

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, April 1, 2004

**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](http://www.seta.net).

**A G E N D A**

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ITEM II-A - CONSENT

MINUTES OF THE MARCH 4 AND 18, 2004 REGULAR BOARD MEETINGS

BACKGROUND:

Attached are the minutes of the March 4 and March 18, 2004 regular SETA Governing Board meetings for your review.

RECOMMENDATION:

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

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

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

Thursday, March 4, 2004  
10:00 a.m.

- II. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:17 a.m.

**Members Present:**

Illa Collin, Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento  
Sophia Scherman, SETA Governing Board; Public Representative

**Members Absent:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors  
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

- **Recognition of Long Term Employee:** Ms. Melanie Nicolas, Head Start Coordinator, Social Services/Parent Involvement, was presented with a gift in recognition of her 10 years at SETA. Ms. Nicholas spoke of her appreciation to SETA/Head Start.

II. **Consent Items**

The consent calendar included approval of the minutes of the February 19, 2004 regular board meeting, and approval of claims and warrants for the period 2/12/04 through 2/26/04. There were no questions or corrections.

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

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Out-of-State Travel to the National Association of Workforce Boards Conference in Washington, D. C.

There were no questions. Ms. Collin congratulated Ms. Welsch on being invited to attend this important conference.

Moved/Collin, second/Scherman, to approve out-of-state travel for Ms. Christine Welsch to attend the National Association of Workforce Boards conference in

Washington, D.C.  
Voice Vote: Unanimous approval.

2. Approval of Resolution Celebrating Forty Years of Community Action

Ms. Collin stated how important these funds have been over the years and expressed her desire that additional funds would become available.

Moved/Collin, second/Scherman, to approve a resolution celebrating 40 years of Community Action.

Voice Vote: Unanimous approval.

**III. B. WORKFORCE INVESTMENT ACT**

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

Ms. Collin expressed her appreciation of the Sacramento Works Executive Committee for their recommendation.

Moved/Collin, second/Scherman, to appoint Ms. Kim Parker to one Private Business seat on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Approval to Augment WIA One Stop Services Subgrant Agreement with Elk Grove Unified School District

No questions or comments on this item.

Moved/Scherman, second/Collin, to approve the augmentation to Elk Grove Unified School District of \$25,000 of WIA funds for the period beginning March 10, 2004 and ending June 30, 2004.

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

**C. HEAD START:** No items.

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

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

**IV. Information Items**

A. Fiscal Monitoring Reports: No questions or comments.

B. Sacramento Works One Stop Career Center Business Information Center Report

Ms. Sandra Brown provided a brief overview of the Business Information Centers.

The first BIC was opened in response to the closure of McClellan Air Force Base. She introduced Darlene Conway who provided a listing of the various services available at the Centers and how they have evolved over the years. There are five BICs located throughout the area.

C. Nurse Workforce Initiative Update

Ms. Cindy Sherwood-Green provided an update on this program. There are 177 trainees enrolled, 12 have graduated, and there is still 18 months to go in the program.

D. Article in the Sacramento Business Journal: No questions or comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kathy Kossick reported that the Youth Resolution Conflict Workshop was held at the agency and was very well received.

C. Counsel: No report.

D. Members of the Board: Ms. Collin congratulated Ms. Pannell on her recent re-election to the City Council. Ms. Collin also congratulated Ms. Pannell on the groundbreaking ceremony for Phoenix Park. She spoke of the many partners that have been involved in this neighborhood's renovation.

E. Public: Ms. Welsch requested that the board save the date for the Apprenticeship Conference for Women scheduled for May 18. The board will receive invitations.

VI. **Adjournment**: The meeting was adjourned at 10:41 a.m.

**REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING  
AGENCY GOVERNING BOARD**

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, March 18, 2004  
10:00 a.m.

- IV. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:13 a.m.

**Members Present:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors  
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento  
Illa Collin, Member, Board of Supervisors  
Bonnie Pannell, Councilmember, City of Sacramento

**Members Absent:**

Sophia Scherman, SETA Governing Board; Public Representative

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA** – No items.

C. **WORKFORCE INVESTMENT ACT**

1. Approval to De-obligate and Re-obligate Workforce Investment Act Title 1 Scholarship Funds

Ms. Robin Purdy reviewed this item. The Mutual Assistance Network was able to return \$164,000 to SETA due to their ability to utilize leveraged funding to provide services. Staff is recommending the allocation of a portion of the funds to the following career centers:

Broadway Career Center: \$11,950  
South County Career Center: \$46,000  
Mather Career Center: \$26,300  
Franklin Career Center: \$30,000

The remaining funds will be held until the fourth quarter to be allocated.

Moved/Pannell, second/Waters, to approve staff recommendations as follows:

1. Approve the voluntary deobligation of Scholarship/Workforce Skills Preparation funds from the Mutual Assistance Network in the amount of \$164,000.

2. Approve the reobligation of these funds to the career centers as outlined above.
3. Reserve \$48,000 for customized training, scholarships, or supportive services identified in the fourth quarter of FY2004.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

## **II. Consent Items**

- A. Minutes of the March 4, 2004 Regular Board Meeting
- B. Approval of Claims and Warrants

Due to the fact that two board members were not present at the March 4, 2004 meeting, the minutes will be presented on April 1 for approval.

Moved/waters, second/Collin, to continue item a to the April 1, 2004 for approval, and approve the claims and warrants for the period 2/27/04 through 3/11/04.

Voice Vote: Unanimous approval

- C. **HEAD START** – No items.
- F. **COMMUNITY SERVICES BLOCK GRANT** – No items.
- G. **REFUGEE PROGRAMS** – No items.

