



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

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Public Representative

ROBBIE WATERS
Councilmember
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JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, July 3, 2008

TIME: 10:00 a.m.

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

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

AGENDA

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

- Recognition of Long-term Employees: 10 years: Denise Gale (Social Services/Parent Involvement Specialist)

II. Consent Items

- A. Minutes of the June 5, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the SMARTware Services Contract with Network Technologies

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of 2008-09 Recommendations for Unrepresented Confidential and Management Personnel (Rod Nishi)

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

2. Approval to Accept Funding from Los Rios Community College District to Provide Services to Students Enrolled in the Nurse Education Initiative (NEI) Grant (Cindy Sherwood-Green)
3. Approval to Submit a Proposal for California Department of Transportation Funds for the Sacramento Regional Highway Construction Training Initiative (Christine Welsch)

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Ratification of the Submission of an Application to the State Department of Community Services and Development for the SETA Financial Literacy Project (Cindy Sherwood-Green)
2. Appointment of Member to the Community Action Board (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS:

1. Declaration of Non-Responsive Proposal for the Targeted Assistance (TA) Program, Program Year 2008-2009 (Michelle Anderson)

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
- Asian Resources, Inc.
 - Department of Human Assistance
 - Elk Grove Unified School District
 - Northern California Construction Training
- B. Monthly Head Start Fiscal Report (Thelma Manzano)
- C. Head Start Policy Council Minutes (Lisa Carr)
- D. Dislocated Worker Update (William Walker)
- E. Disaster Preparedness Update (Cindy Sherwood-Green)
- F. www.CareerGPS.com (Robin Purdy)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, JUNE 26, 2008

ITEM II-A - CONSENT

MINUTES OF THE JUNE 5, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 5, 2008 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Robin Purdy

**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 5, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:01 a.m.

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Sophia Scherman, Public Representative

- Recognition of Long-term Employees: Ms. Treva Anderson (Workforce Development Professional II) and Ms. Donna Butler (Neighborhood Services Coordinator) and Terricina Mims (Associate Teacher) were acknowledged for their 10 years of service to SETA. Pictures were taken with Governing Board members.
- Recognition of VITA Volunteers: Ms. Espie Lindsey reported that SETA has provided the tax preparation for low income families for the past eight years. Volunteer staff were acknowledged for participating in the program: Josie Werner, Allen Brock, Espie Lindsey, Magaly Wilson, Maria Steele, Chi Cheng, Lisa Flores, Wendy Tanner, Leticia Lujano, Melanie Klinkamon, Tammy Tu-Nguyen, Tammi Kerch, Doris Manship, Katelyn Higginbotham, and Abbie Briggs.

II. **Consent Items**

- A. Minutes of the May 1, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approve the Continuation and Consolidation of Vendor Services (VS) contracts
- D. Appointment of Youth Council Members

No questions or corrections.

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

- A. Approve the May 1, 2008 regular Board minutes.
- B. Approve the claims and warrants for the period 4/25-5/29/08.

- C. Extend and consolidate the WIA Vendor Services contracts to June 30, 2013 so that all programs can access the list
- D. Appoint Mika Lytell, Jeanette Rodriguez, Jace Short-Guerrero, and Z. Wayne Johnson to the Sacramento Works Youth Council.
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 2008-09

Ms. Pannell opened a public hearing. Mr. Roy Kim reviewed this item which is the first reading of the budget. This allows the Agency to continue operations until a final budget is approved.

Moved/Yee, second/Waters, to continue this item to the September 4, 2008 meeting, where the public hearing will be closed and the Agency budget adopted.
Voice Vote: Unanimous approval.

- 2. Approval of One Stop Share of Cost Agreement with the Sacramento County Department of Human Assistance

Mr. Roy Kim stated that each year DHA and SETA contract to provide services to one-stop customers. Under the contract, SETA will continue to serve Mather community campus and reimburse DHA for services. Ms. Rosalinda Stoffel was acknowledged.

Moved/Yee, second/Waters, to approve the agreement for \$2,600,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required amendments or other documents pertaining to the agreement.

Voice Vote: Unanimous approval.

- 3. Approval to Submit a Proposal for High Tech Training to the California Employment Training Panel (ETP)

Mr. William Walker stated that this is SETA's fourth request for ETP funding.

Moved/Yee, second/Waters, to approve submission of a proposal to the California Employment Training Panel for \$2,540,000 to train 900 incumbent workers in Information Technology skills.

Voice Vote: Unanimous approval.

Ms. Kossick stated that SETA is one of very few workforce development areas successfully working with ETP.

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Funds from the Employment Development Department for the FY 2008-2009 Disability Program Navigator Initiative and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source

Ms. Melissa Noteboom reviewed this item which requests approval to accept funds for Disability Navigator Funding. DPN provides outreach to the disabled community.

