



GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 15, 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.

AGENDA

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the April 1, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA – No items.**
 - B. WORKFORCE INVESTMENT ACT**
 1. Approval to Augment Workforce Investment Act One Stop Services Subgrant Agreement with Sacramento City Unified School District (Robin Purdy)
 - C. HEAD START – No items.**
 - D. COMMUNITY SERVICES BLOCK GRANT – No items.**

E. REFUGEE PROGRAMS

1. Approval to Submit Application for Targeted Assistance Discretionary Grant funds to Serve Elderly Refugees, PY2004-2005 (Roy Kim)

IV. Information Items

- A. Fiscal Monitoring Report (Kim Peck)
 - ♦ San Juan Unified School District
- B. Presidential Action on the Workforce Investment Act (Robin Purdy)

V. Reports to the Board

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

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, APRIL 9, 2004

ITEM II-A - CONSENT

MINUTES OF THE APRIL 1, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 1, 2004 regular SETA Governing Board meeting 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, April 1, 2004
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Robbie Waters called the meeting to order at 10:06 a.m.

Members Present:

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento
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
Illa Collin, Member, Board of Supervisors

- Mr. Waters presented a gift to the following staff in recognition of their long-term employment with SETA: Barbara Meyer, Community Services Coordinator (20 years); Joann Ingman, Program Officer, Karen Milton, Head Start Family Services Worker, Annette Brown, Head Start Head Teacher (all 10 years).

II. Consent Items

The consent calendar included approval of the minutes of the March 4 and 18, 2004 regular board meetings, and approval of claims and warrants for the period 3/12/04 through 3/25/04. There were no questions or corrections.

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval to Negotiate with Automatic Data Processing, Inc. for Payroll Services

Mr. Kim Peck reviewed this item. Contract negotiations with Paychex have not been productive and staff is requesting approval to negotiate with Automatic Data Processing for the SETA payroll. Mr. Peck stated that the County will no longer be processing payrolls for special districts which requires SETA to contract for these services.

Moved/Pannell, second/Scherman, to authorize staff and legal counsel to negotiate a contract with Automatic Data Processing for payroll services.
Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. Board on Revised Critical Industries for the Sacramento Region

Ms. Robin Purdy reviewed this item which was approved by the Sacramento Works, Inc. Board on March 25. The Sacramento Works, Inc. Planning Committee met several times to review and modify the list of the critical industries.

Moved/Pannell, second/Scherman, to concur with the Sacramento Works Inc. Board on the critical industries for the Sacramento Region.
Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. board on Resource Allocation Plan for Fiscal Year 2005

Ms. Purdy stated that this was also reviewed and approved by the Sacramento Works, Inc. Board. She answered questions from the Board.

Moved/Scherman, second/Pannell, to concur with the Sacramento Works, Inc. Board on the above Resource Allocation Plan for fiscal year 2005.
Voice Vote: Unanimous approval.

3. Concurrence with Sacramento Works, Inc. board on Appointment of Youth Council Member

There were no questions or comments on this item.

Moved/Scherman, second/Pannell, to concur with Sacramento Works, Inc. Board to appoint Pattie Espinosa to the Sacramento Works Youth Council.
Voice Vote: Unanimous approval.

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Fiscal Monitoring Report: No questions or comments.

- B. Sacramento Works, Inc. Press Kit: Ms. Terri Carpenter stated that the press kits were prepared to be utilized by Sacramento Works Board members. The Employer Outreach Committee was responsible for the content of the press kit. The press kit will be modified to include the additional critical industries approved by the board.
- C. Workforce Investment Act Legislative Update: No questions or comments.
- D. Sacramento Works One Stop Career Center Performance and Training Provider Performance Reports: Ms. Purdy reviewed this item and provided additional information.
- E. Nurse Workforce Initiative Quarterly Report: No questions.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: No report.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell inquired whether SETA participated in the Earned Income Tax Credit program. Ms. Kossick responded that five of the career centers have participated in the program. Mr. Roy Kim will provide a final report at a future board meeting.

Ms. Scherman announced that she was recently appointed to the State Parks and Recreation Commission. She was selected because of her work with the disabled.

- E. Public: No comments.