## **IV. Information Items**

- A. Presentation by Peter Pecora, Senior Director of Research Services for the Casey Family Programs

Ms. Mookie Abdullah introduced Dr. Peter Pecora, Casey Family Programs. Mr. Nottoli noted that Ms. Abdullah is a success story from the foster care program.

Mr. Pecora reviewed the study that reviewed kids that were in foster care. A group of 1,609 emancipated foster youth in the states of Washington and Oregon was included in the study with a 73% response rate. Youth involved in Casey Programs tended to have better success as adults. Youth that completed high school while still in foster care also had better success.

Ms. Collin asked if Mr. Pecora would be available to make a presentation before the Board of Supervisors; he added that he would be most willing to make a presentation. Mr. Waters also asked that the City Council be made aware of this study. Mr. Pecora stated that the final report would be available in August so he will make another presentation in the fall and perhaps include the City Council and Board of Supervisors. All board members requested extra copies of the report to be distributed to their colleagues.



B. Report on the Anticipated Arrival of Hmong-Lao Refugees from Thailand

Mr. Roy Kim reviewed this item. The Thai government will be sending 15,000 refugees for resettlement to the United States. These refugees were living under the protection of a Buddhist monk that passed away two years ago. Only those registered by the Thai government will be allowed to move to the United States. Most will be pre-destined; reunification cases based on family members already living in the United States. It is anticipated that approximately 2,000 refugees will be settling in the Sacramento area.

Ms. Pannell asked if there is a group of people working to coordinate services locally and Mr. Kim stated that there is a collaborative that is working on this issue.

C. Fiscal Monitoring Report – No questions or comments.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick just attended the National Association of Workforce Boards in Washington, D. C. Ms. Christine Welsch provided an excellent report on the Employers Boot Camp program that operates in Sacramento.

Sacramento is very much ahead with the focus on industry sectors and collaboratives.

C. Counsel: No report.

D. Members of the Board: Ms. Collin at some point when the legislature does their budget the board needs to know how it will affect SETA's resources. The SETA board needs to see the entire picture rather than pieces of the puzzle.

Ms. Pannell asked if there was any more thought about having a Head Start Center near the Florin or Meadowview light rail stations. Ms. Kossick will be discussing this item with Ms. Rasmussen.

E. Public: No comments.

VI. **Adjournment**: Meeting adjourned at 11:17 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/12/04 through 3/25/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III- A-1-ACTION

APPROVAL TO NEGOTIATE WITH AUTOMATIC DATA PROCESSING, INC.  
FOR PAYROLL SERVICES

BACKGROUND:

The SETA Governing Board released a Request for Proposals for Payroll Services on October 16, 2003. Two proposals were received, from Paychex and Automatic Data Processing. On November 20, 2003 the Board authorized staff to enter into a contract for payroll services with Paychex. Staff and legal counsel have been negotiating the terms and conditions for this agreement. At this point in time, there are several issues that cannot be resolved in a satisfactory manner.

RECOMMENDATION

Staff is requesting that the Board authorize staff and legal counsel to negotiate a contract with Automatic Data Processing for payroll services.

## ITEM III-B -1 – ACTION

### CONCURRENCE WITH SACRAMENTO WORKS, INC. BOARD ON REVISED CRITICAL INDUSTRIES FOR THE SACRAMENTO REGION

#### BACKGROUND:

One of the priority goals in the Strategic Business Plan for Sacramento Works, Inc. is to provide a trained workforce that meets the needs of employers. To accomplish this goal, Sacramento Works Inc. has identified the following objectives:

1. Identify the skills sets that will prepare workers for jobs in the region.
2. Identify the industries with the best projects growth.
3. Identify skills set priority for each critical industry and a system to measure competency.
4. Set priorities for WIA training funds and market skills certification system to employers.

The Sacramento Regional Research Institute was funded to conduct a study to accomplish the first objective. Last month, Dr. Robert Fountain and Ryan Sharp, Research Director presented their study to the Governing Board and identified the following skills sets as the most important for successful job performance:

- Reading Comprehension
- Active Listening
- Speaking
- Writing
- Mathematics
- English Language
- Clerical
- Computer and Electronics
- Customer and Personal Service

The second objective was assigned to the Sacramento Works, Inc. Planning Committee. John Harden, SETA's Labor Market Information Consultant and David Lyons, EDD's Labor Market Information Analyst worked with the Planning Committee to select proposed critical industries using the following criteria:

- Industry has a high growth rate.
- Employers from the industry are engaged in the process.
- Industry needs job seekers that can be recruited through the one stop System.
- Jobs in the industry are consistent with our goal of building lifelong career lattices.

The Planning Committee's recommendations for the proposed critical industries were approved by the Sacramento Works, Inc. Board on March 24, 2004. The approved Critical Industries are:

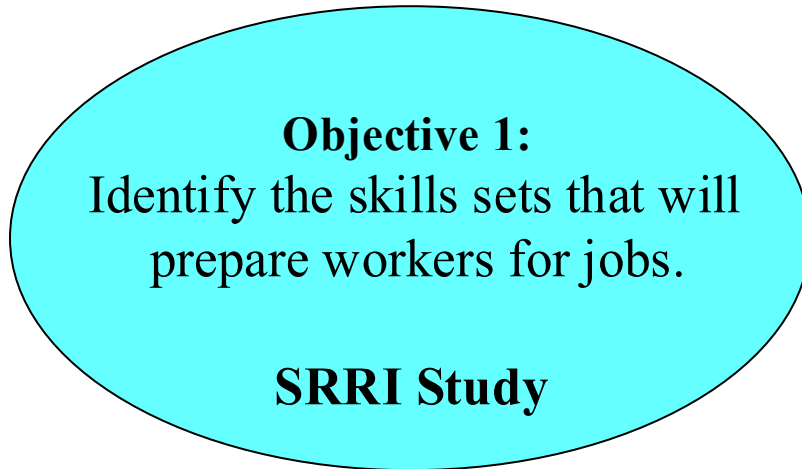
- ✓ Maintenance and Repair
- ✓ Advanced Manufacturing and Production
- ✓ Construction
- ✓ Financial and Customer Service
- ✓ Healthcare and Biotechnology
- ✓ Information Technology and Telecommunications
- ✓ Tourism and Hospitality

A brief description of each critical industry and a list of the high growth occupation in each industry are included under separate cover.

RECOMMENDATION:

Concur with Sacramento Works Inc. on the critical industries for the Sacramento Region.

# Goal : A Trained Workforce that Meets the Needs of Employers



Reading Comprehension  
Active Listening  
Speaking  
Writing  
Mathematics  
English Language  
Clerical  
Customer & Personal Service  
Computer and Electronics



Healthcare and Biotechnology  
Construction  
Financial and Customer Services  
Information Technology/Telecommunications  
Tourism and Hospitality  
Advanced Manufacturing & Production  
Maintenance and Repair

# Goal: A Trained Workforce that Meets the Needs of Employers

## Objective 3:

Identify skill set priority for each critical industry and a system to measure competency  
**LEED/CSUS**

## Objective 4:

Set priorities for WIA training funds and market Skills Certification to employers  
**Sacramento Works, Inc**

### **Workforce Skills Certification System (LEED) Work Keys (CSUS)**

- Train one stop staff and providers on Skills Certification System
- Assess job seeker's level of competency in basic skills sets and compare to the skill level needed in each critical industry.
- Use results in career planning

- Require training providers to incorporate skills sets into training curriculum
- Designate funds to provide training to upgrade skills sets
- Prioritize critical industries for Scholarships
- Market trained workers to employers

## ITEM III-B - 2 – ACTION

### CONCURRENCE WITH SACRAMENTO WORKS, INC. BOARD ON RESOURCE ALLOCATION PLAN FOR FISCAL YEAR 2005

#### BACKGROUND:

Sacramento Works, Inc. is responsible for determining how the Workforce Investment Act funds for adults and dislocated workers should be spent in our community. Each year, the Sacramento Works, Inc. Board presents a “resource allocation” recommendation to the SETA Governing Board for concurrence.

For the current fiscal year (July 1, 2003 through June 30, 2004), the following Workforce Investment Act activities and Resource Allocation Plan for the Sacramento Works One Stop Career Center System was approved:

#### ACTIVITIES RECOMMENDED FOR INCLUSION IN RESOURCE ALLOCATION PLAN:

1. **One-Stop Services:** This activity includes the infrastructure, operating and staffing Costs for 11 Sacramento Works One Stop Career Centers which provide
  - access to information, computers, faxes, copiers, and telephones to assist customers with core job search activities;
  - intensive case management services for all customers who are enrolled or receive scholarship funds;
  - Job development, job placement, job retention and follow-up services to customers seeking employment after training.
2. **On-the-Job Training (OJT):** This activity provides wage subsidies to employers willing to train workers on-the-job. OJT is an effective workplace activity because it provides a commitment to hire by the employer, reimburses wages at 50% or less, and results in wage gain and job retention.
3. **Scholarships/Workforce Skills Preparation:** This activity can be used for tuition or for supportive services while a customer receives training or to provide workforce skills preparation services on-site at career centers.
  - **Scholarships** are the costs associated with training customers in critical industries selected by Sacramento Works, Inc. (Tuition, supportive services, and incentive payments).
  - **Workforce Skills Preparation** are individualized services purchased “off-the-shelf” from approved vendors. Workforce Skills Preparation services include Vocational Assessment, Small Business Development, Financial Literacy, Interpretation/Translation and Job Retention/Life Skills Workshops.



4. **Board Initiatives:** This activity sets aside funding for Initiatives developed by Sacramento Works, Inc. The Current Board initiatives include collaborative business outreach, marketing services to the employer community, researching newly emerging industry clusters and critical industries in the region, developing Workforce Skills Certification systems for the critical industries selected by the Board, and training staff and providers.
5. **One Stop Support:** This activity is provided by SETA staff and includes program monitoring, technical assistance and training; SMARTware automated casemanagement system support, client tracking, client follow-up, and developing monthly and quarterly performance reports.
6. **Administration:** This activity is provided by SETA staff and includes personnel, payroll, fiscal monitoring, purchasing, contracting, board staffing and support, and information technology.

### **FY2003-2004 RESOURCE ALLOCATION PLAN**

Last year, the allocation for the adult and dislocated worker was \$5,711,406. The following resource allocation plan was approved by the Board:

Activity	% of Total Allocated to Activity	WIA Formula Funds Allocated July 1, 2003 – June 30, 2004
One Stop Services	34%	\$1,941,878
On-the-Job Training	13%	\$742,483
Scholarships/Workforce Skills Preparation	30%	\$1,713,422
One Stop Support: Program Monitoring, SmartWare support, Client tracking, reporting and follow-up	11.4%	652,692
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.6%	432,475
Board Initiatives	4%	\$228,456

### **IMPACT OF RESOURCE ALLOCATION PLAN ON SYSTEM:**

The approved resource allocation plan increased the funds allocated to scholarships and workforce skills preparation in a year in which SETA experienced a 27% reduction in funds, closed three career centers, reduced contracts with services providers by \$1,000,000, and eliminated 18 positions. Shifting funds from intensive one stop services to scholarships resulted in:

- Career center staff spending the majority of their time on intensive case management and training for adults and dislocated workers.