Moved/Yee, second/Waters, to approve acceptance of funds for the FY 2008-2009 Disability Program Navigator Initiative and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve Revised Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008 - 2009

Ms. Christine Welsch stated that SETA has more money in the youth allocation. SETA received an increased allocation since last month plus carry over money. Total revised recommended funding is \$3,456,884.

Moved/Yee, second/Waters, to concur with Sacramento Works, Inc. to approve the revised staff recommendation funding for the WIA, Title I, Youth Program, PY 2008-2009, as outlined in the chart in the board packet, including additional funding stipulations:

1. Increase the funding allocation for the current WIA Youth providers listed in the chart;
2. Fund Sacramento County Office of Education to provide individualized services to youth enrolled in the LINKS program;
3. Authorize staff to prepare and release a new Request for Proposals for a portion of the funds to solicit new youth providers and serve more youth.
4. Extend the WIA Universal Youth agreement between SETA and San Juan Unified School District to continue providing Universal Youth Services at the Hillsdale Career Center. Staff is recommending the extension of San Juan USD's contract for \$58,000. This will not increase the revised allocation total as the funds were included in the previously approved allocation, with SETA staff delivering the service.

Summary of Funding Allocation:

Previous Total	\$2,623,167
Increased allocation for Individualized services	483,717
New Youth Request for Proposals	<u>350,000</u>
Revised Recommended Allocation Total	<u>\$3,456,884</u>

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees will be evaluated in August, 2008 and those that do not meet performance goals and benchmarks may face deobligation of funds.

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

3. Approval to Submit a Proposal for Workforce Investment Act (WIA) Governor's Discretionary Funds to Serve Veterans

Mr. William Walker reviewed this item. SETA will act as the fiscal agent for this grant. SETA was asked to submit a proposal for these funds.

Moved/Yee, second/Waters, to approve the submission of a proposal to EDD's Workforce Development Division for 25% Discretionary funds for \$720,000 to provide services to 200 veterans.

Voice Vote: Unanimous approval.

Mr. Don Nottoli arrived at 10:15 a.m.

4. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act One Stop Career Center Resource Allocation Plan for 2008-2009
- and -
5. Concurrence with Sacramento Works, Inc. to Approve the Transfer of Funds from Workforce Investment Act Dislocated Worker to Adult Funding Stream

Ms. Purdy reviewed Action Items 4 and 5 together since both are concurrence items with Sacramento Works. The transfer of dislocated worker funds will simplify the paperwork and eliminate some fiscal reporting. The Workforce Investment Board requested that staff continue to prioritize services to dislocated workers.

Action item #5 concurs with Sacramento Works on how to use the funding to use to fund the one stop system and functional areas.

Moved/Waters, second/Nottoli to:

- 1) Concur with Sacramento Works, Inc. to approve the Resource Allocation Plan for Fiscal Year 2008-2009, allocating \$7,608,539 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system, and

- 2) Concur with Sacramento Works, Inc. to approve submission of a request to transfer 100% of the WIA Dislocated Worker funds into the WIA Adult funding stream.

Voice Vote: Unanimous approval.

6. Approval of Funding Recommendations for the Workforce Investment Act, Title I, Adult and Dislocated Worker and CalWORKS Programs for Program Year 2008-2009

Ms. Purdy reviewed this item and staff recommendations for one stop services. Crossroads is being recommended for the new host agency for the Sacramento Works Career Center in Citrus Heights. San Juan was the previous host and they chose not to compete for the funds. Staff is recommending no funding for Lao Family Community Development.

Moved/Yee, second/Waters, to approve staff funding recommendations for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker program and the CalWORKS program, for Program Year 2008-2009. Approve reserving \$231,000 to fund special projects and innovative one-stop skill development services supporting the Learning Lab integration model. 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, 2008 and may face deobligation of funds. Authorize staff to develop "real-time" local success indicators that will measure progress toward the goal of the Learning Lab, and serve as indicators that the USDOL Common Measures will be met.

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

7. Approval of Funding Recommendations for the Workforce Investment Act, Title I, Adult and Dislocated Worker Programs One-Stop Career Center Services for North Sacramento/Del Paso Heights for Program Year 2008-2009

In April this board released a second Request for Proposals to receive applicants to serve the North Sacramento area. Three organizations picked up an RFP but only one proposal was submitted for funding. Staff is recommending that the board make a finding for a non competitive procurement and recommend the Greater Sacramento Urban League for funding to serve North Sacramento.

The board congratulated GSUL for submitting their proposal on time.

Moved/Yee, second/Nottoli, to approve total funding for the Greater Sacramento Urban League in the amount of \$320,000 to serve 2,317 customers. In addition, the Governing Board made the following findings regarding non-competitive procurement and approve the selection of the Greater Sacramento Urban League for WIA Title 1 Adult and Dislocated Worker Program One Stop Service to serve the North Sacramento and Del Paso Heights Neighborhoods:

Finding: After solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies, Federal Regulations, and the RFP the Governing Board finds that non-competitive procurement is appropriate.

