



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

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>

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 6, 2009

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

II. Consent Items

- A. Minutes of the June 22, 2009 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval Temporary Reclassification Extension for Employment Services Supervisor

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Renew the Franklin Boulevard Lease and Authorize the Executive Director to Execute the Lease (Robin Purdy)

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

2. Approval of Resolution and Memorandum of Agreement Authorizing the Transfer of the Enterprise Zone Voucher Program from SHRA to SETA (William Walker)
3. Approval to Release a Request for Proposals (RFP) for Payroll Services (Christine Welsch)
4. Approval of Staff Recommendation for the Adult Vendor Services (VS) List (Esperanza Lindsey)

B. WORKFORCE INVESTMENT ACT

1. Approval to Modify American Recovery and Reinvestment Act funding recommendations for Beutler Corporation and Sacramento Regional Conservation Corps (Robin Purdy)
2. Approval to Augment the Broadway, Lemon Hill, and South County One Stop Career Centers with Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program (Robin Purdy)

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Ratify the Release of a Conditional Request for Proposals and to Allocate \$1 Million in Community Services Block Grant (CSBG) Recovery Act Funding to Support the Homelessness Prevention and Rapid Re-Housing Program (HPRP) (Cindy Sherwood-Green)
2. Appointment of Member to the Community Action Board (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Roy Kim)
 - Elk Grove Unified School District
 - Los Rios Community College District
 - Sacramento County Office of Education
 - Sacramento Lao Family
 - San Juan Unified School District
- B. Regional Economic Recovery Work Plan for the Sacramento Region (Robin Purdy)

- C. Governor Arnold Schwarzenegger Announces California Green Jobs Corp Funding (Robin Purdy)
- D. Media Coverage Summary: Recovery Act Funded Programs (Youth and Adult) (Terri Carpenter)
- E. Update on the Rescue and Restore Victims of Human Trafficking Program (Mary Jensen)
- F. Unemployment Rates for Sacramento County (Robin Purdy)
- G. WorkKeys Update (Patricia Correia)
- H. Dislocated Worker Update (William Walker)
- V. **Reports to the Board**
 - A. Chair
 - B. Executive Director
 - C. Deputy Directors
 - ➔ Monthly Head Start Report
 - D. Counsel
 - E. Members of the Board
 - F. Public

VI. **Adjournment**

DISTRIBUTION DATE: WEDNESDAY, JULY 29, 2009

ITEM II-A - CONSENT

MINUTES OF THE JUNE 22, 2009 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 22, 2009 special Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

(The minutes reflect the actual progression of the meeting.)

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

Monday, June 22, 2009
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Jimmie Yee called the meeting to order at 10:15 a.m.

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Kevin McCarty, Councilmember, City of Sacramento
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the June 4, 2009 Board meeting
- B. Approval of Claims and Warrants
- C. Approval to Continue the Participation with the Child and Adult Care Food Program
- D. Approval of Memorandum of Understanding between SETA and the Department of Health and Human Services, Public Health Division, Child Health and Disability Prevention Program

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

- A. Approve the June 4, 2009 minutes.
- B. Approve the claims for the period 5/29/09 – 6/15/09.
- C. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chairperson to sign the renewal application.
- D. Approve the MOU between SETA and Department of Health and Human Services, Public Health Division, Child Health and Disability Prevention Program (CHDP).

Voice Vote: Unanimous approval.

III. Action Items

C. HEAD START

All items were reviewed together.

1. Approval to Submit an Application to the Administration for Children and Families for American Recovery and Reinvestment Act Head Start Expansion Funds

Ms. Maureen Dermott reviewed the process utilized to prepare the expansion grants. The Administration for Children and Families (ACF), Office of Head Start released a solicitation for applications from existing federally funded Head Start agencies to compete for funds, including training and technical assistance funds, that are available to provide services to unserved children and families residing in the defined Federally approved service areas or nearby unserved areas. The average award will be about \$500,000 per year; staff is submitting a proposal requesting \$1,967,435. Receipt of these funds will be utilized to continue operations at Whispering Pines.

2. Approval to Submit an Application to the Administration for Children and Families for American Recovery and Reinvestment Act Early Head Start Expansion Funds

ACF released a solicitation on May 13 for applications from public or private non-profit organizations, including faith-based organizations or for-profit organizations, to compete for funds that are available to provide Early Head Start services to pregnant low-income women, infants and toddlers and their families, through the American Recovery and Reinvestment Act. Funding will support the enrollment of additional children and families in Early Head Start programs.

SETA is entering into partnerships with Sacramento Food Bank, Sienna Vista, Sacramento City Unified School District and San Juan Unified School District. SCOE will be serving the rural areas in the south county.

Mr. Nottoli questioned expansion in the South County. Ms. Brenda Campos stated that staff met with the superintendent at River Delta School District. There are 80 slots at the Walnut Grove Early Learning Center; it is challenging filling the afternoon slots. In response to a question from the board, Ms. Campos stated that SETA Head Start staff are responsible for outreach and recruitment. The superintendent knows what is needed for a Head Start center. Mr. Nottoli offered his assistance in locating a facility.

Ms. Denise Lee reviewed the services provided in the Home Base program. These services assist the children and parents to be ready for the transition into preschool or kindergarten.

3. Approval to Submit an Application to the Administration for Children and Families for Head Start Program Improvement Funds

Ms. Campos distributed updated information on the Program Improvement grant application which totals \$3,524,801. She also distributed the information

provided by the delegate agencies. Funds received will go toward health and safety issues first.

4. Approval to Submit an Application to the Administration for Children and Families for One-Time Training/Technical Assistance Funds

There are two educational requirements that must be fulfilled by 2011 and 2013. In order to meet these requirements, staff is requesting \$986,000 for the T/TA funds. This grant would allow staff to be released during the day to attend classes. Since staff are facing challenges in getting to a community college during the evening, this grant will allow SETA to contract with the colleges to provide the training for us. Most of the delegate agencies followed the grantee's lead on the provision of funds for teacher upgrade.

Mr. Nottoli inquired what else can be done at Center of Praise to ensure the children's safety? Ms. Campos stated that this was also a concern at the Policy Council and the privacy fence will help. Staff have worked with the Sacramento City Police to ensure that they patrol regularly. The first priority is to protect the children.

Mr. McCarty arrived at 10:35 a.m.

Ms. Pannell suggests staff work with Councilmember Steve Cohn on the safety issues at Center of Praise.

Moved/Pannell, second/Nottoli, to approve items #1-4 as follow:

- Approve the application for American Recovery and Reinvestment Act of 2009 Head Start Expansion funds to the Administration for Children and Families;
- Approve the application for American Recovery and Reinvestment Act of 2009 Early Head Start Expansion funds to the Administration for Children and Families;
- Approve the application for Program Improvement Funds to the Administration for Children and Families; and
- Approve the application for Training and Technical Assistance funds to the Administration for Children & Families.

Voice Vote: Unanimous approval.

5. Approval of Resolution to Enter into Contracts with the California Department of Education

Ms. Kossick stated that the Department of Education is requesting a new resolution authorizing her to sign contracts.

Moved/Nottoli, second/Pannell, to approve a resolution providing the Executive Director authority to enter into contracts with the California Department of Education for child care and development services.

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

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 2009-2010

Mr. Roy Kim this provides us the authority to operate in the new fiscal year. This will be continued to the September meeting where the public hearing will be closed and the budget approved. Mr. Yee opened a public hearing.

Moved/McCarty, second/Pannell, to continue the public hearing to September 3, 2009, where the public hearing will be closed and the Agency budget adopted. Voice Vote: Unanimous approval.