- Less staff and partners available to assist customers in the resource room core job placement services and to conduct outreach to employers
- Reduction in information technology staff available to maintain computers in the one stop system
- Elimination of funds to replace/update computer equipment in career centers.

### **EVENTS THAT AFFECT THE RESOURCE ALLOCATION PLAN:**

1. In the first six months of the fiscal year 1,663 customers were served in intensive and training service through the Sacramento Works One Stop Career Center system by 35 case managers. Caseloads were originally planned to average between 50 and 60 customers per case manager, with casemanagers spending 50% of their time on other career center duties including, resource room coverage, workshop facilitation, job development and follow-up. Current caseloads are averaging 60 cases per casemanager and customers are still enrolling in training services.
2. SETA is preparing for public sector layoffs, which will begin in July 2004. Current estimates are that up to 1,200 local public sector workers will be dislocated and will be eligible to use the career center system for job search assistance. EDD planning assumptions indicate that public sector dislocated workers will not need retraining services, but will need assistance in identifying transferable skills and finding jobs in the private sector.
3. Sacramento Works and SETA invested in computer technology when the Sacramento Works One Stop Career Center system was developed in Fiscal Year 1999-2000. Many of the computers are now obsolete and must be upgraded in order to be compatible with current technology and to meet the needs of the customers. SETA has invested in Citrix/Metaframe and has purchased the SMARTware case management system, which will, in the long-term, reduce costs, but this year we must upgrade our software products, replace about 100 obsolete computers, and maintain the Information Systems staffing levels necessary to keep the system operational.
4. Last year the Scholarship fund was increased from 22% to 30% of the allocation to ensure that tuition, supportive services, and workforce skills preparation services and training were available to meet the needs of job seekers.
5. The Board Initiative set aside for FY2004 included the following components:
  - Marketing of Sacramento Works, Inc.,
  - Economic Reports and LMI Research
  - Develop Workforce Skills Certification System for critical industries
  - Staff support for the Youth Service Provider Network

The Workforce Skills Certification should be complete by June 30, 2004. The Board Initiative set-aside could be focused on marketing Sacramento Works, Inc. and providing economic reports and research.

### **HIGH PRIORITIES FOR FISCAL YEAR 2004-2005**

In the fall of 2003, career center managers, supervisors, staff and partners were surveyed about the workload, the needs of the customers, and what needed to be done to improve

services to customers. The results of the surveys indicate that the priorities which offer the greatest promise of achieving success in the next two years are:

1. **Emphasis on high quality customer services.** The Centers must have staff who are customer friendly and all customers, including special populations (disabled, limited-English speaking, offenders, veterans, etc.) must have access to the services they need.
2. **Investment in Technology.** The Centers must have the latest technology and software for job seekers and the equipment must be maintained.
3. **Emphasis on meeting the needs of employers.** The Centers must be able to meet the needs of employers by providing recruiting, screening and referral services, serving small business through the Business Information Centers, providing upward mobility and job retention services, and integrating employers as career center system partners

### **STAFFING AND INFRASTRUCTURE NEEDS BY ONE STOP CAREER CENTER**

<b>One Stop</b>	<b>Budget Request</b>	<b>Amount Requested</b>
Broadway	Casemanager and Information Technology Support	\$45,000
Citrus Heights	Career Center Clerk/Recruitment Specialist	60,000
Franklin	30 Computers for lab and resource room	30,000
Galt	15 computers need replacing.	15,000
Hillsdale	Replace 25 computers	25,000
La Familia Counseling Center	Job Developer and Clerk \$71,670	71,670
Lemon Hill	Increase hours for 5 casemanagers from 6 to 8 hours per day and upgrade memory in existing computers	53,750
Mark Sanders	Replace 7 Resource room/staff computers.	7,000
Mather	Half-time casemanager and replace 5 computers.	35,000
Rancho Cordova	Casemanager and replace 12 computers	57,000
South County	Casemanager and 5 computers	50,000
System wide computer costs	Add 1 Information Systems Technician to replace and maintain 104 computers	61,000
<b>Total</b>		<b>\$510,420</b>

### **FUNDING AVAILABLE FOR SWCC ONE STOP SYSTEM INFRASTRUCTURE:**

1. Sacramento Works, Inc. is recommending a reduction in the funds allocated to Scholarships/Workforce Skills Preparation by 4% or \$228,456 and in the Board Initiative by 1% or \$57,114. The Board is recommending that One Stop Services

Activity be increased by 5% or \$285, 570.

2. SETA is currently negotiating with the Sacramento County Department of Human Assistance for a contract in which DHA would provide funding to SETA for their fair share of the one stop career center system. The amount of funding will be determined by matching the names and social security numbers of the career center customers to the CalWORKS database. Utilizing \$224,850 of the DHA Share of Cost to fund SWCC One Stop facility and operational costs, will allow SETA to use WIA funds for the remaining one stop infrastructure improvements.