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, 2008 and may face deobligation of funds.

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

C. HEAD START

1. Ratification of the Submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance Grant Application for Fiscal Year 2008-2009

Ms. Maureen Dermott reviewed this item. The Office of Head Start recently issued \$5 million nationwide to make funds available for staff to achieve their AA and BA degrees. SETA has a very strong relationship with CSUS in a cohort program for teachers. The amount of the grant application is \$374,200 in federal funds, with \$93,550 as in-kind match for a total of \$467,750.

Moved/Nottoli, second/Waters, to ratify the submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance grant application for Fiscal Year 2008/2009.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance/Earned Income Tax Credit Project: No additional information.

C. Monthly Head Start Fiscal Report: No questions.

D. Head Start Policy Council Minutes: Mr. Nottoli inquired about closed session in the Policy Council meetings. Mr. Thatch stated that the Policy Council is required to review Head Start hires and this is done in compliance with the Brown Act.

- E. Dislocated Worker Update: Mr. Waters inquired about Floor Serve. Mr. Walker replied that this company had 130 employees that were independent contractors.
- F. New Start Prison to Employment Program: Mr. Walker reviewed this item and explained the provision of services to ex-offenders. This program will not compete with Hire Hope program at RCCC but will assist to serve additional customers. Ms. Pannell asked to find another name for the program that does not have 'prison' included in the name.
- G. Update on Sacramento Works Construction Initiatives: Ms. Welsch reported on the success of the program. Based on the success of the program, SETA was asked to submit a proposal to CalTrans and another to EDD for construction talent transfer. Both proposals were successful. One proposal in the amount of \$968,000 will be working with teamsters and operating engineers. The second proposal in the amount of \$500,000 will serve dislocated residential construction workers.
- H. Update on Sacramento Learning Lab Integrated Service Delivery Model: The new delivery model will be launching July 1. Staff and partners have been very engaged and have had teams working on the new model for months. The new model is less reliant on individual case management and more emphasis on coaching people to become their own case manager.
- I. Publication of the 2008 California Family Economic Self-Sufficiency Standards: This information is used in the career centers to assist customers to figure out what they need to receive as a wage for self sufficiency.
- J. Sacramento Works One Stop Career Center Third Quarter Reports: Ms. Purdy reviewed the quarterly reports. The first chapter is information and demographics on our talent pool; second chapter is performance measures; third chapter is training providers; fourth chapter is customer satisfaction surveys; fifth chapter is employer customer satisfaction surveys, and the last chapter is the employer outreach report. Ms. Pannell suggested that the end-of-year report be sent to City Council members and the Board of Supervisors.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that October 15 the date for SETA's 30 year anniversary. The event will take place in the parking lot and in this building.
- C. Deputy Directors: No comments.
- D. Counsel: No report.
- E. Members of the Board: No comments.
- F. Public: No comments.

VI. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Subdivision (a) of Government Code Section 54956.9)

Name of Case:

Vogt v. SETA - Labor Commissioner Claim # 7359-SACWA

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board adjourned into closed session at 10:42 a.m.; Mr. Thatch stated that there probably would not be a report out of closed session.

- VII. Adjournment:** The Board meeting adjourned at 11:11 a.m. with no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/30/08 through 6/26/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM II-C - CONSENT

APPROVAL TO EXTEND THE SMARTWARE SERVICES CONTRACT WITH
NETWORK TECHNOLOGIES

BACKGROUND

SETA currently has a sole source contract with Network Technologies for maintenance and support of the SMARTware Client Tracking and Case Management System. Sole source approval was granted based on the highly unique nature of the software and the limited number of software developers with direct knowledge of the SMARTware application. Mark Montalvo of Network Technologies has provided both maintenance and support for SETA and through the umbrella of the SMARTware Users Group, provides systems administration and application support for the other seven users which include the Counties of Yolo, Mendocino, Napa, Riverside as well as the consortiums of East Bay Works (including the Cities of Oakland and Richmond and the County of Alameda) and Golden Sierra (which includes the Counties of Alpine, El Dorado, Nevada and Placer).

Staff is requesting approval to provide a time only extension from July 1, 2008 through December 31, 2008, with Network Technologies for the remaining hours available of the current contract which equates to a total of 262 hours at a rate of \$85.00 per hour. These hours represent Maintenance and Support services that could be used to provide additional support/interface to both SETA and the other system users for software maintenance, database application, code support and troubleshooting. Staff anticipate that the need for these services will be necessary as the SMARTware system's functionality has been significantly redeveloped over the last six months, making an interface between the various users a necessity.

RECOMMENDATION:

Approve a time only extension for Network Technologies for a period through December 31, 2008.

STAFF PRESENTER: Melissa Noteboom

ITEM III-A -1 – ACTION

APPROVAL OF 2008-2009 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on November 1, 2007. The current report is being sent under separate cover.

