



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office (916) 263-3800
Head Start (916) 263-3804

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, June 17, 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.

REVISED AGENDA

- I. Call to Order/Roll Call/Pledge of Allegiance**
 - ♦ **Recognition of Long-Term Employee:** Verlene Kelly,
Department Secretary (10 years)
- II. Consent Items**
 - A. Minutes of the June 3, 2004 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2004-2005 (Kim Peck)
 2. Approval to Expend \$25,000 for the Human Services Information System (Kathy Kossick)

B. WORKFORCE INVESTMENT ACT

1. Approval to Extend WIA Adult and Dislocated Worker Subgrants for an Additional Year (Robin Purdy)
2. *Approval of Extension of Linking Education to Economic Development (LEED) Contract (Kathy Kossick)*

C. HEAD START – No items.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Sacramento Regional Research Institute (SSRI) Report
- B. Fiscal Monitoring Reports
 - ♦ La Familia Counseling Center, Inc.
 - ♦ Sacramento Chinese Community Service Center, Inc.
 - ♦ Sacramento County Office of Education
 - ♦ Slavic Community Center
 - ♦ Southeast Asian Assistance Center, Inc.

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: THURSDAY, JUNE 10, 2004

REVISED AGENDA DISTRIBUTION DATE: THURSDAY, JUNE 10, 2004, 3:00 P.M.

ITEM II-A - CONSENT

MINUTES OF THE JUNE 3, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 3, 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, June 3, 2004
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Mr. Nottoli called the meeting to order at 10:09 a.m.

Members Present:

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Bonnie Pannell, Councilmember, City of Sacramento

Illa Collin, Member, Board of Supervisors

- ♦ **Recognition of Retiring Employee**: Ms. Maureen Crabaugh, Typist Clerk III, was presented with a gift in recognition for her years of service at SETA.

II. **Consent Items**

The consent calendar included approval of the minutes of the May 20, 2004 regular board meeting, and approval of claims and warrants for the period 5/14/04 through 5/27/04. There were no questions or comments.

Moved/Scherman, second/Waters, 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 Attend the National Consultation and Conference with the Office of Refugee Resettlement in Washington, D. C.

No questions or comments on this item.

Moved/Collin, second/Pannell, to approve up to \$1,000 in RESS funds for a representative from the Hmong Women's Heritage Association to attend ORR's National Consultation and Conference in Washington D.C., June 23-25.

Voice Vote: Unanimous approval.

2. Approval of Resolution Regarding Retiree Health Insurance Program Policy

Ms. Kossick stated that every special district has to deal with this issue on an individual basis. Ms. Kossick has great concerns over the future because there are 168 potential retirees that have reached the age of retiring. This is a very difficult issue for the board and there are concerns on how to fund this in the future. Ms. Kossick is looking at options with the City and County. In the next 12 months, Ms. Kossick will be working with the city and county to consider alternatives.

Ms. Kossick is looking at options for the future. At this point, for next 12 month period, staff is recommending to continue providing funding for the health and dental coverage for retirees.

Ms. Collin provided a history of how the County of Sacramento is working to provide funding for retired staff.

Moved/Scherman, second/Pannell, to approve the staff report to continue funding retiree health insurance for one year.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works on WIA Youth Funds Allocation to Support Summer Jobs for Youth

Ms. Christine Welsch reviewed this item. The Youth Council strategic plan included an item to support summer youth.

Moved/Collin, second/Scherman, to concur with the Sacramento Works, Inc. Board on the allocation of \$21,640 to WIA youth providers, which will result in:

- a) Allocation of \$10,100 in WIA Youth funding to three WIA Youth providers for the facilitation and staffing of the JOBS workshops
 - Sacramento Chinese Community Services Center - \$4,040 (two weeks at Franklin SWCC serving 40 to 45 youth)
 - City of Sacramento - \$4,040 (two weeks at Mark Sanders SWCC serving 40 to 45 youth)
 - Elk Grove Unified School District - \$2,020 (one week at South County SWCC serving 25 youth)
- b) Allocation of \$11,540 in WIA Youth funding to two WIA Youth providers to continue youth resource mapping project and provide wages or stipends for 10 youth mappers for 120 hours per youth.
 - Elk Grove Unified School District \$5,770
 - San Juan Unified School District \$5,770

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

2. Concurrence with Sacramento Works, Inc. Board to Extend WIA Title I Youth Programs for an Additional One Year Term

Ms. Christine Welsch reviewed this item. There were no additional questions.