**RESOURCE ALLOCATION PLAN RECOMMENDATION:**

Sacramento Works, Inc. approved the following Resource Allocation Plan for FY2005. Final allocations for each activity will be adjusted based on the final WIA Adult and Dislocated Worker allocations for FY 2005 (publication date is April, 2004). Using last year's funding level, the amount available for each activity would be:

Activity	Recommendation for FY2005 % of Total Allocation	FY2004 Resource Allocation Approved Plan	\$ Based on FY2004 Allocation- (will be adjusted for FY 2005)	\$ Increase/ Decrease based on FY 2004 Allocation
One Stop Services	39%	34%	\$2,227,448	\$285,570
On-the-Job Training	13%	13%	742,483	-
Scholarships/Workforce Skills Preparation	26%	30%	1,484,965	(228,456)
One Stop Support: Program Monitoring, SmartWare support, Client tracking, reporting and follow-up	11.4%	11.4%	652,692	
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.6%	7.6%	432,475	-
Board Initiatives	3%	4%	171,342	(57,114)
			\$5,711,405.	

Concur with the Sacramento Works, Inc. Board on the above Resource Allocation Plan for fiscal year 2005.

## ITEM III-B - 3 – ACTION

### CONCURRENCE WITH SACRAMENTO WORKS, INC. ON APPOINTMENT OF YOUTH COUNCIL MEMBER

#### BACKGROUND:

At the September 18, 2000 Sacramento Works board meeting, members of the Youth Council were appointed. Since that time, several applications of interest have been received. The Workforce Investment Act requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there are six categories of membership on the Youth Council.

#### Youth Council Membership Categories

- Members of the local board with special interest or expertise in youth policy;
- Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps

Staff frequently receive applications for nominees to the Youth Council. The following nominee is being recommended for appointment.

**Pattie Espinosa**, Employment Development Department

A copy of Ms. Espinosa's application is being sent under separate cover. Staff will provide an oral report on this item.

#### RECOMMENDATION:

Concur with Sacramento Works, Inc. to appoint Pattie Espinosa to the Sacramento Works Youth Council.

ITEM IV-A - INFORMATION

FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

**TO:** Ms. Cheryl Rose **DATE:** March 10, 2004

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Individualized Services In-school	\$ 126,305	7/1/03-06/30/04	7/1/03-1/31/04

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 3/5/04

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

**Program Operator:** City of Sacramento, Neighborhood Services Department

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2003 to January 31, 2004 for the WIA program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings in the initial monitoring.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



## ITEM IV-B-INFORMATION

### SACRAMENTO WORKS, INC. PRESS KIT

The Employer Outreach Committee has finalized a press kit packet for SETA Governing and WIB Board members.

The press kit includes:

- Fact Sheet about SETA
- Fact Sheet about Sacramento Works, Inc.
- The current issue of The Critical Industry Newsletter

The purpose of the Press Kit is to provide board members with important information and facts about SETA/Sacramento Works, Inc. services and programs when speaking with the media, professional groups/ associations and other public forums.

The Employer Outreach Committee is requesting board member support in using the press kit to promote the agency's services and programs as opportunities occur.

The press kit is included under separate cover.

## ITEM IV-C- INFORMATION

### WORKFORCE INVESTMENT ACT LEGISLATIVE UPDATE

#### BACKGROUND:

The California Workforce Association publishes a legislative update, which includes information on the Administration's Fiscal Year 2005 Budget Request for the Department of Labor, the Administration's High Growth Training Initiative, and WIA Reauthorization.

The update is attached for your review.

**CALIFORNIA WORKFORCE ASSOCIATION**  
**LEGISLATIVE UPDATE**  
March 19, 2004

**Bush Administration's FY 2005 Budget Request**

At the beginning of each calendar year, the President submits a budget outlining his priorities for the federal fiscal year, which runs from October 1 to September 30. On February 2, President Bush released his election-year budget proposal of \$2.4 trillion for FY 2005. With this request came more detail on new workforce programs first mentioned in the President's State of the Union address.

The President's 05 budget for the Department of Labor requests from Congress a modest 1.2 percent increase in discretionary spending. However, due to a proposed Consolidated Grant of Adult, Dislocated Worker, and Employment Service (ES) funding, significant reductions in both ES and Dislocated Worker dollars, new national initiatives paid for out of the Consolidated Grant, and a 25 percent reduction in Youth formula funding to pay for national Youth Challenge Grants, states and local workforce areas stand to lose more than half a billion dollars in employment and training funds. It's important to note that the President's new national workforce proposals do not come with new money, but are paid for by offsets and reductions to existing programs within DOL and the Department of Education.

Elements of the High Growth Training Initiative are described below this funding chart.

<b>DOL Programs In Millions</b>	<b>FY04 Final</b>	<b>FY05 Administration</b>	<b>Change for States/Locals</b>
Adult	900		0
Dislocated Worker	1,457		-74
Consolidated Adult Grants		3,279	
National Reserve		283	
Community College Grants		250	
Personal Reemployment Accounts		50	
Adult Formula Grants to States		2,695	-160
Youth Grants	<b>1,001</b>	1,001	
Youth Formula Grants to States		751	-250
National Challenge Grants		250	
Employment Service/One-Stop	969	180*	-93
Job Corps	1,541	1,557	16
Migrant Workers	77	0	-77
Youth Offenders	49	0	-49
Prisoner Reentry Program	50	90	30
H-1B Rescission	100**	0	-100

*\*This number reflects the transfer of \$696 million to the Consolidated Adult Grants of Adult, Dislocated Worker, and Employment Service funding.*

*\*\*When the H-1B Grant solicitations were cancelled in early January 2004, there was approximately \$100 million in funding available for these grants. DOL proposes to rescind this*

*\$100 million. Since these funds were generated by employer fees, rather than appropriated by Congress, it is not clear what DOL could do with these funds.*

### **Elements of Administration's "High Growth Training Initiative"**

**Consolidated Adult Grants:** As it did with WIA Reauthorization, the Administration proposes to create a Consolidated Adult Grant by combining the WIA Adult and Dislocated Worker funding streams with Employment Service funding, but only after slashing \$90 million from ES and \$74 million from Dislocated Workers. Out of this much reduced block of funding, the Administration proposes to subsidize three national initiatives -- \$283 million for the national reserve, \$250 million for a competitive grant program for community colleges, and \$50 million for a Personal Reemployment Account (PRA) pilot program. What's left is a significantly reduced Adult Formula Block Grant -- a nearly 17 percent reduction from FY04 in employment and training funds for states and local areas. The Administration also says it will tap \$1.4 billion in "unexpended" 2004 WIA balances to reallocate "...where they are most needed."