RECOMMENDATION:

Review and approve the report, and adopt the resolution to authorize the implementation of the proposed 2008-2009 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

STAFF PRESENTER: Robin Purdy

RESOLUTION NO. 2008-2

Adopted by the Sacramento Employment and Training Agency Governing Board on the
Date of

July 3, 2008

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED JUNE 27, 2008,
RELATING TO 2008-2009 COMPENSATION RECOMMENDATIONS FOR
UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND
ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED
EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO
EMPLOYMENT AND TRAINING AGENCY that:

The report dated June 27, 2008, relating to 2008-2009 compensation recommendations
for the unrepresented confidential and management personnel and establishing a
personnel resolution covering unrepresented employees, a copy of which is attached
hereto, is hereby approved in full.

Bonnie Pannell, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 2 – ACTION

APPROVAL TO ACCEPT FUNDING FROM LOS RIOS COMMUNITY COLLEGE DISTRICT TO PROVIDE SERVICES TO STUDENTS ENROLLED IN THE NURSING EDUCATION INITIATIVE (NEI) GRANT

BACKGROUND:

In the fall of 2005, the Los Rios Community College District was awarded two Workforce Investment Act 15% Discretionary Nurse Education Initiative grants by the Chancellor's Office of the California Community Colleges totaling \$4.7 million for program years 2005 – 2010. The grants expand the nursing programs at American River College and Sacramento City College by providing additional slots for 280 students during the five year project.

Partnering health systems include Sutter Health, Kaiser Permanente, Catholic Healthcare West, Shriners' Hospital for Children, and UC Davis Medical Center. The health systems contribute clinical nursing staff and all the salary costs associated with their time as instructors for the clinical portion of the nursing program.

Since 2006, the Los Rios Community College District has contracted with SETA to conduct client eligibility, enrollment, case management, follow-up and JTA tracking services for the project's nursing students. The number of NEI students served has ranged from 70 to 280 per year.

SETA was asked to provide these services because of our history of achieving a high client retention rate and demonstrating successful outcomes in previous healthcare programs. During the past three academic years, the NEI project has retained 94% of its students, versus a typical 60% to 70% retention rate. It has been recognized that the case management services provided by SETA staff have proven effective in keeping students in the program.

The amount of funding allocated to SETA for serving NEI students since 2006 has been \$384,000. For the 2008-2009 program year, the Los Rios Community College District has determined that the cost for client services provided by SETA will be \$202,500. Your approval is requested to accept \$202,500 from the Los Rios Community College District to provide case management and other WIA-required services for the NEI students for the 2008-2009 program year.

RECOMMENDATION:

Approve acceptance of \$202,500 from the Los Rios Community College District to provide client eligibility, enrollment, case management, follow-up and JTA tracking services for NEI students for the 2008-2009 program year.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-A – 3 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR CALIFORNIA DEPARTMENT OF
TRANSPORTATION FUNDS FOR THE SACRAMENTO REGIONAL HIGHWAY
CONSTRUCTION TRAINING INITIATIVE

BACKGROUND:

Since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation for various transportation industry initiatives. SETA recently received the 2007-2008 program year funding to support pre-apprenticeship and highway construction training. The Federal Highway Administration (FHWA) recently announced another round of OJT Supportive Services (OJT/SS) funding for federal fiscal Year 2008, which begins on October 1, 2008.

Although residential construction has seen a downturn, it is expected that there will be major infrastructure and public works jobs as a result of \$42 billion Infrastructure bond measure. The new bond measure has identified \$10 billion for Caltrans transportation assistance projects. It is expected that Sacramento County will continue to add new construction jobs to meet the need of new highway and infrastructure construction. The Labor Market Division of EDD reports there will be an additional 1,700 jobs annually to replace those retiring or leaving the industry.

The purpose of the CalTrans Initiative is to recruit, train and place customers in transportation construction industry related occupations. These occupations include:

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

Locally, the partners for this initiative include:

- SETA/Sacramento Works Career Centers
- Sacramento Sierra Building and Construction Trades Council
- Northern California Construction & Training (NCCT)
- American River College (ARC) / Los Rios Community College District
- Holt of California
- Local employers and apprenticeship coordinators

SETA exceeded performance goals for the previous CalTrans program - 81% of the trainees were employed and/or indentured into an apprenticeship program at an

STAFF PRESENTER: Christine Welsch

average wage of \$14.50/hour. This new funding will support the pre-apprenticeship programs and services at both NCCT and American River College and the Diesel Technician Training coordinated by ARC and Holt of California. SETA staff provides case management and job development services. The funding will also support the annual Sacramento Works for Women Nontraditional Careers Conference and the Sacramento Builders' Exchange Design Build Competition.