2. Approval of 2009-10 Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick reviewed this item and stated that management will not be receiving any increases this year.

Mr. Nottoli stated that many departments are dealing with very difficult budgets. The COLA is a negotiated benefit. At the County, hundreds of staff will be sent layoff notices. People are making concessions and giving up time and furloughs. Mr. Yee stated that the county clerk's office is taking one furlough day per week off.

Moved/Nottoli, second/McCarty, to approve the report, and adopt a resolution to authorize the implementation of the proposed 2009-2010 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

3. Approval of Staff Recommendation for Adult Vendor Services (VS) List and Child Development and Family VS List

Ms. Michelle O'Camb stated that both vendors were evaluated by a team of analysts and it was found that it was justified to add these two vendors.

Moved/Pannell, second/Nottoli, to approve the additions of California State University, Sacramento MESA Engineering Computer Science Program and River Oak Center for Children to the Adult VS List and the Child Development and Family VS List.

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

4. Approval to Release the Revised Vendor Services (VS) Request for Qualifications

Ms. O’Camb reviewed this item. The RFQ is being expanded to include Career Exploration focusing on critical occupational clusters identified in this region.

Moved/Pannell, second/Nottoli, to approve the revised Vendor Services (VS) Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Review and Approval of Funding Recommendations for American Recovery and Reinvestment Act/Workforce Investment Act Adult/Dislocated Worker Program (Phase 1)

Mr. Robin Purdy presented the staff and Sacramento Works Planning/Oversight Committee funding recommendations. SETA received \$7,682,000 in Recovery Act funding. The Resource Allocation plan approved by the Sacramento Works Board and the Governing Board allocates 90% of these funds to the activities proposed in this RFP. Forty-one proposals were received in Phase 1 of this procurement, requesting approximately \$27 million. Each proposal was reviewed and ranked by a Workforce Investment Board member, subject matter experts, partners and SETA staff. The Recovery Act and this RFP targets green jobs and green training. To prepare the Agency for making funding decisions, Valley Vision was utilized to assess the training inventory and complete a gap analysis for the occupations in this industry. Staff is recommending a stipulation that all of the programs that provide green energy training take part in a workgroup that will be facilitated by SETA and the Green Capital Alliance to ensure there are competencies included. No protests to the funding recommendations have been received.

Occupational Skills Training: Lead Staff: Melissa Noteboom and Alex Laiewski. Ms. Noteboom stated that nine applications are being recommended for funding to serve 634 customers. All four of the Los Rios colleges will be included in the proposal. Mr. McCarty stated that some of the proposals had very high cost per participant. He inquired how the city’s costs came in so high. Ms. Noteboom explained that the City proposed a combined workplace learning program over the course of a year subsidizing wages for individuals learning parks maintenance while working in city parks. This was 100% wage subsidy which is why it is so high in the cost per participant.

Workplace Training/Job Creation: Lead Staff: Bette Blanchard and Cindy Sherwood-Green. These proposals are requesting funds for on-the-job training

and work experience. This team received 10 proposals and six proposals are being recommended for funding.

Speakers before the Board:

- ✓ Elaine Abelaye, Executive Director, Asian Resources, Inc.
- ✓ Rick Wylie, President, Beutler Corporation
- ✓ Kirsten Ryden, College of Continuing Education, CSUS
- ✓ Oralia Bermudez, Assistant Director, La Familia Counseling Center

Business Development and Innovations: Lead Staff: Roy Kim and William Walker. Proposals in this section support and grow green industry businesses. This is a new activity for the agency. The focus will be related to green activity jobs. Staff will be negotiating with the California Conservation Corps to bring their numbers down by increasing the number of people they serve.

Speakers before the Board:

- ✓ Michael Day, Division President, BestCo, a division of Beutler
- ✓ J.D. Sack, CEO, SARTA

Staff will be reporting back to the board on a quarterly basis as to the progress of the programs.

Moved/Nottoli, second/Pannell, to approve funding recommendations in the amount of \$4,929,276, for the Adult/Dislocated Program under the American Recovery and Reinvestment Act/Workforce Investment Act with the following stipulations:

- Customers who are in need of support services will receive them through the Sacramento Works One-Stop Career Center System coaches only.
- Subgrants for Phase 1 of this RFP will begin July 1, 2009, contingent upon a Subgrantee meeting SETA's insurance requirements.

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

2. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program

SETA is expecting another award from the Department of Corrections to serve reentry customers. Staff received an e-mail that SETA has been awarded \$257,486 to serve people through the Sacramento Works Career Centers.

Mr. Thatch stated that due to the way this item was agendaized, the board cannot allocate the funding or allocate the authority to the Executive Director. These action items will be presented to the board in August.

Moved/McCarty, second/Pannell, to accept \$257,486 in funding from the Employment Development Department to serve Re-Entry customers.

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

D. **COMMUNITY SERVICES BLOCK GRANT:** No items.

E. **REFUGEE PROGRAMS:** No items.

IV. **Information Items**

A. Fiscal Monitoring Reports: No comments.

B. Dislocated Worker Update

Mr. William Walker stated that his staff have been working with the 650 potential laid off County of Sacramento staff. The City has not contacted SETA yet for assistance. SETA has not received a WARN notice on many of the car dealerships closing.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick acknowledged Ms. Purdy and her staff and Ms. Dermott and her staff for working so hard on these applications.

C. Deputy Directors: No report.

D. Counsel: No report.

E. Members of the Board:

F. Public: No comments.

VI. **Adjournment:** Meeting adjourned at 11:34 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/16/09 through 7/29/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

ITEM II-C – CONSENT

APPROVAL OF TEMPORARY RECLASSIFICATION EXTENSION FOR
EMPLOYMENT SERVICES SUPERVISOR

BACKGROUND:

On April 20, 2009, Patricia Perez was temporary reclassified to the position of Employment Services Supervisor. Pursuant to Article 1.1b(3) of the agreement between the Sacramento Employment and Training Agency and United SETA Employees, American Federation of State, County and Municipal Employees, Local #146, staff is requesting an extension to October 15, 2009, retroactive, to July 15, 2009.

Ms. Perez is completing the following duties:

1. Oversee career center activities, supervise SETA and partner staff.
2. Coordinate time sheet submission, maintain and schedule staff and training activities to ensure career center coverage.
3. Conduct regularly scheduled staff meetings.
4. Review and approve customer scholarships, support services and incentive obligations and payments to ensure compliance with proper procedures.
5. Maintain regular communication with manager.

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

RECOMMENDATION:

Approve the temporary reclassification of Patricia Perez to Employment Services Supervisor for an additional three months.

STAFF PRESENTER: Kathy Kossick

ITEM III-A – 1 - ACTION

APPROVAL TO RENEW THE FRANKLIN BOULEVARD LEASE AND AUTHORIZE
THE EXECUTIVE DIRECTOR TO EXECUTE THE LEASE

BACKGROUND:

In July 2004, the Governing Board approved the renewal to the lease between SETA and the Franklin Business Center Associates for 9,299 sq. ft. of office space located at 7000 Franklin Blvd., Suite 540. This renewal was for a 5-year extension with the option to renew for an additional five years at the expiration of the Renewal term, which will be September 30, 2009. The rent shall be at 95% of the market rent for comparable office space in the South Sacramento area, at a rate agreed to by the parties.

The new lease requires that the client and staff restrooms be renovated to improve their present condition, as well as other miscellaneous items.

Staff has contacted Franklin Business Center Associates and has negotiated a five year lease extension through September 30, 2014 with another option to renew for five years. The landlord and SETA have agreed to the fully serviced rate commencing at \$1.42/sq. ft. with additional annual increases of 2.5%.