Moved/Collin, second/Scherman, to concur with the Sacramento Works, Inc. Board funding recommendations for the WIA, Title I, Youth Program, FY 2004-2005.

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

3. Concurrence with Sacramento Works, Inc. Board Continue Funding the Youth Development and Crime Prevention Program with WIA Title I Youth Funds

Ms. Christine Welsch reviewed this item.

Moved/Collin, second/Waters, to concur with the Sacramento Works, Inc. Board to approve funding the Youth Development and Crime Prevention program with WIA Title I Youth funds in the amount of \$113,370 to the Sacramento Chinese Community Service Center.

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

4. Concurrence with Sacramento Works, Inc. Board to Submit a Proposal for High Tech Training to the California Employment Training Panel

Mr. William Walker reviewed this item and stated that the outcomes will be known by this Fall.

Moved/Scherman, second/Pannell, to concur with the Sacramento Works, Inc. Board to submit a proposal to train 565 incumbent workers in basic and advanced high technology training through Tech Skills to the California Employment Training Panel.

Voice Vote: Unanimous approval.

5. Approval of Resolution with the Department of Human Assistance

Ms. Kossick stated that this is a 'clean up' item. Mr. Thatch requested that a date change be made in the body of the resolution.

Moved/Collin, second/Pannell, to approve a resolution with the Department of Human Assistance

Voice Vote: Unanimous approval

- C. **HEAD START** - No items.

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

E. **REFUGEE PROGRAMS** – No items.

IV. **Information Items** – No items.

V. **Reports to the Board**

A. Chair: No report.

B. Executive Director: Ms. Kossick reminded the board that there would only be one meeting in July (July 1). On May 25, Ms. Kossick spent an hour with a Special Advisor to the Governor to review the South County Career Center.

C. Counsel: No report.

D. Members of the Board: Ms. Pannell announced a book sale and all proceeds would go to Friends of the Library.

E. Public: Mr. Long Nguyen spoke on behalf of the SETA retirees and thanked the board for continuing the medical and dental subsidy for 2004-2005. He hopes that in the future that the SCERS will pick up their excess earnings to continue subsidizing the retirees.

Ms. May Lee, Asian Resources, Inc. reported that they would be doing a very small subsidized summer youth program for 35 youth.

VI. **Adjournment** – In response to a request by Ms. Scherman, Mr. Nottoli adjourned the meeting at 11:00 a.m. in memory of Ruth Chavez Hobbs, Ms. Scherman's mother, who passed away on Monday.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/28/04 through 6/10/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A - 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET
FOR FISCAL YEAR 2004-2005

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with final adoption of the Agency budget in September. The June budget is a proposed budget to provide authority to operate in the new fiscal year.

As funding becomes more definite in several programs, the final budget presented in September will reflect actual available funding.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to September where the public hearing will be closed and the Agency budget adopted.

ITEM III- A – 2 - ACTION

APPROVAL TO EXPEND \$25,000 FOR THE HUMAN SERVICES INFORMATION SYSTEM

BACKGROUND:

The Community Services Planning Council (CSPC) provides services to the County of Sacramento that include the only comprehensive human services database in the region for social and economic indicators, resource information, and community social trends. Known as the Human Services Information System (HSIS), this database is the foundation for human service data currently used countywide.

In the past, the County has requested that SETA participate in a share of the costs of maintaining this system. Costs are equally shared by the County Executive's Office, the County Department of Health and Human Services, the County Department of Human Assistance, and SETA.

The contract between the County and the Community Services Planning Council will be presented to the Board of Supervisors on June 15. Total costs for the system this year will be \$100,000. SETA's share of these costs will be \$25,000. Costs will be allocated across all of SETA's major funding sources.