RECOMMENDATION:

- 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 2008 for \$510,836, and,
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

ITEM III-D - 1- ACTION

RATIFICATION OF THE SUBMISSION OF AN APPLICATION TO THE STATE
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT FOR THE SETA
FINANCIAL LITERACY PROJECT

BACKGROUND:

On May 1, 2008, the California Department of Community Services and Development (CSD) released an Asset Building Initiative Request for Proposals to encourage Community Services Block Grant funded entities to promote and utilize asset building as a strategy to help low-income individuals and families move out of poverty. In response, SETA submitted an application by the due date of June 16, 2008, requesting \$25,000, the maximum amount available, for a project entitled the SETA Financial Literacy Project. The project targets former foster and incarcerated youth between the ages of 18 and 25 who will develop fiscal competency by learning budgeting and financial planning skills.

In collaboration with Linkage to Education and the California Capital Financial Development Corporation, each participant will be provided with the following services:

- An individual financial assessment
- Financial literacy training by a certified financial professional
- Development of an individual financial plan to achieve their financial goals
- Become connected with a financial institution of their choosing
- Begin a savings or investment account which will be matched by program funds of up to \$500 upon completion of all other program components

The term of the proposed pilot project is one year, commencing on August 1, 2008 and ending on July 30, 2009.

RECOMMENDATION:

Ratify the submission of an application to the State Department of Community Services and Development for the SETA Financial Literacy Project.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D - 2 - 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

One Public Sector vacancy currently exists on the CAB.

One application for Public Sector membership has been received from the Sacramento Municipal Utility District (SMUD) and is sent under separate cover.

RECOMMENDATION:

Appoint SMUD to represent the Public Sector on the Community Action Board.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III – E – 1 - ACITON

DECLARATION OF NON-RESPONSIVE PROPOSAL FOR THE TARGETED ASSISTANCE (TA) PROGRAM, PROGRAM YEAR 2008-2009

BACKGROUND:

On May 1, 2008, the SETA Governing Board approved the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, Program Year (PY) 2008-2009. On June 20, 2008 SETA received twenty-three (23) proposals.

Lao Family Community Development, Inc. submitted two (2) proposals in response to the RESS/TA RFP. Proposal #11 was submitted for the Employment Services (ES) Stand Alone activity, an activity solicited under the RESS/TA RFP, and Proposal #12 was submitted for Referral/Verification to One-Stop Services, an activity that was not solicited under the RESS/TA RFP.

Section I, paragraph 9, of the RFP states, “Interested applicants must respond to this RFP using the proposal response format provided in Section V of this RFP. In responding, **no substitutions in format, design or activities will be considered. Proposals, which do not follow the response format, will be considered as non-responsive.**”

Pursuant to SETA’s Procurement Policies and Procedures and Section I, paragraph 11, of the RFP, staff is required to inform the SETA Governing Board of any non-responsive proposals to the RFP. Additionally, those wishing to address the Board on a non-responsive determination are allowed to do so.

Staff has notified Lao Family Community Development, Inc. of our recommendation to declare the proposal for Referral/Verification to One-Stop Services (Proposal #12), submitted in response to the RESS/TA RFP, non-responsive.

RECOMMENDATION:

Declare Lao Family Community Development’s proposal for Referral/Verification to One-Stop Services (Proposal #12), submitted in response to the RESS/TA RFP, non-responsive.

STAFF PRESENTER: Michelle Anderson

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.

STAFF PRESENTER: Rick Pryor

MEMORANDUM

TO: Elaine Abelaye **DATE:** June 6, 2008
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	US	\$ 55,000	7/1/07-6/30/08	7/1/07-1/31/08
WIA	OSS -adult	\$ 140,100	7/1/07-6/30/08	7/1/07-1/31/08
WIA	OSS -DW	\$ 135,000	7/1/07-6/30/08	7/1/07-1/31/08
DOJ	JJ	\$ 140,045	7/1/07-6/30/08	7/1/07-1/31/08
DHA	OJT	\$ 99,750	7/1/07-6/30/08	7/1/07-1/31/08
WIA	OJT	\$ 137,600	7/1/07-6/30/08	7/1/07-1/31/08
WIA	OOS-youth	\$ 303,168	7/1/07-6/30/08	7/1/07-1/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: February 11 - 14

	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	X			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for TA and 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

MEMORANDUM

TO: Mr. Bruce Wagstaff **DATE:** June 24, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 86,500	7/1/07-06/30/08	7/1/07-02/29/08
WIA-Title I	One-Stop(D. W.)	20,000	7/1/07-06/30/08	7/1/07-02/29/08
CALWORKS	Homeless	426,800	7/1/07-06/30/08	7/1/07-02/29/08
CSBG	Family Self-Sufficiency	26,000	1/1/08-12/31/08	1/1/08-02/29/08

Monitoring Purpose: Initial X Follow-Up _____ Final _____
Date of review: 5/14-15/08

	<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	N/A			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to February 29, 2008 for the WIA and CALWORKS and from January 1, 2008 to February 29, 2008 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