**Community College Grants:** According to the Administration, the purpose of this \$250 million competitive grants program for community colleges is to better align training with industry. This program is not paid for with new money, but comes out of the proposed Consolidated Grant, and is more than offset by cuts to existing programs that support job training at community colleges. The proposed Department of Education budget, for instance, cuts \$300 million (a 24 percent decrease) in funding available to community colleges and high schools for vocational education through the Perkins program -- a cut that alone exceeds the \$250 million pledged for the new Community College Grants program. The Education budget also designates the remaining \$1 billion in Perkins funding specifically to serve high school students -- not adult workers seeking job training at community colleges and other post-secondary institutions.

To implement this initiative, DOL says it will conduct a competitive Solicitation for Grant Applications (SGA) from eligible applicants. To be eligible, an applicant must include one or more community colleges involved in a partnership with a business or industry and a workforce investment board.

**Youth Challenge Grants:** As in its WIA Reauthorization proposal, the Administration's 05 budget recommends taking 25 percent off the top of the \$1 billion WIA Youth formula grant to finance a competitive National Challenge Grants program. The remaining youth funds will go to state formula grants, from which local youth programs are funded. The budget also proposes a major focus on out-of-school youth and non-school programs that support academic achievement.

**Personal Reemployment Accounts:** The Administration's request for a \$50 million PRA pilot project is significantly lower than its \$3.6 billion request for PRAs in the FY04 budget (the earlier request failed to win Congressional approval). The PRA pilot would distribute up to \$3,000 to selected unemployment insurance claimants who are most likely to exhaust their benefits or have already exhausted benefits. PRA pilot funds would be awarded to states through a competitive grant process.

**Prisoner Reentry Program:** The President's 05 Budget proposes \$300 million over four years for a Prisoner Re-Entry Initiative to help individuals leaving prison make a successful transition to employment. DOL will be one of three federal agencies working with faith-based organizations to provide training, housing options and transitional assistance to ex-offenders. The DOL budget proposes to fund the program at \$90 million (\$50 million from the Youth Offender program, plus an additional

\$40 million). Department of Justice (DOJ) funding is proposed at \$15 million and Housing and Urban Development (HUD) at \$25 million.

***Migrant Workers and H-1B Eliminated:*** The Administration proposes eliminating the Migrant and Seasonal Farmworker Training program, stating that the 05 Budget "...ends this ineffective program and proposes reforms to WIA to better serve these workers through the one-stops." Also, the DOL will pursue a rescission of \$100 million in H-1B Training Grants, claiming the program has not reduced firms' reliance on foreign workers. Both of these programs scored low on the Program Assessment Rating Tool (PART) developed by the OMB to determine whether programs "...generate positive results for taxpayers."

### **Status FY2005 Congressional Budget Resolution**

Each year, the House and Senate Budget Committees set spending priorities by passing a Concurrent Budget Resolution. This joint resolution establishes the broad parameters (or confines) for the appropriations process, which then sets the specific spending levels for 13 separate appropriations bills. Congressional approval of a Concurrent Budget Resolution is required before the Appropriations Committees can begin their work.

***Senate Budget Activity:*** The Senate Budget Committee marked-up its budget bill on March 4<sup>th</sup> and sent it to the floor for passage. The Senate's measure is \$9 billion below the Administration's request -- it cuts \$7 billion from defense spending and saves \$2 billion by freezing overall domestic discretionary spending at last year's levels. Committee Republicans used strong party discipline during mark-up to block amendments, including one by Senator Patty Murray (D-WA) to increase WIA funding \$801 million above current levels.

***Cantwell Floor Amendment Passed:*** Prior to the Budget Committee mark-up, Senator Maria Cantwell (D-WA) circulated a Dear Colleague letter requesting an increase in WIA funding to FY 02 levels. Thirty-eight Senators signed on. At the same time the letter was circulated, a floor amendment was prepared on the Budget Resolution to restore WIA and Employment Service funding back to 02 levels.

Late in the evening on March 11, after a compromise was reached, Senator Cantwell's amendment passed the full Senate by voice vote. The compromise amendment, sponsored by Senator Mike Enzi (R-WY), adds \$250 million to the Labor, Health and Human Service and Education (Labor-HHS) budget and is intended to increase WIA funding. The amendment was only one of two to pass the floor and has a good chance of surviving conference.

***House Budget Activity:*** The House Budget Committee passed its version of the FY 05 budget resolution on Wednesday, March 17 on a party line vote. The bill freezes domestic spending at \$4 billion below the Administration's request and fully funds the President's defense spending request. Republican leadership hopes to get the budget resolution to the House floor next week for debate. Once passed, conference negotiations with the Senate bill will commence.

A House-Senate Conference Committee will likely wrap-up a Concurrent Budget Resolution before Congress leaves for its Easter recess on April 2<sup>nd</sup>.