RECOMMENDATION:

Approve the renewal for the Franklin Boulevard Career Center lease for an additional five years commencing at \$1.42 per square foot with an additional option to renew for another five years to September 30, 2019. Authorize the Executive Director to execute the lease.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 2 – ACTION

APPROVAL OF RESOLUTION AND MEMORANDUM OF AGREEMENT
AUTHORIZING THE TRANSFER OF THE ENTERPRISE ZONE VOUCHER
PROGRAM FROM SHRA TO SETA

BACKGROUND:

In April of 2008, an initial discussion was held to explore transferring the Enterprise Zone Vouchering Program from the Sacramento Housing and Redevelopment Agency (SHRA) to the Sacramento Employment and Training Agency (SETA). This discussion included the City of Sacramento Economic Development Department, Sacramento County Economic Development Department, SETA and SHRA. The initial conversation focused on SETA's ability to assist the City and County Economic Development Departments in marketing the Enterprise Zones to potential employers seeking to locate in Sacramento. The result is a proposal that SETA, as a joint-powers agency between the City and County, take over the Vouchering Program. The State of California's Enterprise Zone Program has changed over the years and is more aligned with the goals and missions of workforce and economic development. Since SETA provides services to both employers and job seekers, the addition of Enterprise Zone Vouchers creates a seamless approach for job seekers and employers seeking to take advantage of Enterprise Zone Tax Credits while enhancing the continuity of services. The Enterprise Zone program will become another valuable marketing tool and service for SETA to discuss with employers already interested in our services, as well as the potential to provide more linkages to employers throughout the City and County.

The following is a summary of the role and accomplishments of Enterprise Zone Vouchering Program:

The California Legislature created the Enterprise Zone Program to stimulate economic growth in the most economically distressed areas of the state.

- California currently has 42 enterprise zones.
- A long-term (15-year) partnership exists between local governments and private companies to generate new private-sector investment and growth.

To assist this partnership, the State of California established a geographical area in which companies are eligible for **exclusive** state incentives and programs, including:

- Tax credits for sales and use taxes paid on qualified machinery purchases
- Tax credits for hiring qualified employees
- Interest deductions for lenders on loans to firms within the EZ areas

STAFF PRESENTER: William Walker

ITEM III –A – 2 - ACTION (Continued)

Page 2

- A 15-year net operating loss carry-forward
- Accelerated expense deductions; and
- Priority for various state programs such as contracts.

Sacramento County currently has three Enterprise Zones that cross City and County of Sacramento jurisdictional boundaries:

- Two Sacramento zones are among four statewide expiring in 2009
- **Sacramento Army Depot Enterprise Zone** designated 10/04/94 expiring 10/03/09
- **Florin Perkins Enterprise Zone** designated 04/05/89 expired 04/04/09
- **Northern Sacramento Enterprise Zone** designated 10/15/06 expiring 10/15/21

SHRA has been the Enterprise Zone Manager for the City and County since 1986:

- Plans, administers the zone, and reviews and approves hiring tax credit (HTC) vouchers
- Companies apply for the HTC vouchers and pay a \$75 one-time, nonrefundable fee per application
- Current voucher application volume is 1,200 annually
- Partners with Economic Development Departments of the City and County and the Sacramento Employment and Training Agency (SETA).
- City and County partners to market the program.
- Manager works on specialized issues such as the major business attractions and hiring underway by Siemens Transportation (light rail car manufacturer).
- SHRA does the same for the Local Agency Military Base Recovery Area (LAMBRA) Program which has similar incentives for former Mather and McClellan bases

Moving the Enterprise Zone Voucher Program from SHRA to SETA creates new opportunities for both agencies. The Enterprise Zone Voucher Program Application process gives SETA a new significant contact point with companies hiring, growing and employing people with barriers to employment. On the other side, the transfer of this program function frees SHRA to concentrate on the housing and community development and prospective economic stimulus proposals related to its mission.

Both the Sacramento City Council and the Sacramento County Board of Supervisors have authorized the transfer of the vouchering program from SHRA to SETA and have

STAFF PRESENTER: William Walker

ITEM III – A – 2 - ACTION (Continued)
Page 3

authorized SHRA to enter into a Memorandum of Agreement with SETA to memorialize this transfer. Staff and legal counsel have worked with SHRA's staff and legal counsel to develop a Memorandum of Agreement consistent with the applicable state program regulations.

RECOMMENDATION:

Approve the attached resolution authorizing the transfer of the Enterprise Zone Voucher Program from SHRA to SETA and authorizing SETA's Executive Director to execute the Memorandum of Agreement.

STAFF PRESENTER: William Walker

RESOLUTION NO. 2009-3

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

Date of

August 6, 2009

A RESOLUTION ACCEPTING THE DESIGNATION OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY AS THE VOUCHERING AGENT FOR THE SACRAMENTO ENTERPRISE ZONES AND THE LOCAL AGENCY MILITARY BASE RECOVERY AREA PROGRAMS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE A MEMORANDUM OF AGREEMENT AND RELATED DOCUMENTS WITH THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

1. Whereas, the State of California Enterprise Zone Program (“Program”) authorizes an enterprise zone to designate a third party to process voucher applications (“Vouchering Agent”) consistent with a vouchering plan adopted for the Program, provided that a written agreement is executed by the parties; and
2. Whereas the City of Sacramento, the County of Sacramento, the City of Sacramento Redevelopment Agency and the County of Sacramento Redevelopment Agency have designated the Sacramento Employment and Training Agency as the Vouchering Agent for the Program and have authorized the Executive Director, or designee, of the Sacramento Housing and Redevelopment Agency (“SHRA”), their agent, to enter into a Memorandum of Agreement with SETA consistent with the requirements of the Program; and
3. Whereas SETA and SHRA have negotiated agreeable terms and conditions as set forth in the attached Memorandum of Agreement;

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

1. SETA hereby accepts the designation and assumes the responsibilities of a Vouchering Agent consistent with the Program requirements; and
2. The Executive Director, or her designee, is hereby authorized to enter into the attached Memorandum of Agreement with SHRA and to execute such further documents, modifications, amendments or addenda as may be necessary to comply with Program requirements and implement the vouchering plan.

On a motion by Board member _____, seconded by Board member _____, the foregoing Resolution was passed and adopted

by the Governing Board of the Sacramento Employment and Training Agency this 6th day of August, 2009, by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

Jimmie Yee, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A – 3 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS (RFP) FOR PAYROLL SERVICES

BACKGROUND:

On April 30, 2009, this board approved the release of a Request for Proposals for Payroll Services for summer employment services with Workforce Investment Act and Recovery Act funds. Staff has determined that other programs could be improved through utilization of a qualified applicant agency to provide payroll services and act as the employer of record for work experience activities and is requesting approval to release a Request for Proposals (RFP) to solicit, from qualified applicant agencies, proposals to act as the employer of record and coordinate the payroll system for a variety SETA employment programs. Work experience provides a valuable entry into the workforce for under-served populations. This activity is routinely used in many SETA employment and training programs, including non-WIA/Recovery Act funded programs. SETA currently administers contracts for employment services that are funded by a variety of funding sources, including California Department of Transportation, California Department of Corrections and Rehabilitation, and Sacramento County Department of Human Assistance.

As the employer of record, the selected agency will provide payroll services for participants that are enrolled in work experience activities. A draft copy of the RFP has been sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals for payroll services and to act as the employer of record for SETA employment programs.