MEMORANDUM

TO: Ms. Kathy Hamilton **DATE:** June 13, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	Out-of-Sch. Youth	\$ 260,100	7/1/07-06/30/08	7/1/07-3/31/08
WIA-Title I	Universal Services	55,000	7/1/07-06/30/08	7/1/07-3/31/08
WIA-Title I	One-Stop Serv.-Adult	127,000	7/1/07-06/30/08	7/1/07-3/31/08
WIA-Title I	One-Stop Serv.-D. W.	100,000	7/1/07-06/30/08	7/1/07-3/31/08

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: 4/30/08 & 5/1/08

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

Program Operator: Elk Grove Unified School District-Adult Education

Findings and General Observations:

- 3) The total costs as reported to SETA from July 1, 2007 to March 31, 2008 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 4) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Bill Meehan **DATE:** June 18, 2008
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Northern California Construction Training

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Construct	\$ 98,200	2/1/07-11/30/08	2/1/07-4/30/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: May 12, 2008

	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 Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: Northern California Construction Training

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

ITEM IV-B – INFORMATION
MONTHLY HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports for the month ending 5/31/08.

Staff will be available to answer questions.

STAFF PRESENTER: Thelma Manzano

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
For Fiscal Year Ended July 31, 2008
Compass Fund Management to May 31, 2008**

6/16/2008 15:00

Year to Date	Month/Yea	Budget	Admin	Program	YTD Expenses	% YTD	Projection	Remaining	Non-Federal Share	% Non-Fed to Total Expenses
Basic Head Start										
Del Paso-est	May-08	\$1,091,126	\$90,927	\$726,566	\$817,493	75%	\$181,854	\$273,633	\$528,183	65%
Elk Grove	May-08	\$2,306,473	\$132,643	\$1,754,524	\$1,887,167	82%	\$403,834	\$419,306	\$387,562	21%
Sac City	May-08	\$7,803,950	\$607,482	\$5,826,287	\$6,433,769	82%	\$1,300,658	\$1,370,181	\$1,950,385	30%
San Juan	May-08	\$4,145,417	\$313,973	\$3,120,218	\$3,434,191	83%	\$719,138	\$711,226	\$956,222	28%
WCIC	May-08	\$647,227	\$55,795	\$501,718	\$557,513	86%	\$89,714	\$89,714	\$148,930	27%
SETA(see attached)	May-08	\$23,389,023	\$2,382,762	\$18,533,173	\$20,915,935	89%	\$2,473,422	\$2,473,088	\$4,722,077	23%
Total		\$39,383,216	\$2,686,258	\$22,826,499	\$34,046,068	86%	\$5,168,621	\$5,337,148	\$8,693,359	26%
Basic Early Head Start										
Sac City	May-08	\$1,080,905	\$43,757	\$876,048	\$919,804	85%	\$161,101	\$161,101	\$181,139	20%
San Juan	May-08	\$1,196,930	\$104,558	\$921,934	\$1,026,492	86%	\$170,438	\$170,438	\$323,879	32%
SETA(see attached)	May-08	\$2,458,225	\$175,803	\$2,021,749	\$2,197,552	89%	\$242,193	\$260,673	\$1,223,143	56%
Total		\$4,736,060	\$233,666	\$2,796,255	\$4,143,849	87%	\$573,732	\$592,211	\$1,728,161	42%
T & TA Head Start										
Del Paso-est	May-08	\$7,500		\$7,500	\$7,500	100%	\$0	\$0		
Elk Grove	May-08	\$9,000		\$8,058	\$8,058	90%	\$942	\$942		
Sac City	May-08	\$20,000		\$15,803	\$15,803	79%	\$4,197	\$4,197		
San Juan	May-08	\$15,000		\$14,492	\$14,492	97%	\$508	\$508		
WCIC	May-08	\$7,500		\$7,500	\$4,689	63%	\$2,811	\$2,811		
SETA(see attached)	May-08	\$302,068		\$310,832	\$310,832	103%	-\$9,102	-\$8,764		
Total		\$361,068	\$0	\$227,690	\$361,374	100%	-\$645	-\$306	\$0	na
T & TA Early Head Start										
Sac City	May-08	\$18,249		\$10,713	\$10,713	59%	\$7,536	\$7,536		
San Juan	May-08	\$20,112		\$18,260	\$18,260	91%	\$1,852	\$1,852		
SCOE	May-08	\$15,000		\$15,000	\$15,000	100%	\$0	\$0		
SETA(see attached)	May-08	\$64,220		\$64,720	\$64,720	101%	-\$500	-\$500		
Total		\$117,581	\$0	\$42,833	\$108,694	92%	\$8,887	\$8,887	\$0	na
Total Grant Award		\$44,597,925	\$2,919,924	\$25,893,276	\$38,659,984	87%	\$5,750,595	\$5,937,941	\$10,421,520	
Administration Costs @15%		\$6,689,689	10%							

ITEM IV-C - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the April 30, 2008 Policy Council meeting.

