in partnership with the local Employment Development Department Workforce Services offices, volunteered to be learning labs to test effective service integration models. This effort is undertaken with the intent to discover more effective ways to deploy staffing and fiscal resources while improving the quality of services delivered to workers and businesses.

The integrated service transformation plan has four major components:

1. An integrated talent pool that includes skilled job candidates who are ready to meet the needs of business.
2. Performance accountability measures that measure the outcomes of all customers served by the one stop system.
3. An integrated customer flow that establishes a sequence of demand-driven, skill-based, talent development services and training for One-Stop customers; and
4. An integrated staffing approach that markets the talent pool to employers and businesses in the region.

Each of the Learning Labs are developing a local integrated service transformation plan. The plan represents the first attempts by each local learning lab to identify and document the strategies they will use to gain support for and begin implementation of an integrated One-Stop system. Attached is the initial plan for an integrated service transformation plan. The plan was approved by Sacramento Works, Inc. on January 23, 2008. The Sacramento Works, Inc. Planning/Oversight Committee will oversee the implementation of the plan. The start date for the integrated service transformation initiative learning labs is July 1, 2008.

RECOMMENDATION:

Concur with the action of Sacramento Works, Inc. to approve the plan and approve SETA as one of the twelve Learning Labs for integrated service delivery.

ITEM III-B – 2 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR PROGRAM YEAR 2008 – 2013 UNDER THE WORKFORCE INVESTMENT ACT (WIA) OF 1998 TITLE I, ADULT AND DISLOCATED WORKER PROGRAMS FOR ONE STOP CAREER CENTERS SERVICES AND ON THE JOB TRAINING

BACKGROUND:

On October 10, 2007, the California Workforce Investment Board approved an Integrated Service Transformation Initiative to support the development of a demand-driven, skill-based, integrated service delivery model for Sacramento's One-Stop Career Center system. Sacramento Works, Inc. is one of twelve Local Workforce Investment Boards who have, in partnership with the local Employment Development Department Workforce Services offices, volunteered to be learning labs to test effective service integration models. This Request for Proposals solicits respondents who are willing to participate in this Learning Lab experience and discover more effective ways to deploy staffing and fiscal resources while improving the quality of services delivered to workers and businesses in the Sacramento region. This will require that those respondents be committed to and actively involved in developing processes and procedures that will foster integrated customer pool, customer flow and talent development and marketing services. It will also require that respondents be willing to adhere to the precepts outlined in SETA's Integrated Service Transformation Plan, which includes the following four major components:

- An integrated talent pool that includes skilled job candidates who are ready to meet the needs of business;
- Performance accountability measures that measure the outcomes of all customers served by the one stop system;
- An integrated customer flow that establishes a sequence of demand driven, skill based, talent development services and training for One-Stop customers; and
- An integrated staffing approach that markets the talent pool to employers and businesses in the Sacramento region.

Additionally, respondents will be required to test a variety of approaches to achieve integrated service delivery; capture information to support the viability of the Learning Lab and provide input as to the validity of those approaches.

RECOMMENDATION:

Hear the recommendation from staff and take action to approve the release of a Request for Proposals for Fiscal Year July 1, 2008 through June 30, 2013 for WIA Adult and Dislocated Worker Programs for One-Stop Career Center Services and On-the-Job Training.

ITEM III-B – 3 - ACTION

APPOINTMENT OF SACRAMENTO WORKS WORKFORCE INVESTMENT BOARD
PRIVATE SECTOR MEMBERS

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board.

In July, 2007 the WIB increased the size of the board to 41 members to comply with Senate Bill 293 which required changes to the mandatory composition of local workforce investment boards.

The Sacramento Works Board currently has five private sector vacancies. The Board Development Committee has been making efforts for the last several months to recruit applicants that represent the critical occupational groups identified by the board. The Committee also reviewed types and size of employers, as well as diversity of the board composition.