VI. Adjournment: Meeting adjourned at 11:03 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/26/04 through 4/8/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT WORKFORCE INVESTMENT ACT ONE STOP
SERVICES SUBGRANT AGREEMENT WITH SACRAMENTO CITY UNIFIED
SCHOOL DISTRICT

BACKGROUND:

Sacramento City Unified School District, host agency of the Sacramento Works One Stop Career Center at Lemon Hill, has been funded with WIA Title 1 funds since 1998 to provide one stop core and intensive services.

SWCC-Lemon Hill has requested an augmentation to provide the following services:

- Bi-lingual computer literacy classes as a core and intensive service
- Increase casemanagement staff from 30 to 40 hours per week
- Serve an additional 9 customers in intensive and training services

Staff is recommending approval of this request. Funds have been identified from underexpenditures in other WIA One-Stop Services subgrant agreements.

RECOMMENDATION:

Approve the augmentation to Sacramento City Unified School District of \$25,000 of WIA Adult funds for the period beginning April 15, 2004 and ending June 30, 2004.

ITEM III-E-1- ACTION

APPROVAL TO SUBMIT APPLICATION FOR TARGETED ASSISTANCE DISCRETIONARY GRANT FUNDS TO SERVE ELDERLY REFUGEES, PY2004-2005

BACKGROUND:

The State Refugee Programs Branch (RPB) is intending to submit an application to the federal Office of Refugee Resettlement (ORR) for Services to Elderly Refugees, FFY 2004. RPB is accepting funding requests from each refugee-impacted county that is currently providing services to elderly refugees under the FFY 2003 Targeted Assistance Discretionary grant. RPB plans to allocate funds based on the number of elderly refugees residing in each impacted county.

SETA plans to submit an application to provide elderly refugees with the following services:

- Nutritional Services
- Translation of Program Information
- Interpretation/Access to Mainstream Services
- Transportation
- Home Health Visits
- Group Seminars on Available Services

Services will be provided by a consortium of service providers that currently serve Sacramento County Refugees, which may include: Asian Resources, Inc., Bach Viet Association, Grant Joint Union High School District, Hmong Women's Heritage Association, Sacramento Chinese Community Service Center, Slavic Assistance Center, Slavic Community Center, Southeast Asian Assistance Center, Sacramento Lao Family Community, World Relief and/or other local service providers. SETA plans to contract with Sacramento Lao Family to continue functioning as fiscal agent for the collaborative through subcontract/MOU with other organizations.

RECOMMENDATION:

Approve the submission of an application for Targeted Assistance Discretionary Grant Funds to serve elderly refugees, PY2004-2005.

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.

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2003 to January 30, 2004 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

PRESIDENTIAL ACTION ON THE WORKFORCE INVESTMENT ACT

BACKGROUND:

On April 5, 2004, President Bush announced actions that could result in the consolidation and streamlining of WIA programs outside of the current reauthorization process. The President's proposals indicated that the administration is giving up on the conference Committee for WIA Reauthorization for this year. The President is proposing to implement some of the concepts approved in the WIA Amendments, but is also proposing to:

- Reduce the amount of funds allowable for one stop infrastructure and administrative costs by \$300 million dollars (about 8%)
- Double the number of customers enrolled in training programs
- Focus on partnering with the Community College system for training

Better Training for Better Jobs

Today's Presidential Action

President Bush has an agenda for creating more jobs for America's workers and ensuring that workers have the training and education they need to compete for the best-paying, highest-growth jobs. Today, he traveled to Charlotte, North Carolina to announce a new initiative to provide America's workers with better training for better jobs.

America's growing economy is a changing economy, and some workers need new skills to succeed. Today's economy is an innovation economy. Two-thirds of America's economic growth in the 1990s resulted from the introduction of new technologies - and 60% of the new jobs of the 21st century require post-secondary education held by only one-third of America's workforce. We need to close the skills gap in America. Not enough workers are being trained quickly enough to take advantage of many of the new jobs that are being created. The Federal government provides state and local governments over \$4 billion through the Workforce Investment Act (WIA), but only 206,000 adults were trained through these programs last year.

President Bush proposed significant reforms to Federal worker training programs to double the number of workers receiving job training, to ensure those programs work better for America's workers, and to close the skills gap so we fill every high growth job with a well-trained American worker. The President proposed:

- Providing \$4 billion in Federal job training funds to the nation's Governors with less federal red tape and more flexibility;
- Putting strict limits on overhead in major Federal job training programs by closing loopholes and enforcing limits to ensure tax dollars support training for workers who need it - reducing overhead costs by an additional \$300 million; and
- Giving workers more choices about their job training by increasing the use of personal job training accounts called Innovation Training Accounts (ITAs); and
- Training an additional 200,000 people for high-growth jobs through programs run by community colleges, unions, and businesses.