STAFF PRESENTER: Christine Welsch

ITEM III-A – 4 – ACTION

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT VENDOR
SERVICES (VS) LIST

BACKGROUND:

In August, 2007 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendor activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment, as well as options for children (ages 0-5) and their families with identified barriers and special needs.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will either integrate with One-Stop services, adult and/or youth programs, or are justified and appropriate as services offered to Head Start children (ages 0-5) and their families.

Staff is seeking approval of the attached recommendation for the Adult VS List.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Esperanza Lindsey

Adult Vendor Services (VS) List
Staff Recommendation

APPLICANT: The Observer Media Institute, Inc.

Location: 2330 Alhambra Blvd., Suite 100, Sacramento, CA 94591

Background:

The Observer Media Institute, Inc., founded in 2007, is the non-profit arm of the Sacramento Observer Newspaper. The Institute was formed by Observer publisher Dr. William H. Lee to provide vital information and services to Sacramento’s African American community. The Institute will provide an 80-hour workshop to unemployed and underemployed adults and dislocated workers. Instruction provided will include effective resume development, developing an employer contact database, honing interview skills/techniques, “dressing for success”, teaching effective communication skills, effective “cold calling” techniques, and assertiveness training. The Institute will also provide 60 days of follow-up coaching to ensure success in the job readiness program.

The Executive Director, Kevan L. Carter, has over 25 years of experience as an educator with California Community Colleges. Mr. Carter served as the Executive Director of Career Resources Development Center in San Francisco, one of five non-profit organizations in San Francisco to implement the San Francisco Works training initiatives and one of the first in the State to provide job training and job readiness services to TANF recipients.

Activity	Individual/Group/Workshop Rate
Job Readiness/Pre-employment Skills Training	\$2,500 per trainee (4 trainees minimum; 6 trainees maximum) (80 hours of training over 4 weeks with 60 days of follow-up coaching)

ITEM III-B – 1 – ACTION

APPROVAL TO MODIFY AMERICAN RECOVERY AND REINVESTMENT ACT
FUNDING RECOMMENDATIONS FOR BEUTLER CORPORATON AND
SACRAMENTO REGIONAL CONSERVATION CORPS

BACKGROUND:

On June 22, 2009, the SETA Governing Board approved funding for the Adult and Dislocated Worker programs under the American Recovery and Reinvestment Act of 2009. During the past month, staff has met with funded applicants to negotiate and finalize the narratives, planning summaries, and budgets for these proposals. In two instances, applicants requested modifications to the staff recommendations which were consistent with the original proposal and included justification that were accepted by staff.

Staff is recommending approval of the following modifications to the staff funding recommendations based on meetings with the providers:

1. Sacramento Regional Conservation Corps: SRCC is developing a self-sustaining green business called Re-Use Store. The Re-Use Store will be a located in a warehouse and retail facility owned by the Sacramento Regional Conservation Corps and will specialize in lumber, fixtures, appliances and architectural elements that have been “deconstructed” from residential remodeling and demolition projects. Deconstruction is a process where houses are disassembled rather than demolished prior to remodeling or new construction. Everything that is salvageable from these projects is removed, marked as inventory and displayed for re-sale at the SRCC Re-Use Store. SRCC proposed long term subsidized employment for 5 trainees. Staff recommended that SRCC receive \$200,000 to train and place 25 job seekers for short-term subsidized employment. Due to workload issues, the timeframe for providing the workplace training, and capacity of the supervisory staff, SRCC requested reducing the number to 20. Staff concurs with SRCC and is requesting approval to reduce the number of job seekers trained and placed to 20.

2. The Beutler Corporation: The Beutler Corporation was funded for two projects, the first Beutler/Bestco, is a Business Development and Innovations activity that includes wage subsidies for 40 jobs associated with manufacturing and the installation of a clean technology energy efficiency air conditioning called Flash

STAFF PRESENTER: Robin Purdy

ITEM III – B – 1 – ACTION (Continued)

Page 2

Cool, which will be manufactured at their McClellan, CA facility for commercial installation throughout the southwestern United States. The second project is a Workplace Training activity to provide On-the-Job training to dislocated workers in the construction industry to become new Consolitrades Journeyman and Supervisors at Beutler Corporation to develop a workforce that is cross-trained in multi-trade skill sets, specifically HVAC, Plumbing, Electrical/Low Voltage, and Solar. Staff recommended negotiating with Beutler Corporation for on-the-job-training contracts. In discussions with Beutler, OJT contracts will work for the wage subsidy, but Beutler has a need for start-up costs to develop the training materials and curriculum for the training programs. Staff is recommending modifying the Beutler funding recommendation to the following:

- Approval of a service agreement for \$50,000 for teaching materials and curriculum development.
- Approval of an OJT contract for the manufacture and installation of Flash Coolers for 40 employees at \$18.00 per hour for 1,040 hours at a 42% wage reimbursement (\$314,496)
- Approval of an OJT contract for the Consolitrades training for 20 employees at \$17.18 per hour for 1,040 hours at 42% wage reimbursement for 20 Consolitrades workers and \$21.75 per hour for 1040 hours at 42% wage reimbursement for 5 Supervisors (\$197,586).

RECOMMENDATION:

Approve the modification of the American Reinvestment and Recovery Act funding recommendations for Sacramento Regional Conservation Corps and Beutler Corporation.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT THE BROADWAY, LEMON HILL, AND SOUTH COUNTY
ONE STOP CAREER CENTERS WITH WORKFORCE INVESTMENT ACT
GOVERNOR'S 15% DISCRETIONARY FUNDS FOR THE NEW START PROGRAM

BACKGROUND:

On June 16, 2009 SETA was notified that the Employment Development Department modified SETA's subgrant with WIA Governor's 15% funds by \$257,486. The funds are to be used to serve re-entry clients/parolees at the Sacramento Works One Stop Career Centers. The allotments were determined by the California Department of Corrections and Rehabilitation and were calculated using the numbers of parolees present in each Local Area. Staff is recommending that these funds be allocated to the three Sacramento Works One Stop Career Centers who have served the highest numbers of Re-entry customers this past fiscal year:

- Sacramento Works One Stop Career Center – South County (hosted by Elk Grove Unified School District)
- Sacramento Works One Stop Career Center – Broadway (hosted by Asian Resources, Inc.)
- Sacramento Works One Stop Career Center – Lemon Hill (hosted by Sacramento City Unified School District)

RECOMMENDATION:

- Approve augmentations to the subgrant agreements the Sacramento City Unified School District, Elk Grove Unified School District and Asian Resources, Inc. in the amount of \$55,000 each to add staff to provide services to New Start customers.
- Approve \$65,000 for supportive services and scholarships for New Start customers served by this grant.

STAFF PRESENTER: Robin Purdy

ITEM III-D – 1 - ACTION

APPROVAL TO RATIFY THE RELEASE OF A CONDITIONAL REQUEST FOR PROPOSALS AND TO ALLOCATE \$1 MILLION IN COMMUNITY SERVICES BLOCK GRANT (CSBG) RECOVERY ACT FUNDING TO SUPPORT THE HOMELESSNESS PREVENTION AND RAPID RE-HOUSING PROGRAM (HPRP)

BACKGROUND:

At your board's May 11, 2009 meeting, \$1 million in CSBG Recovery Act funding was approved to procure services targeting individuals and families who are homeless or facing imminent homelessness as a result of the economic recession. The funding was intended to support the new service delivery system funded by the HPRP, a one-time program authorized by the American Recovery and Reinvestment Act (ARRA) that will rapidly transition program participants to housing stability.