The Board Development Committee recommended five applicants to the Sacramento Works Executive Committee. The Executive Committee met on January 22, 2008 and is forwarding its recommendation to appoint the following five applicants to the Workforce Investment Board:

- ✓ David Younger, Principal, Vice-President, Lionakis Beaumont Design Group
- ✓ Lisa Harr, Staffing Supervisor, Vision Service Plan
- ✓ Z. Wayne Johnson, Chief Administrative Officer, Sacramento Regional Transit
- ✓ Terri Munger, External Affairs, Media Relations Manager, Intel
- ✓ Frank Louie, Manager, National Key Accounts, Sun Technics Energy Systems Inc.

RECOMMENDATION:

Review the eight applications enclosed under separate cover and appoint five applicants to the Sacramento Works Workforce Investment Board to Private Sector seats.

ITEM III-C – 1 - ACTION

APPROVAL OF HEAD START JANITORIAL SERVICES CONTRACTS

BACKGROUND:

On December 6, 2007, the SETA Governing Board authorized the release of a Request for Proposals (RFP) seeking janitorial services to be provided to Head Start Early Learning Centers. Proposals were due to the SETA office by 5 p.m. January 3, 2008.

In response to the solicitation, 13 proposals were received and evaluated. The evaluation team consisted of members from the Head Start Facilities and Maintenance unit as well as Program Officers from the Children and Family Services Department.

Sites visits were conducted that provided an opportunity for potential proposers to view the sites. Questions were responded to at an Offeror's conference held in conjunction with the site visits. Site diagrams, room dimensions, and a list of supplies needed were provided.

Proposals could be submitted to provide janitorial services by geographical areas. Seven (7) areas were identified in the RFP and the following is a list of the companies recommends:

ORGANIZATION	GROUP #	PROPOSED \$
Tee Janitorial Services	Groups #1, #3, #4	\$246,520
Custom Hi Tech Maintenance	Groups #2, #5	\$165,424
Care Free Building Maintenance	Groups #6, #7	\$86,632

Group #1	Group #2	Group #3	Group #4
*Bannon Creek *Northview *Norma Johnson *Grant	*Country Wood *Crossroads *Kennedy Estates *Florin Meadows *La Verne Stewart	*Fruitridge *Illa Collin *Phoenix Park *Solid Foundation *Franklin *Parker	*Hillsdale *Vineland *Hopkins *Whispering Pines *Nedra *Strizek *Sierra View
Group #5	Group #6	Group #7	
*Center of Praise *La Riviera *Mather *Bright Beginnings *Grace Lutheran *CSUS	*Galt *Grizzly Hallow *Auberry *Walnut Grove	*New Helvetia I *New Helvetia II *Broadway	

The Request for Proposals stipulated a three (3) year contact with three (3) additional one (1) year extensions.

RECOMMENDATION:

Authorize the Executive Director to negotiate and enter janitorial services contracts with Tee Janitorial and Maintenance, Custom Hi-Tech Maintenance, and Care Free Building Maintenance.

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Dolores Hardy **DATE:** January 14, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic, COLA,Quality	\$ 7,688,621	8/1/06-07/31/07	8/1/06-7/31/07
Head Start	T & TA	20,000	8/1/06-07/31/07	8/1/06-7/31/07
Head Start	Prog. Improvement	293,000	8/1/06-07/31/07	8/1/06-7/31/07
Early H. S.	Basic, COLA,Quality	1,064,931	8/1/06-07/31/07	8/1/06-7/31/07
Early H.S.	T & TA	18,249	8/1/06-07/31/07	8/1/06-7/31/07

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: Various dates.

AREAS EXAMINED	COMMENTS/ RECOMMENDATIONS			
	SATISFACTORY YES	SATISFACTORY NO	RECOMMENDATIONS YES	RECOMMENDATIONS 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: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2006 to July 31, 2007 have been traced to the delegate'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

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 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	10/24/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	1/1/2008	112	Pending
Official	11/1/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	12/31/2007	68	12/6/2007
Official	11/13/2007	Levitz Furniture 4741 Watt Ave North Highlands, CA 95669	2/1/2008	53	Pending
Official	11/28/2007	Marvell Semiconductor, Inc 890 Glenn Drive Folsom, CA 95630	1/27/2008	4	Pending
Official	12/10/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	2/1/2008	79	Pending
Official	12/10/2007	Floor Serve 309 North Hamilton St Dalton, GA 30720	12/7/2007	130	Mailed packets to local employees
Official	12/6/2007	Ideal Merchandising Division of DDP Holdings, Inc. 440 Apollo Beach Blvd. Apollo Beach, FL 33572	1/30/2008	1	Pending
Official	1/15/2008	Pacific Sunwear of California, Inc. 1689 Arden Way Space #2170 Sacramento, CA 95815	3/31/2008	Number not disclosed	Pending
			Total # of Affected Workers	447	

ITEM IV-C – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND

A quarterly report for the months of October, November, and December 2007 will be provided under separate cover. Ms. Maureen Dermott will be present at the meeting to answer questions.