Staff will be available to answer questions.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Wednesday, April 30, 2008
10:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

Ms. Kathy Ruiz called the meeting to order at 10:10 a.m. Mr. John Brown read the thought of the day. Ms. Josie Cleaver called the roll. The following new member was seated: Brandy Arismende, Elk Grove Unified School District.

Members Present:

Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Monica Treadway, WCIC/Playmate
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Victor Stark, CAMP Representative
Natasha Toolate, Early Head Start
Van Huyhn, Child Health and Disability Prevention Program
Brandy Arismende, Elk Grove Unified School District
Lorrayne Gardner, alternate, Sacramento City Unified School District
Brenda Vincent, Alternate, Grandparent Representative

Members Absent:

Shasta King, San Juan Unified School District (unexcused)
Josie Lamar, Sacramento City Unified School District (excused)
Angela Porter, SETA-Operated Program (excused)
Barbara Ramey-Clark, Foster Parent Representative (excused)
Venelsia Fentress, Grandparent Representative (excused)
Ronald Montez, Outgoing Chair (excused)

New Representatives Absent:

Shirley Kay, Sacramento County Sheriff's Department (excused)
Angelica Navarette, Elk Grove Unified School District (excused)

II. Consent Item

A. Approval of the Minutes of March 25, 2008 Regular Meeting

Moved/Corderio, second/Davey, to approve the minutes of the March 25, 2008 meeting.

Show of hands vote: Aye: 13, Nay: 0, Abstentions: 2 (Ruiz and Arismende)

III. Action Items

Ms. Maureen Dermott stated that some items are being presented with no changes; first few items being brought forward have no changes; just need to be reconfirmed by the Board.

F. Approval of Fiscal Year 2008-2009 SETA-Operated Program Options

No questions or comments on this item.

Moved/Camargo, second/Meza, to approve the Fiscal Year 2008-2009 SETA-Operated Program Options.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

Ms. Lorryne Gardner, alternate for Josie Lamar, was seated.

E. Approval of Fiscal Year 2008-2009 SETA-Operated Program Tracks

Ms. Dermott stated that the tracks have not changed since it works very well. Utilizing tracks allows for the provision of more services. The only thing that has changed is the start date.

Moved/Kimbrow, second/Brown, to approve the 2008-2009 SETA Operated Program Tracks.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

D. Approval of County-wide Head Start/Early Head Start Center Locations

Ms. Dermott stated that SETA currently operates 38 sites successfully; no changes at the locations.

Moved/Davey, second/Aronis, to approve the Fiscal Year 2008-2009 Head Start and Early Head Start Center Locations.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

C. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Newly Established Three-Year Goals

Ms. Dermott stated that the dollars have not changed but the goals have changed. The updated Head Start goals were distributed to the board.

Moved/Cleaver, second/Davey, to approve the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application to be in Alignment with Newly Established Three-Year Goals.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

B. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Budget

Ms. Dermott stated that our budget will remain the same as it has been; there are challenges in that expenses continue to go up although we do not have more in the budget.

Updated budget sheets were distributed as well as a sheet indicating the budget decision making considerations and processes.

Moved/Aronis, second/Camargo, to approve the Fiscal Year 2008-2009 Head Start/Early Head Start Budget.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

A. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application

Ms. Dermott stated that each of the prior items are rolled into the grant application which includes the program narrative. What has changed is the focus on the three-year goals; pieces have been built into the grant application to ensure meeting all of the goals.

Moved/Davey, second/Corderio, to approve the Fiscal Year 2008-2009 Grant Application.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 1 (Ruiz)

The PAC approved these items this morning. The SETA Governing Board will be reviewing and taking action at their May 1, 2008 meeting. Staff will be driving to San Francisco for submit the grant application to the Administration for Children and Families (ACF).

The federal review was highly successful. The actual report will not be received for about two months. There was only one finding in the entire review. There are some recommendations but only one finding. This is fantastic. The only finding is actually out of our control. According to Head Start regulations, all employees are required to have an annual review. This is done at SETA but it is not necessarily done by our delegate agencies. Staff has brought this concern to the regional office to request having the finding over turned. Ms. Dermott reminded

Board members that there are 10,000 Head Start Performance Standards that were reviewed and the review had only one finding.

IV. Information Items

A. Standing Information Items

- Community Health and Wellness Fair: A flyer was distributed on the wellness fair.
- Stand for Children: Ms. Ruiz requested that any parent interested in attending see Ms. Desha after this meeting.
- Parent Leadership Institute: Ms. Ruiz announced that this institute is limited to the first 50 people that sign up. See Ms. Lori Black if parents are interested in attending the institute. The PC Executive Committee will be May 5, 10:00 a.m. Ms. Davey brought flyers in regarding the Community Partnership Advisory Committee (CPAC) meeting.

Ms. Ruiz read a card from Ms. Desha thanking the Policy Council for her birthday cake and flowers.