The Sacramento Housing and Redevelopment Agency (SHRA), the County Department of Human Assistance (DHA) and SETA are working to coordinate procurement, intake, assessment, referral, and data collection processes for the purpose of improving service delivery to the HPRP target groups. On July 23, 2009, SHRA released a Conditional Request for Proposals for HPRP activities (HPRP RFP) and included the \$1 million in CSBG Recovery Act funding that was authorized by your Board. Because of timing constraints, the RFP was released subject to your Board's ratification of the release of the RFP and conditioned upon your Board's approval to allocate the funding to the RFP.

In order to maintain the integrity of SETA's procurement process and the CSBG program, the collaborative HPRP partners have adhered to the following procedures:

- Identified CSBG as a separate funding source in the RFP, identifying, where appropriate, services and activities that are allowable under CSBG requirements.
- Ensured that the SETA Community Action Board (CAB) and Governing Board maintain oversight of the CSBG funding, acknowledged that CSBG funding was conditioned upon your Board's approval to allocate funds for this purpose and noted that ultimate CSBG funding determinations will be made by the CAB and Governing Board.
- Provided that each agency funded through the HPRP RFP to provide CSBG services would have a separate SETA subcontract and would be subject to SETA monitoring and reporting requirements.
- Required each applicant for CSBG funding to meet SETA's prequalification requirements prior to the submission of a proposal in response to the HPRP RFP.
- Required that SETA staff and CAB members will participate on the HPRP RFP proposal review team.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM III-D – 1 – ACTION (Continued)
Page 2

The program year for the CSBG Recovery Act funding allocated to HPRP activities is October 1, 2009 through September 30, 2010, contingent upon final regulations issued by the State Department of Community Services and Development.

Should your Board ratify the release of the HPRP RFP and approve allocation of funding for that purpose, staff will participate in the consideration of applications seeking CSBG funding, make funding recommendations to the CAB at its August 12, 2009 meeting and return to your Board for final funding determinations at its September 3, 2009 meeting.

RECOMMENDATION:

Ratify release of the HPRP RFP and approve the allocation of \$1 million in CSBG Recovery Act funding to support HPRP activities to be funded through the HPRP RFP process, subject to final funding determinations of the Governing Board.

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 Private Sector vacancy currently exists on the CAB.

One application for Private Sector membership has been received by the Sacramento Food Bank and Family Services and is sent under separate cover.

RECOMMENDATION:

Appoint the Sacramento Food Bank and Family Services to represent the Private Sector on the Community Action Board.

STAFF PRESENTER: Cindy Sherwood-Green

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: Roy Kim

MEMORANDUM

TO: Ms. Kathy Hamilton **DATE:** June 23, 2009

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	\$ 360,667	7/1/08-06/30/09	7/1/08-3/31/09
WIA-Title I	Universal Services	58,000	7/1/08-06/30/09	7/1/08-3/31/09
WIA-Title I	One-Stop Serv.-Adult	330,812	7/1/08-06/30/09	7/1/08-3/31/09

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: 5/5-7/09 & 6/9/09

	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:

- 1) The total costs as reported to SETA from July 1, 2008 to March 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Los Rios Community College District

Findings and General Observations:

- 1) The total costs reported to SETA from October 21, 2008 to April 30, 2009 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. Tamara Sanchez **DATE:** July 20, 2009
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of S C O E

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	In-School Youth	\$ 134,600	7/01/08-06/30/09	7/01/08-4/30/09
Early H. S.	Basic		15,000	8/01/07-07/31/08
8/01/07-7/31/08				

Monitoring Purpose: Initial (WIA) Final (EHS)
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		N/A		
12	Equipment Records		N/A		

Program Operator: Sacramento County Office of Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2008 to April 30, 2009 for WIA and from August 1, 2007 to July 31, 2008 for Early Head Start 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
Policy Council

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) We have reviewed the WIA and DHA programs from July 1, 2008 to April 30, 2009 and the 2009 Refugee programs from October 1, 2008 to April 30, 2009. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) A negative adjustment in the VESL/ES fiscal report for March, 2009 for \$1,559.64 was shown as an addition instead of a deduction resulting to an over-payment of \$3,119.28. This was partially offset by an under-reporting of expenses in April, 2009. The over-payment as of April 30, 2009 was \$2,154.42. The expenses reported for WIA-OJT were over-stated by \$301.71.
- 3) The cumulative amounts in the fiscal reports do not add up and SETA has to frequently correct the fiscal report to reconcile with the payments.
- 4) A review of the bank reconciliation statements showed the following negative cash balances:

February 28, 2009	(\$60,662.42)
March, 2009	(\$45,555.10)
April, 2009	(\$20,492.97)

As of May 31, 2009, the cash balance was \$3,850.87.
- 5) The Agency's cash flow problem has resulted to delayed payment to staff. We have noted that while the payroll checks for February, 2009, March, 2009 and April, 2009 were issued during the last working day of the month, most of the checks did not clear the bank until the third week or the fourth week of the following month. The cash flow problem also caused several bills to be paid late. The payments for dental insurance premium for February, 2009, March, 2009 and April, 2009 were made by phone to avoid a default on the coverage. The same thing happened to the workers compensation premium as of April 30, 2009. Two checks issued on January 30, 2009 as OJT employer reimbursements were returned by the bank for insufficient funds. The employers were reimbursed with checks issued on April 30, 2009 which cleared in May, 2009.

Recommendations for Corrective Action:

- 1) Adjust the fiscal reports of VESL/ES and WIA-OJT for May, 2009 to deduct the over-payment of \$ 2,154.42 and \$ 301.71, respectively.
- 2) The Agency has submitted an updated Accounting Policies and Procedures, but the findings in numbers 2 and 3 above indicated that the internal control procedures are not observed. Correct the errors in the fiscal reports and submit a written statement indicating how to implement the internal control procedures on the preparation and review of the fiscal reports to avoid the errors identified above.
- 3) In your letter dated March 25, 2009, you have indicated that you plan to hold “several fundraisers this spring and summer” to alleviate the cash flow problem. Submit a report of the fundraisers held showing funds raised and expenses incurred. Submit also your plan for future fundraising events indicating how this would be different from previous fundraisers held last year which were not successful in generating funds for the Agency.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Paula Tarpenning **DATE:** July 8, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA-Title I	Universal Services	\$ 58,000	7/01/08-06/30/09	7/01/08-4/30/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 6/2/09

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2008 to April 30, 2009 for WIA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-B - INFORMATION

REGIONAL ECONOMIC RECOVERY WORK PLAN FOR THE SACRAMENTO REGION

BACKGROUND:

In late February, 2009, the California Business, Transportation and Housing Agency requested that a regional recovery work plan be developed for each of the twelve Caltrans Districts across the State of California. The Sacramento Areas Commerce and Trade Organization (SACTO) facilitated a meeting in Sacramento on March 6th that was attended by over 80 representatives of local jurisdictions, regional organizations, educational institutions, and utility partners to take public input and draft the attached *Regional Economic Recovery Work Plan for Caltrans District 3* – Butte, Colusa, El Dorado, Glenn, Nevada, Placer, Sacramento, Sierra, Sutter, Yolo, and Yuba Counties. The meeting provided valuable insight into programs, initiatives, and opportunities the region could take advantage of and assisted in identifying which agencies/organizations/entities were serving as the lead for those programs. In addition, a significant amount of outreach was conducted following the March 6th meeting to gather additional information and insight.

The result is the ***Regional Economic Recovery Work Plan – Caltrans District 3***, which was submitted to the California Business, Transportation and Housing Agency on June 1, as requested. A copy of the entire report can be found on the SACTO website: http://www.sacto.org/index.cfm/about_sacto/regional-economic-recovery-work-plan/ .