ITEM IV-D – INFORMATION

ARTICLE IN SACRAMENTO BUSINESS JOURNAL REGARDING REAL ESTATE
AND REFUGEES

BACKGROUND:

Attached is an article from the Sacramento Business Journal for your review. Staff will be available to answer questions.



Friday, December 14, 2007

Residential real estate refugees take on new skills to survive the deflating market

Sacramento Business Journal - by [Robert Celaschi](#) Correspondent

When the housing boom ended, Zayna Baber's job ended with it. For five years she had been processing mortgages for a lender. But after being laid off from Greater Valley Mortgage in 2006, she found the job market too competitive to stay in the same game.

"When I was looking for another job, I was going up against people who had 20 years' experience," Baber said.

She had a lot of company on her trip through the unemployment line. The housing slump hit a wide variety of occupations, from the carpenters and electricians who built homes to the real estate agents who sold them to the lenders who arranged the financing.

Just in the 12 months ended in October, the Sacramento region lost 5,700 construction jobs and 2,400 in financial activities, according to the state **Employment Development Department**.

There's a new job out there for each one that vanished, but not always the same kind. In the same 12 months, total nonfarm employment in the region grew by 9,100 jobs.

The trick is in transferring skills from one field to another or learning a new set of skills. The one bright spot for job seekers is that several programs are available to help with the change.

Baber found free help through the Sacramento Works One Stop Career Centers run by the **Sacramento Employment and Training Agency**. Faced with heavy competition in a shrinking mortgage industry, she started looking for a new field. The staff at the career center helped her narrow the choices to pharmacy technician.

"I found out about pharmacy tech school through SETA. They helped me find a school and get a scholarship," Baber said.

In May, within a month of completing school, she had a new job at Raley's.

Working in a pharmacy doesn't pay as well as her job with the mortgage lender, but Baber was willing to trade that for what she sees as a more stable profession.

Career centers are open to anyone who wants to walk in the door, and the clients don't always identify themselves as casualties from the housing downturn, said Pattie Espinosa, an employment program manager at the Mark Sanders Career Center at 50th Street and Broadway in Sacramento.

"In talking with them, by clues that we get, we can suggest various workshops that we have going on," she said. "A hot workshop right now -- and has been for a while -- is how to get a state job."



Statewide tug-of-war

When it comes to helping those hurt by the housing downturn, Sacramento faces some competition of its own. The mortgage industry meltdown in particular hit other parts of California even harder than the capital. In Orange County, more than 60 mortgage companies announced major layoffs this past year. Thus, Southern California is often the focus of special efforts to help people get new jobs.

At the end of November, the Employment Development Department's Occupational Research Unit completed a special project to help career centers in Orange and Los Angeles counties target services to loan officers, real estate agents, real estate appraisers, real estate brokers, title examiners, and loan interviewers and clerks.

Materials provided by EDD focus on the skills needed to do those jobs, then show how they translate to other specific jobs. Loan interviewers and clerks, for example, might make a transition to jobs such as tax preparers, payroll clerks or bill collectors.

Although Sacramento didn't get the extra support, the Sacramento Works network takes a similar approach in identifying skills that can be applied to new occupations, said Terri Carpenter, a SETA spokeswoman.

The state also has applied for a \$9 million National Emergency Grant from the U.S. Department of Labor for retraining workers laid off from banks and mortgage lenders. But again, the program doesn't target the Sacramento region. Instead it will focus on Orange, Alameda, Contra Costa, Los Angeles, Riverside, San Diego, Sonoma and Stanislaus counties.