B. Fiscal Monitoring Reports: No questions or comments.

C. SETA Governing Board Minutes: No questions or comments.

V. Committee Reports

A. Executive Committee: Ms. Josie Cleaver reviewed the Executive Committee critique.

VI. Other Reports

A. Public Participation: No comments.

III. Action Item (Continued)

G. CLOSED SESSION: PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE Pursuant to Government Code Section 54957

- ✓ The board went into closed session at 10:55 a.m. At 11:35 a.m. the board went into open session. Ms. Ruiz reported out of closed session that the personnel issue in the publicly noticed closed session was taken care of.

VII. Adjournment: Meeting adjourned at 11:36 a.m.

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

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	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Declined Services
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Declined Services
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	New owners re hired employees
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	12/10/2007
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	No Response
Official	10/24/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	1/1/2008	112	Declined Services
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	2/8/2008
Official	11/28/2007	Marvell Semiconductor, Inc 890 Glenn Drive Folsom, CA 95630	1/27/2008	4	No Response
Official	12/10/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	2/1/2008	79	Declined Services
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	No Response
Official	1/15/2008	Pacific Sunwear of California, Inc. 1689 Arden Way Space #2170 Sacramento, CA 95815	3/31/2008	Number not disclosed	Declined Services
Official	2/25/2008	PennySaver 2830 Orbiter Street Brea, CA 92821	4/15/2008	19	Employees Already Laid Off

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	3/4/2008	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	1/31/2008	25	Dropped off packets
Official	3/6/2008	Sears Holding, Inc. 1200 Blumenfeld Dr. Ste.A Sacramento, CA 95815	5/2/2008	82	3/25/2008
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	3/10/2008	IKON 2890 Gateway Oaks Dr., Ste. Sacramento, CA 95833	3/28/2008	5	Dropped off packets
Official	3/12/2008	Senator Ford 3801 Florin Rd Sacramento, CA 95823	5/15/2008	156	Pending
Official	3/20/2008	Michaels Furniture 5849 88th St. Sacramento, CA 95828	5/20/2008	107	Employees Already Laid Off
Official	4/4/2008	River Oak Center for Children 5440 Lauren Hills Drive Sacramento, CA 95864	5/24/2008	64	Pending
Official	4/9/2008	TGI FRIDAY'S 1229 Howe Avenue Sacramento, CA 95825	5/23/2008	70	Pending
Official	4/24/2008	Automotive Importing Manufacturing, Inc. 3920 Security Park Dr. Rancho Cordova, CA 95742	6/23/2008	150	5/20//08
Official	5/7/2008	Apple, Inc. 2911 Laguna Blvd. Elk Grove, CA 95164	6/30/2008	174	Pending
Unofficial	5/29/2008	SCUSD 5735 47th Ave Sacramento, CA 95824	6/30/2008	60	6/9//08
Official	5/23/2008	Sun MicroSystem-Sacramento Site 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
			Total # of Affected Workers	1745	

*SETA has received notice from CSAA regarding a phase lay-off of 400-500 employees until 2010.

ITEM IV-E – INFORMATION

DISASTER PREPAREDNESS UPDATE

BACKGROUND:

In September, 2007, SETA was awarded a Community Services Block Grant (CSBG) discretionary grant in the amount of \$24,500 from the State Department of Community Services and Development (CSD). The purpose of the grant was to provide disaster preparedness outreach and planning materials to low-income families through SETA's Head Start sites, One-Stop Career Centers, and CSBG-funded organizations.

At least 5,000 low-income individual and family households will receive packets containing disaster preparedness information, most of which is available in seven different languages. In addition, each participating site will have its own disaster preparedness increased with a battery-free emergency radio and battery-free flashlights.

Staff will be available to answer questions.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-F - INFORMATION

WWW.CAREERGPS.COM

BACKGROUND:

SETA/Sacramento Works, in collaboration with the Partnership for Prosperity (PFP), have developed CareerGPS.com. CareerGPS.com is a web-based application designed to provide job seekers, students, workforce development professionals, teachers, and employers with one central location to find the information they need to make informed education and career decisions. The application is comprised of two individual searchable online relational databases; the first database contains a comprehensive listing of public and private sector education and training providers in the Sacramento region as well as and the programs they offer (Sacramento Regional Education and Training Resource); and the second database contains industry/occupational forecast information on the top 75 industry sectors and their occupational composition. These 75 sectors, and sub-sectors, represent approximately 80% of the employment in the Sacramento region. The forecast includes the breakdown of occupational employment by industry sector over the next two years, five years, and 10 years as well as the ability to view industry sector data based on the training level of each individual sector.

Staff will be available to demonstrate the capabilities of this website and explain how it will enhance the services provided to customers of the Sacramento Works One Stop Career Center system.

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. CHILD AND FAMILY SERVICES DEPUTY DIRECTOR: This item is set aside to allow the Child and Family Services Deputy Director to report to the Board any items relative to the Head Start/Early Head Start program.

- D. 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

- E. 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.

- F. 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.