The document (sent under separate cover) provides a 17-page overview of the region's "recovery" plan centered around three overarching goals:

1. Improve our Built Environment – improving our transportation and non-transportation-related infrastructure
2. Grow a Competitive Advantage in Technology – with a particular focus on the clean/green industry sector
3. Maintain a Strength in Workforce – investing in education and training programs that prepare residents for the jobs and skills important to the region's economy now and in the future

Staff will be available to provide additional information.

ITEM IV-C - INFORMATION

GOVERNOR ARNOLD SCHWARZENEGGER ANNOUNCES CALIFORNIA GREEN JOBS CORP FUNDING

BACKGROUND:

On May 1, 2009 the California Employment Development Department released a California Green Jobs Corps Solicitation for Proposals for up to \$10 million of Governor's Discretionary 15% Workforce Investment Act (American Recovery and Reinvestment Act) funds to fund up to ten regional pilot programs to serve at-risk youth 16-24 years of age. The programs will train youth for technical, construction and other skilled jobs in eco-friendly industries that are expected to fuel economic recovery. Green Jobs Corps youth are expected to continue their education and contribute to their communities through community services while receiving job training and placement assistance. Only Community Colleges and Workforce Investment Boards may apply as lead agencies. The maximum award is \$1 million for a 20 month grant period.

Pilot programs are designed to be administered regionally and SETA/Sacramento Works will be the lead agency for the Greater Sacramento region. Proposals were due May 26, 2009. Current partners include:

- Los Rios Community College District
- Valley Vision
- North Central Counties Consortium
- Golden Sierra Job Training Agency
- Community-based organizations
- Local employers.

Recently SETA/Sacramento Works was notified that SETA will receive \$937,890.

GAAS: 340:09
For Immediate Release:
Monday, June 29, 2009

Contact: Aaron McLearn
Camille Anderson
916-445-4571

Gov. Schwarzenegger Announces California Green Jobs Corp Funding Recipients

Nearly \$10 Million Recovery Funds, Matched with Over \$10 Million in Local Resources, Awarded to 11 Regional Programs

Governor Arnold Schwarzenegger today announced the recipients of nearly \$10 million American Recovery and Reinvestment Act (Recovery Act) funding to launch 11 regional California Green Job Corps (<http://gov.ca.gov/press-release/11754>) pilot programs throughout the state. The Recovery Act funding will be matched with more than \$10 million in local resources to provide job training and community service opportunities in California's emerging green economy for 1,500 at-risk young adults aged 16-24, helping create a cleaner environment and spur economic growth in California.

"We are working around the clock to bring Recovery Act funding into California as quickly, effectively and responsibly as possible to stimulate our economy," said Governor Schwarzenegger. "Using Recovery funds and public-private partnerships, the California Green Jobs Corps will help 1,500 at-risk young adults realize a brighter future while stimulating our economy and working toward a greener California."

The 11 regional programs will provide Green Jobs Corps opportunities for 1,500 at-risk youth aged 16-24. Participants will receive career training in energy/utilities efficiency and sustainability, green construction, green waste, agricultural and natural resources, solar power and alternative automotive fuel.

"In the next decade, California will need tens of thousands of trained and competent workers to fill the labor demands of the emerging green economy," said Doug Hoffner, Acting Secretary of the state Labor and Workforce Development Agency. "This program reflects Governor Schwarzenegger's commitment to energy efficiency and a cleaner environment, and is a unique opportunity for the next generation of our workforce to immediately become skillful and marketable in California's green sector."

Youth will also participate in community service activities, including weatherization outreach and assistance to senior housing facilities. They will work with Habitat for Humanity to build low-cost, energy-efficient homes for low-income families, and with Project Restoration to recycle computers and rebuild them for nonprofit use.

"This is an innovative opportunity for young people to receive training in fields that will support California's emerging green economy while also contributing to their communities through service," remarked Karen Baker, California's secretary of service and volunteering. "During these tough times, public private partnerships like the

California Green Jobs Corps leverage all available resources to strengthen our communities.” Baker heads CaliforniaVolunteers, the nation’s first state cabinet-level office for volunteering.

Regions that applied for and received Recovery Act grants include:

Awardees
County
Recovery Act Award

Workforce Institute, San Jose/Evergreen Community College District
Santa Clara
\$937,873

Northern Rural Training and Employment Consortium
Butte
\$919,132

Sacramento Employment and Training Agency
Sacramento
\$937,890

Peralta Community College District
Alameda
\$937,511

San Mateo County
San Mateo
\$936,429

Orange County
Orange
\$937,890

Long Beach City
Los Angeles
\$935,797

City College of San Francisco
San Francisco
\$931,087

Shasta-Tehama-Trinity Joint Community College District (Shasta College)
Shasta
\$650,606

Los Angeles Community College District
Los Angeles
\$937,890

Merced County
Merced
\$937,890

Total \$9,999,995

ITEM IV-D - INFORMATION

MEDIA COVERAGE SUMMARY: RECOVERY ACT FUNDED PROGRAMS (YOUTH AND ADULT)

BACKGROUND:

SETA-Sacramento Works, Inc., is making a strategic effort to maximize media coverage in an effort to meet the directive of the Governor's Office stressing the importance of communicating Recovery Act funded program results to the media and the community, as well as meet the accountability and transparency requirements of the Federal Government for Recovery Act funded programs. The following is a summary of media coverage obtained in the last eight weeks:

- ✓ The Sacramento Bee, Thursday, April, 30, 2009: "Sacramento County teens to get help in landing summer jobs".
- ✓ KCRA Channel 3, Tuesday, May 5, 2009: "Sacramento Agency: Arrangement is Win-Win", (Summer Youth Employment).
- ✓ Fox 40 News, Monday, May 11, 2009: Interview with Council Member Kevin McCarty about Summer Youth Employment program.
- ✓ The Sacramento Bee, (Front Page), Tuesday, July 7, 2009: "Summer job market's ice-cold for Sacramento-area teens" with photo of SETA/Sacramento Chinese Community Center summer youth employment program participant, Iesha Shepherd on the job.
- ✓ The Sacramento Bee, (Business), Tuesday, July 7, 2009: "Job Agencies divvy up federal stimulus funds" (Adult Funded Recovery Act funded program highlights).
- ✓ Fox 40 News, Wednesday, July 8, 2009, Summer Youth employment program featuring interview with Christine Welsch and two youth from Recovery Act funded youth employment provider, Center for Multicultural Cooperation.
- ✓ KFBK Radio, Tuesday, July 7, 2009, Summer Youth Employment interview with Christine Welsch.

This story is taken from [Sacbee](#) / Our Region

Sacramento County teens to get help in landing summer jobs

gkim@sacbee.com

Published Thursday, Apr. 30, 2009

To combat the highest teen unemployment rates in decades, more than a thousand young people in Sacramento County can count on jobs this summer with the help of \$5.9 million in federal stimulus money.

It marks the first time in a decade that the local government employment and job training agency is being subsidized to connect young people and work.

The majority of the money will be used to pay 1,064 workers – ages 16 to 21 – who will earn \$8 an hour for up to 30 hours a week from June 1 through Aug. 31, according to the Sacramento Employment and Training Agency.

The jobs include administrative, camp counseling and urban farming positions, said SETA spokeswoman Terri Carpenter.

The \$5.9 million is part of President Barack Obama's American Recovery and Reinvestment Act and will be spent over a two-year period. Nearly \$3 million will be allotted this summer.

In tough economic times, young workers have a difficult time finding entry-level work in retail and restaurants, officials said. Last summer, the national teen employment rate was nearly 30 percent lower than in 2000, according to the Center for Labor Market Studies at Northeastern University in Boston.