***Overall Prospects:*** The Cantwell/Enzi budget language is an important step toward increased WIA funding. Cantwell reportedly received assurances from Republicans that the increase will survive

conference negotiations. Ultimately, however, it will be up to the Senate Appropriations Committee to distribute the \$250 million within the Labor-HHS bill, which includes appropriations for No Child Left Behind Act, National Institutes of Health, and other education and health programs.

This promises to be a very difficult appropriations year for WIA and other discretionary, non-Defense/non-Homeland Security programs. Although Senate Majority Leader Bill Frist (R-TN) had commented early on that he would work to flat-fund Defense and Homeland Security, the Administration's budget request increases these items by 6% each (\$500 billion overall). As the presidential campaigns kick into high gear, Republican lawmakers will be under enormous pressure to support Bush's requests for permanent tax cuts and large outlays for Defense. If overall reductions must be made to the discretionary side of the budget to reign in deficits, with Defense and Homeland Security spending increasing inexorably, then all other discretionary spending is seriously vulnerable.

### **WIA Reauthorization**

Despite the passage last year of WIA bills in both houses, a conference committee has yet to be created to finalize the work. The hold up has less to do with the merits of the WIA bills than with Democratic frustration over exclusion from higher profile conference discussions -- namely Medicare, Energy, and the 04 Omnibus. This partisan animosity has delayed legislative progress on any bills that must go through conference negotiations. Our hope, and the desire of the WIA authorizing committees in both houses, is that the differences between the bills are worked out and reauthorization is completed well before the Congress gets too mired in election-year politics.

According to congressional staff from the authorizing committees on both sides, the contentious items for conference will likely include:

- The combined Adult funding stream
- In-school vs. out-of-school youth percentages
- The faith based provisions (a contentious issue for other reauthorizations as well)
- One-Stop infrastructure funding (all the staff prefer the Senate language over the House's, mostly due to the caps.
- The efficiency measure

It is very unlikely that conferees will reopen items that have already been agreed to.

ITEM IV-D – INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER PERFORMANCE  
AND TRAINING PROVIDER PERFORMANCE REPORTS

**Core Services Outcomes:**

In November, 2003 the Sacramento Works, Inc. One-Stop Oversight Committee requested that the Employment Development Department compare the roster of Sacramento Works, Inc. core service customers to the EDD Base Wage File (the list of employees, for which the employer paid taxes) for the first three quarters of FY2003 (July 2002 – March 2003). The names and social security numbers of 30,116 Sacramento Works Career Center customers were compared to the base-wage file, and 22,463 or 64% of the customers showed earnings in the quarter after their visit.

In the first six months of Fiscal Year 2004 (July to December, 2003) 20,472 job seekers received 80,015 core services through the Sacramento Works Career Center system, for a cost of \$122.50 per job seeker and \$31.33 per core service. This compares to 20,077 served in the same six month period in the previous year, when there were 3 more career centers and \$1,000,000 more in contracted services available.

<b>Core Service Customers</b>	<b>Time Period – 9 months July 2002- March 2003</b>	<b>Time Period – 6 months July 2003- December 2003</b>
# Served	30,116	20,472
Cost Per job seeker	\$189.64	\$122.50
# Employed	22,463                      64%	Not available
# Core Services	114,829	80,015
# Services per job seeker	3.81	3.91
Cost Per Core service	\$49.73	\$31.33

**Intensive and Training Services Outcomes:**

67% of the adults and 80.7% of the dislocated workers who were enrolled in intensive training are employed in the quarter after they exit services. 82% of adults and 89% of dislocated workers retain their jobs after completing intensive and training services with a wage gain average of \$4,045 per year. The average cost for customers enrolled in intensive and training services is \$3,450. The benefit of intensive and training services appears to be in the retention and wage gain rates. Customers taking part in the intensive and training programs tend to be able to stay employed and increase wages.

## Training Provider Performance Report 7/1/00 – 12/31/03

<b>Provider</b>	<b>Total Enrolled</b>	<b>Total Exits</b>	<b>Total Jobs</b>	<b>Job Rate EER</b>	<b>Wage AWP</b>	<b>Positive Completions</b>	<b>Total Completions</b>	<b>Completion Rate</b>
ABC School/Tech Skills	43	23	19	82.61%	\$24.00	28	29	96.55%
Advanced Career Tech	2	2	1	50.00%	\$8.00	2	2	100.00%
Allied Business Schools, Inc.	10	0	0	0.00%	\$0.00	1	1	100.00%
Area Truck Driving School	4	2	2	100.00%	\$12.00	4	4	100.00%
Aviation & Electronics School	21	19	14	74%	\$13.93	21	21	100.00%
California Alarm & Lock Institute	2	1	0	0.00%	\$0.00	2	2	100.00%
California Institute of Jewelry Training	6	4	2	50.00%	\$12.00	6	6	100.00%
California State University	12	9	8	88.89%	\$12.00	8	9	88.89%
Cal-Trade Welding Center for Employment Training	1	1	1	100.00%	\$18.00	1	1	100.00%
EGUSD/Bus & Tech Training Inst.	25	17	13	76.47%	\$8.00	17	19	89.47%
Federico College of Hairstyling	44	25	18	72.00%	\$22.00	31	35	88.57%
GJUHSD	7	3	3	100.00%	\$10.00	3	3	100.00%
Heald College School of Business	1	1	1	100.00%	\$10.00	1	1	100.00%
High-Tech Institute	7	6	4	67%	\$15.50	6	6	100.00%
Institute of Technology	7	3	3	100.00%	\$10.00	4	4	100.00%
M.T.I. College of Business and Technology	4	0	0	0.00%	\$0.00	0	0	0.00%
National Career Education	15	6	4	67%	\$13.50	8	10	80%
National Training Institute	16	9	5	56%	\$16.20	10	13	77%
New Horizons Computer Learning Center, Inc.	9	9	7	78%	\$7.00	9	9	100.00%
Northern California Barber & Cosmetologist Apprenticeship Program	7	3	3	100.00%	\$12.00	7	7	100.00%
Northern California Teamsters	5	1	1	100.00%	\$8.00	1	2	50.00%
Northwestern Technical College	3	3	3	100.00%	\$12.67	2	3	67%
Precision Technical Institute	21	19	13	68%	\$10.00	18	21	86%
	4	2	2	100.00%	\$16.00	3	3	100.00%