Background: Making Federal Job Training Work Better for America's Workers

The Problem: Currently, the Federal government spends almost \$23 billion for more than 30 programs spread across 9 departments and agencies. The result is a confusing hodgepodge of programs, some of which have remained fundamentally unchanged for decades, and administrative costs that prevent too many dollars from getting to the workers who need training the most.

- **Bureaucracy:** Although many good people work in the job training system, the programs in place to train workers are overlapping and sometimes ineffective. Too often, red tape and administrative costs eat up job training money before it even gets to workers. For example, the Department of Labor found that several local areas had no one participating in training. Too much of the funds went to administrative costs-not training workers. *President Bush believes that every dollar spent on unnecessary bureaucracy is a dollar taken out of the pocket of a worker who needs job training.*
- **Complexity:** Job training programs are set up with so many rules that many workers, potential employers, and local community colleges do not participate. For example, 30 states have been granted temporary relief from these requirements so they don't lose their link with community colleges. However, there are limits to what we can do under the current Federal law. *President Bush recognizes that the best training is not filling out forms - it is learning on the job or at a community college.*
- **Limited Accountability:** Currently, there is no clear standard or benchmark to measure the effectiveness of federal job training programs. Federal grants to states for job training have 17 measurements of accountability. *President Bush proposes to refocus these programs on the end results that matter most to America's workers -- Did you get a job? How long did you keep it? And how much are you being paid?*
- **Failure to teach skills in demand:** Many job training programs do not address the skills that are most in demand by employers in the worker's community. Instead, workers are churned through the system without developing the skills they need for success over the long term. *President Bush believes we should be training workers for jobs in sectors of the economy that are most likely to grow.*

The President's Solution:

- **Less Red Tape and More Help for Workers:** The President's goal is to double the number of workers receiving job training by maximizing the available Federal dollars going to workers and eliminating unnecessary overhead costs by an additional \$300 million. The President's plan establishes a clear goal that the vast majority of job training dollars should go to the workers who need them - rather than to bureaucratic overhead. Currently, administrative expenses are capped at 15%, but regulatory loopholes allow too many of our training dollars to be spent on bureaucracy and other non-training services. As part of reducing red tape, the President's plan consolidates 4 major training and employment grant programs totaling \$4 billion into a single grant to Governors, eliminating unnecessary overhead costs and making Federal support more effective and efficient.
- **Increased Innovation Training Accounts (ITAs):** The President proposes to increase the use of Innovation Training Accounts to provide workers with more flexible and responsive assistance. Workers would have more job training choices - they would be able to use community colleges, private-sector training providers, local businesses, or community organizations - to get the help they need in the most effective and efficient way possible. These ITAs would allow workers considerable flexibility to tailor training programs to meet their needs.
- **More Accountability:** Under the President's plan, Governors would be given more flexibility to design their own workforce training programs. But they would also be required to set clear goals and outcomes focused on the number of workers placed in jobs, the duration of the job placement, and the earnings of the job. The President proposes consolidating the number of state performance goals of the Federal job training system from 17 to 3. Under the new goals, accountability will be determined by asking these questions: *How many people are finding work? How much are workers earning in their new jobs? How long are they staying in these jobs?*
- **Jobs for the 21st Century Initiative:** The President's Jobs for the 21st Century Initiative, announced in the State of the Union Address, includes a \$250 million proposal to help America's community colleges train 100,000 additional workers for the industries that are creating the most new jobs. This expands the Department of Labor's successful High Growth Job Training Initiative, launched under President Bush in 2001, which has provided \$71 million in 38 partnerships nationwide between community colleges, public workforce agencies, and employers. These initiatives help community colleges produce graduates with the skills most in demand by local employers.
- **Personal Reemployment Accounts:** The President has also proposed \$50 million for a pilot program of accounts of up to \$3,000 for those unemployed workers who have the most difficulty finding jobs to use toward job training, transportation, childcare, or other assistance in obtaining a new job. Workers who found a job quickly would be able to keep the balance of the account as a reemployment bonus.

Return to this article at:

<http://www.whitehouse.gov/news/releases/2004/04/20040405-7.html>

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.