"Young people need jobs to help round themselves out," said Christine Welsch, SETA's work force development manager. "Yet they are often the last ones hired because working with a young person requires the employer take the time to mentor them and provide closer supervision."

SETA will distribute the money to nonprofits, community-based organizations and school districts that will then place youths in jobs.

A lack of commitment to youth employment adversely affects the entire work force, Welsch said.

"If we don't make that commitment now, we're going to pay later with an unprepared work force," she said.

ShareThis

Call The Bee's Gina Kim, (916) 321-1228.

KCRA.com

\$3M In Stimulus Funds Goes To Summer Jobs

Sacramento Agency: Arrangement Is Win-Win

POSTED: 3:41 pm PDT May 5, 2009

UPDATED: 4:11 pm PDT May 5, 2009

SACRAMENTO, Calif. -- Millions of dollars in federal stimulus money are helping disadvantaged young adults in Sacramento County find jobs this summer.

The Sacramento Employment and Training Agency, or SETA, has nearly \$3 million in federal stimulus money. It's partnering up with public, private and nonprofits to hire people between the ages of 16 and 21.

The stack of applications for summer jobs is quickly growing at the La Familia Counseling Center, Inc.

This year, the funds are allowing youth specialist Vidal Gonzalez to place 60 disadvantaged young adults in jobs.

There are benefits for businesses that get involved. They get an extra employee without having to pay out of pocket.

SETA recruits, pre-screens and trains participants to be work-ready and professional. The agency collects time cards and covers the \$8 an hour wage.

Employers who keep who hire participants at the end of the program are eligible for a tax credit of up to \$9,000.

Copyright 2009 by [KCRA.com](http://www.kcra.com). All rights reserved. This material may not be published, broadcast, rewritten or redistributed.

This story is taken from [Sacbee](#) / Our Region

Summer job market's ice-cold for Sacramento-area teens

chubert@sacbee.com

Published Tuesday, Jul. 07, 2009

Report cards are out. Time cards are in.

But the job market is a bear this year for teenagers looking for work during their summer vacation.

Eateries, clothing stores and other businesses that typically hire teens in entry-level positions have been hammered by the recession and are cutting staff. Nearly 10 percent of Americans, and more than 11 percent of Californians, are unemployed. Adults with college degrees are now working in minimum-wage jobs traditionally held by teenagers.

"I'd like to get a restaurant or retail job, but it's almost impossible," said Brandon Burson, who is 16 and a senior at El Camino Fundamental High School in Sacramento. "For every one job that opens up, there are hundreds of applications."

Figures released Monday by the nonprofit Employment Policies Institute are sobering. The group puts the teen unemployment rate at 24 percent, its highest rate in 17 years.

The shaky economy, combined with a rising federal minimum wage, has squeezed many teenagers out of the job market this summer, said Kristen Lopez Eastlick, senior research analyst for the group.

The federally mandated minimum wage is set to increase to \$7.25 per hour on July 24. California's minimum wage is even higher, \$8 an hour.

"Because there are so many adults out of work, competition for jobs is really tough," said Terri Carpenter, spokeswoman for the Sacramento Employment & Training Agency, which helps youth prepare for and find work. "Unfortunately, because of the economy, a lot of kids will not be getting jobs this summer."

Thanks to an infusion of federal stimulus funding, SETA this year sponsored a summer youth employment program, putting 1,054 young people to work in jobs paying the minimum wage.

Ilesha Shepherd, 18, is one of them. Shepherd, who is attending summer school and has numerous family commitments, needed a position with flexible hours and found one at Ace Supply Hardware in North Highlands.

"I'm very willing to work," she said.

The city of Sacramento also has a youth vocational program, but it received far more applicants

this year than it could accommodate, said supervisor Cheryl Rose.

"We had 735 qualified youth applicants for 64 jobs," said Rose. "So we're not even hitting 10 percent of the need."

In recent months the agency also has been getting applications from "very overqualified" adults who want to work with children, she said. "These are people with two master's degrees, and they need work. A lot of people are out there looking."

Stefany Leyba, 16, who attends El Sereno High, counts herself lucky to have a job this summer at Jamba Juice in Arden Fair mall.

"It was really easy for me to get this job because my sister works at another Jamba Juice," she said. "But a lot of my friends in high school are unemployed and having a hard time finding jobs."

Summer work for teenagers is about much more than earning pocket money, youth advocates said. The jobs hone skills that will help them be more successful adults, studies have shown.

Research from the University of North Carolina, Chapel Hill, found unemployment for teens hurts their earnings for as long as a decade.

"These summer jobs are their introduction to the world of work," said Carpenter of SETA.

"They learn what employers are looking for so that they can have a model for the future. They get an idea of where their interests might be, and what they might want to do as they continue their education. They also learn money management, how to budget, how to save. Work readiness skills like these are invaluable."

Teenagers unable to find work at area businesses should look around their neighborhoods for ways to earn money and gain fodder for résumés in the future, said Carpenter. "Walk dogs. Take care of pets. Mow lawns. Clean houses or baby-sit," she said. "Or do volunteer work of some kind."

Kathy Chow, director of Hands On Sacramento, which posts volunteer opportunities on its Web site, said her agency "definitely" has more youths signing on.

"A lot of families are not doing the big vacations this year. They're doing 'staycations,' and parents and kids are looking for things to do over the summer," Chow said.

Many schools now require youngsters to perform community service, she noted, and President Barack Obama has called for a new spirit of volunteerism.

"It's made a huge difference," she said. For this year's Martin Luther King Day Jr. activities, the agency had 1,200 volunteer participants – 600 more than last year.

For young people, Chow said, volunteering can be a great entryway into the working world.

"Kids should look at volunteering really as their first job," she said. "They are giving their time, learning leadership and interpersonal skills. They may not be aware of it, but they are learning how to network. This is what they did with their summer, and it looks impressive to employers."

ShareThis

Call The Bee's Cynthia Hubert, (916) 321-1082. Bee reporter Chelsea Phua contributed to this story.

ITEM IV – E – INFORMATION

UPDATE ON THE RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING PROGRAM

BACKGROUND:

Since 2001, SETA has been serving victims of human trafficking, and is a leader of Sacramento's Rescue & Restore Coalition, which was launched in June 2007.

In December 2008, SETA submitted a proposal to the Office of Refugee Resettlement, Administration for Children and Families, U.S. Department of Health and Human Services, and on April 30, 2009, was awarded a cooperative agreement of \$238,000 per year for a two year project period.

Consistent with the agreement, SETA has sub-awarded 60% of the funds to local organizations and has engaged a program coordinator to:

- Develop and coordinate a system of emergency response services for victims of human trafficking,
- Increase awareness of human trafficking and identification and outreach to victims, and
- Strengthen and develop Sacramento's Rescue & Restore Coalition.

ACCOMPLISHMENTS: Since signing the agreement, the program has:

- Served 4 victims of human trafficking and 4 victim family members,
- Conducted more than 20 outreach activities, including radio and TV interviews, information booths, meetings and presentations,
- Sponsored a training program attended by sub-awardees and SETA staff and scheduled training programs for August and October,
- Updated the Coalition's Policies and Guidelines,
- Recruited new Coalition members, and
- Planned a high profile educational event in September for health care providers, featuring a leading human trafficking expert/coalition member.