Circling the wagons

Several industry organizations are looking after their own members, offering help in making a transition to new types of work. The **Sacramento Association of Realtors** started a commercial division and offers classes to help residential agents learn how to market offices, retail and industrial space.

Because commercial real estate doesn't go through the same cycles as residential, it's an option some members want to explore, said Janelle Fallan, director of public affairs for the association.

Many of the classes deal with specific types of property.

"We had a big strip-mall conference on Oct. 24. That packed the place. They had to bring in extra chairs for that," Fallan said. Other classes deal with negotiating commercial leases and making presentations to commercial prospects.

It's not an option for every agent who can't make it in residential real estate, Fallan acknowledged.

"We are budgeting for a decline in membership next year. To what extent I don't know," she said.

Also looking to commercial real estate for salvation are many in the construction trades. Because of bond measures passed by voters in 2006, the state **Department of Transportation** is gearing up to start a lot of road projects, and that means a lot of jobs.

"We will be working with Caltrans to help train workers to make that transition," said Terri Carpenter, a SETA spokeswoman. The agency is also working with the **Sacramento Builders Exchange** and other organizations to train construction estimators and foremen.

The Builders Exchange primarily works with commercial contractors, but it has been seeing more residential contractors coming in for help, said Jim Neely, safety coordinator. In many cases they are trying to stay ahead of the curve, retraining workers for commercial projects while they are still employed.

"A lot of these fellows have the skill sets to do the work, but they need to learn how to bid the jobs, what's available, who's hiring," Neely said. Commercial construction and public works also can involve a steep learning curve when it comes to bonding, prevailing-wage laws and estimating.

"In a lot of these cases, you need bonding and specialized insurance for commercial jobs, and you can get yourself behind an eight ball real fast," Neely said. If one contractor goes out of business, for example, competitors might snap up the trucks and equipment for pennies on the dollar. But if they aren't careful in their spending spree, the survivors can end up not having enough liquidity to qualify for a bond.

"It's amazing how interrelated everything is," he said.

One popular class is on estimating. With residential work, four or five models of houses might fill an entire subdivision, Neely said. But with commercial work, each project tends to be unique and require more finely honed estimating skills.

Already some Caltrans contracts are coming in at 35 percent below the expected cost, Neely said. That's good news for Caltrans, but often bad news for the contractor who didn't take into account the extra safety requirements that Caltrans has. Neely spoke of contractors not knowing to include the cost of lights for night work in their bids, or flaggers to handle traffic.

"Then, of course, there's finding somebody to work for. It is rare that a residential contractor will come in and become the general on a city county or state job. They will probably work for someone else," Neely said. The Builders Exchange helps them learn where the work is.

Apprenticeship appeal

Unions are helping their own members as well. A lot of the people applying for an apprentice electrician program have lost jobs in residential construction, said Dennis Morin, director of the Sacramento electrical training center run by the **International Brotherhood of Electrical Workers** and the **National Electrical Contractors Association**. The IBEW also has a less formal training program.

"This apprenticeship is 'learn while you earn.' You are going to school four weeks a year, and the rest of the time you are working alongside an experienced journeyman on the job," Morin said. "They will start making more money than they had before because they are learning a more complex trade," he said. A journeyman electrician makes \$36 an hour, plus medical and retirement benefits.

"On the commercial side you are much more of an A-to-Z electrician. It has far more complex theoretical underpinnings. They are going to get into variable-frequency drives, motor controls, a lot of layout work from the industrial side, grounding requirements. Obviously the voltage is higher on the industrial side," Morin said.

IBEW training is tailored to the individual worker's background. Someone with a half-dozen years of experience might be able to start in the third year of a five-year apprenticeship.

The union has nearly 200 apprentices in various stages of the program, and all are currently working,

Morin said. Normally about 40 apprentices are added each year. This year that many came on board just in the past six months, and there is work for even more.

"Because the electricians program is quite selective, we do have a waiting list of people trying to get in that far exceeds our capacity," Morin said.

But the work is out there.

"I can think of three or four trades that are actively recruiting with me at job fairs -- laborers, the sheet metal trades, ironworkers, plumbers and pipe fitters are looking for apprentices," Morin said.

All contents of this site © American City Business Journals Inc. All rights reserved.

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.