Sacramento City USD-Old Marshall Adult Education Center	26	16	6	37.50%	\$10.00	11	18	61.11%
Sacramento Office Skills Center	5	3	3	100.00%	\$15.00	5	5	100.00%
SATI	43	21	17	81%	\$7.71	29	30	97%
Tech Skills	1	1	1	100.00%	\$22.00	0	1	0.00%
Truck Driving Academy	14	11	8	72.73%	\$12.00	11	13	84.62%
Western Career College	5	0	0	0.00%	\$0.00	0	0	0.00%
Western Pacific Truck School	15	10	10	100.00%	\$14.60	12	14	86%
Western Truck School	6	4	4	100.00%	\$20.00	3	5	60.00%
<b>TOTALS</b>	<b>391</b>	<b>234</b>	<b>176</b>	<b>75%</b>	<b>\$13.98</b>	<b>264</b>	<b>297</b>	<b>89%</b>

- **EER** – Entered Employment (number of people getting jobs / number of people exiting)
- **AWP** – Average Wage at Job Placement
- **Positive Completions (PCompl)** – Number of customers successfully completing the coursework.
- **Total Completions (TCompl)** may exceed exits because some customers have completed the coursework, but are still seeking employment.

### OJT Provider Performance 7/1/03 – 3/11/04

<b>Provider</b>	<b>Total</b>	<b>Exits</b>	<b>Place</b>	<b>EER</b>	<b>AWP</b>	<b>PCompl</b>	<b>TCompl</b>	<b>CRate</b>
Asian Resources, Inc.	32	15	11	73%	\$9.35	18	23	78%
Greater Sacramento Urban League	24	0	0	0%	N/A	1	1	100%
La Familia Counseling Center	22	8	6	75%	\$8.63	8	9	89%
Sacramento Chinese CSC	18	1	0	0%	N/A	8	8	100%
Sacramento Lao Family	15	0	0	0%	N/A	4	5	80%
<b>TOTALS</b>	<b>111</b>	<b>24</b>	<b>17</b>	<b>71%</b>	<b>\$9.10</b>	<b>39</b>	<b>46</b>	<b>85%</b>

**Scholarships Approved for Critical Industries  
2003-2004**

	<b>Critical Industry</b>	<b># Scholarships</b>	<b>Total Amount Authorized</b>
1	<b>Hi-Tech/Information Technology</b>	42	\$172,018.00
2	<b>Construction</b>	10	\$28,728.00
3	<b>Call Center/Customer Service</b>	4	\$8,312.00
5	<b>Health Care</b>	62	\$232,099.66
6	<b>*Other</b>	59	\$187,335.29
	<b>TOTALS</b>	<b>177</b>	<b>\$628,492.95</b>

**\*Other Occupations:**

- Trucking
- Accounting
- Real Estate
- Instructional Aid
- Federal motor Carrier
- Tractor Trailer Driver
- Electronic Alarm Security
- Jewelry Repair
- Cosmetology
- Aesthetics
- Human Resources
- Locomotive Engineer
- Barber
- Bus Driver

## ITEM IV-E-INFORMATION

### NURSE WORKFORCE INITIATIVE QUARTERLY REPORT

Reporting Month: February 2004

#### **Project Activities during current month:**

- 170 participants have been newly enrolled or continued participation in various LVN/RN training programs, throughout the region, during the last month.
- Healthcare Consortium meeting held
- Continued recruitment, training and case management activities
- **RN Refresher program began 2/2/04**

Planned upcoming activities:

- **Healthcare Consortium meeting will be held**
- **Continue recruitment, training and case management activities**
- **Local/Regional partner quarterly update meetings will be held**

***Issues: (examples include) programmatic or operational issues, reporting problems, local political issues, monitoring, or audit findings, bad press, etc.***

N/A

#### **Success Stories on activities or participants served:**

- High retention rate - The regional collaborative has enrolled 170 participants since June 2003. 168 participants have continued participation through January 2004.
- American River College, Director of Nursing states “ the NWI partnership has helped us find enthusiastic, highly motivated clinical faculty that we hope will join our ranks as nursing faculty in the future, (if you thought the nursing shortage was bad, the nurse educator shortage is much worse.)”
- California State University, Sacramento, Division of Nursing Chair & Professor states” the obvious success story is the opportunity provided through NWI for 10 additional LVNs to become RNs and improve their professional and economic future.”

Information on Planned Participants to be served and Actual Participants served as of February 29, 2004:

- **Planned number to be served: 150**
- **Actual number enrolled: 170**

#### **Information on Planned Expenditures by current month and Actual Expenditures as of February 29, 2004:**

- Planned expenditures for current month: \$801,074.00
- Actual expenditures for current month: \$710,217.48 ( \$811,101.48 including accruals)



## ITEM VI - REPORTS TO THE BOARD

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

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

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

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

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

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