STAFF PRESENTER: Mary Jensen

ITEM IV-F – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In June, 2009, the unemployment rate for Sacramento County was 11.8%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 June 2008 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratio	
			Number	Rate	Emp	Unemp
Sacramento County	691,500	610,000	81,500	11.8%	1.000000	1.000000
Arden Arcade CDP	57,300	50,700	6,500	11.4%	0.083158	0.080285
Carmichael CDP	29,500	27,000	2,600	8.7%	0.044186	0.031493
Citrus Heights city	51,100	46,900	4,200	8.3%	0.076838	0.052031
Elk Grove CDP	35,800	32,300	3,400	9.6%	0.052995	0.042014
Fair Oaks CDP	17,400	16,200	1,100	6.6%	0.026612	0.013988
Florin CDP	12,900	10,800	2,300	17.6%	0.017437	0.027771
Folsom city	27,400	25,900	1,500	5.4%	0.042525	0.018086
Football Farms CDP	9,800	8,300	1,500	15.0%	0.013603	0.017967
Galt city	10,900	9,000	1,900	17.8%	0.014758	0.023844
Gold River CDP	4,800	4,800	100	2.0%	0.007790	0.001181
Isleton city	400	400	100	12.5%	0.000597	0.000642
La Riviera CDP	7,000	6,500	500	6.5%	0.010732	0.005544
Laguna CDP	20,600	19,400	1,300	6.1%	0.031743	0.015451
Laguna West Lakeside CDP	5,300	4,900	400	8.0%	0.008067	0.005210
North Highlands CDP	22,800	18,800	3,900	17.3%	0.030900	0.048382
Orangevale CDP	16,100	14,800	1,400	8.5%	0.024187	0.016709
Parkway South Sacramento CD	16,300	13,100	3,200	19.7%	0.021411	0.039219
Rancho Cordova City	31,500	27,200	4,200	13.5%	0.044619	0.052031
Rancho Murietta CDP	2,300	2,200	100	3.7%	0.003612	0.001027
Rio Linda CDP	5,800	4,800	1,000	17.2%	0.007917	0.012294
Rosemont CDP	14,000	12,700	1,300	9.3%	0.020836	0.016042
Sacramento city	219,800	189,500	30,300	13.8%	0.310678	0.371731
Vineyard CDP	5,900	5,600	300	5.5%	0.009153	0.003978
Walnut Grove CDP	500	300	100	25.6%	0.000566	0.001463
Wilton CDP	2,800	2,600	200	7.2%	0.004226	0.002464

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census. of the 2000 Census.

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

ITEM IV-G – INFORMATION

WORKKEYS UPDATE

BACKGROUND:

Over the past few years SETA/Sacramento Works has worked with several employers utilizing the WorkKeys Career Readiness Assessment system to assist employers with their recruitment and screening efforts. These efforts have fostered meaningful partnerships with key regional employers:

- In May of 2008, SETA/Sacramento Works and the Employment Development Department began a joint venture to recruit and assess new hires for **Campbell Soup**. Campbell Soup worked with SETA's WorkKeys Coordinator and Employer Services to develop a process for assessing these candidates using the WorkKeys Career Readiness Credential.
- In June of 2009, Campbell Soup requested that SETA/Sacramento Works Employer Services coordinate the recruitment, and assessment for their Annual Friends and Family hiring. Campbell Soup's Personnel Department normally conducts this event; however, this year they requested that SETA/Sacramento Works conduct the recruitment. During the first day of recruitment, the SWCC Franklin Career Center had approximately 600 people come to center to complete applications. On the next day, people began to line-up at 1:30 a.m. to complete the roughly 200 applications provided by Campbell Soup. Overall, SETA/Sacramento Works processed over 1,000 applications through all 12 of the One Stop Career Centers. Currently, Campbell Soup is in the process of hiring 150 new seasonal employees through the Friends and Family and regular recruitment events. SETA/Sacramento Works Career Centers have screened over 400 applications. Of this number, 229 have taken the three-hour WorkKeys Assessment measuring ***Applied Mathematics, Locating Information and Reading for Information***. Campbell Soup is scheduled to offer jobs to about 50% of the applicants who passed the assessments -- to date about 146 met the requirements. In the South Sacramento area, the majority of the WorkKey Assessments were conducted at the Magic Johnson Computer Lab located at Phoenix Park.
- In May 2009, **Pacific Electric and Gas** (PG&E) asked SETA/Sacramento Work to assist in the hiring process for 20 Customer Service Representatives for their Sacramento Call Center. A total of 1,151 applicants applied, including 120 workers laid-off from other local Call Centers. Staff directed 752 applicants who passed the questionnaire to go to the career center nearest them to take the "Quick Guide" skills assessment. Presently SETA has provided PG&E with 39 applications to select from for the 20 Customer Service Representatives for Training.

- In June of 2009, **Golden Corral** located a second buffet style restaurant in North Sacramento. While the restaurant is still in the “build” phase SETA/Sacramento Works Employer Service along with the Hillsdale Career Center processed over 800 applications. Originally Golden Corral requested services to fill 25 to 40 positions. As of early July, utilizing Hillsdale Career Center services, Golden Corral has hired 130 people.
- In July of 2009, **H & R Block** requested that SETA/Sacramento Works Employers Services along with representative from the Yolo and Placer County WIBs assist them with marketing and pre-screening applicants. The first Sacramento recruitment was conducted at the Franklin Career Center with the next recruitment scheduled for the Citrus Heights Career Center. As result of the recruitment event, H & R Block’s District Manager will be able to fill all the positions in her district. Her comments were, “The caliber of the interviewees for office leader was outstanding.” H&R Block is attempting to fill 100 positions in the Sacramento Region.
- Presently, **Blue Diamond via Nelson Staffing** recruited through SETA/Sacramento Works Employer Services over 2, 000 people. These 2,000 were called for telephone interviews. Of the 2,000, at this time approximately 200 have been scheduled for interviews. Blue Diamond anticipates hiring roughly 200 seasonal employees this year to start working in early August.

ITEM IV-H – 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 2008/2009

The following is an update of information as July 14, 2009 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

]	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	10/29/2008	CSAA Elk Grove, CA	12/31/2009	346	RR Scheduled 11/24/08 Services Ongoing
Unofficial	1/20/2009	COUNTY OF SACRAMENTO- DHS SACRAMENTO, CA		20	2/17/2009 RR Scheduled Services Ongoing
Official	4/9/2009	Gottschalks 8455 Elk Grove Elk Grove CA 95758	6/1/2009	101	Pending
Official	4/9/2009	Gottschalks 2300 Watt Ave Sacramento CA 95825	6/1/2009	130	Delivered 121 packets 6/17/09
Official	4/13/2009	Sacramento Logistics 8301 Fruitridge Rd. Sacramento, CA 95826	6/8/2009	72	No layoffs
Official	4/13/2009	USAA 2241 Harvard Street Sacramento, CA 95815	9/1/2009	2	Pending
Official	5/1/2009	FFP Global 11093 Sun Center Dr. Unit F Rancho Cordova, CA 95670	5/16/2009	94	Declined services
Unofficial	5/5/2009	Lorretto High School 2360 El Camino Ave Sacramento, CA 95826	6/4/2009	60	6/4/2009
Unofficial	5/11/2009	Sutter Health Care 2700 Gateway Oaks Drive #12 Sacramento, CA 95833	7/17/2009	121	5/19/09 5/21/09
Official	6/3/2009	Delta Dental Of CA 11155 Internantional DR Rancho Cordova, CA 95670	8/1/2009	58	Pending
Unofficial	6/3/2009	Child Action 2330 Glendale Lane Sacramento, CA	8/3/2009	129	6/10/2009
Official	6/4/2009	Intuit 620 Coolidge Dr., Ste. 200 Folsom, CA 95630	8/3/2009	1	Pending
Official	6/26/2009	USAA 2201 Harvard St. Sacramento, CA 95815	9/1/2009	257	Pending
			Total # of Affected Workers	1391	

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. DEPUTY DIRECTORS: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- 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.