RECOMMENDATION:

Authorize the expenditure of \$25,000 to maintain the Human Services Information System by the Community Services Planning Council.

ITEM III-B – 1 - ACTION

APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT AND
DISLOCATED WORKER SUBGRANT AGREEMENTS

BACKGROUND:

At the March 2004 Board meeting, the SETA Governing Board concurred with the Sacramento Works, Inc. Board action to allocate the Workforce Investment Act resources to the following activities for Fiscal Year 2005:

Activity	Recommendation for FY2005 % of Total Allocation	\$ WIA Available FY2005	\$ WIA Increase/ Decrease from last year	\$ CalWORKS Available FY 2005
One Stop Services	39%	\$2,433,327	\$491,449	\$225,000
On-the-Job Training	13%	811,109	68,626	
Scholarships/Workforce Skills Preparation	26%	1,622,218	(91,203)	
Board Initiatives	3%	187,179	(41,277)	
One-Stop Support	11.4%	711,280	58,588	
Administration	7.6%	474,187	47,712	
Totals	100%	\$6,239,300	\$533,895	\$225,000

The Resource Allocation Plan reduced the funds allocated to Scholarship/Workforce Skills Preparation and Board Initiatives by 4% and 1% respectively, and increased the funds allocated to One-Stop Services by 5%. A total of \$219,795 in WIA Title I funds (\$142,577 - One-Stop Services and \$77,218 - Scholarships/Workforce Skills Preparation) has been reserved for future allocation. Staff will return in FY05 with a specific recommendation.

Staff has reviewed the performance for all agencies funded with WIA Adult and Dislocated Worker funds and has evaluated them based on:

- Ability to recruit and enroll adults and dislocated workers
- Services to special populations
- Entered employment rates
- Wage at placement
- Job Retention rates
- Wage Gain

The SWCC Core Service Reports and Performance Measure Reports for Fiscal Year 2004 are being sent under separate cover.

ONE STOP CAREER CENTER PERFORMANCE

Core Services Outcomes:

In Fiscal Year 2004, despite funding reductions and the change in emphasis to intensive case management, many job seekers continue to successfully find employment using the core services available at the Sacramento Works One-Stop Career Centers. In November, 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 nine months of Fiscal Year 2004 (July 2003 to March 2004) 32,644 job seekers received 121,356 core services through the Sacramento Works Career Center system, for a cost of \$122 per job seeker and \$33.37 per core service.

Intensive and Training Services Outcomes:

For the Sacramento Works One Stop Career Center system as a whole, 67% of adults and 80.7% of dislocated workers enrolled in training were employed in the quarter after they exited services. 82% of adults and 89% of dislocated workers retained their jobs for at least six months. The average wage gain for adults enrolled in the program, measured over a period of six-months, was \$4,045. The average cost for customers enrolled in intensive and training services was \$3,450. For every \$3,450 invested in training, adults earned an additional \$8,090 per year, which is a 235% return on investment.

On-the-Job Training Performance:

Each OJT provider is evaluated based on their ability to work with the Sacramento Works One Stop Career Center system to place job seekers in OJT positions that result in unsubsidized employment, job retention and increased wages. OJT providers are evaluated on "real time" criteria and performance is also measured six months after exit.

For the period July 1, 2003 through April 30, 2004, OJT enrollments were 80% of planned goals. Of those enrolled, only 36% have exited, but 81% of customers completing the activity have obtained unsubsidized employment with an annual earnings increase of \$7,395 over the pre-OJT wage. The performance of OJT providers is attached.

Workforce Skills Preparation Providers:

Workforce Skills Preparation is an activity that is purchased "off the shelf" by One-Stop staff to provide core and intensive services. Examples of Workforce Skills Preparation services are: Pre-employment Skills Training, Translation/Interpretation, Assessment, and workshops dealing with overcoming barriers to employment. Workforce Skills Preparation training providers are evaluated by one stop staff. Evaluations are based on the ability of the provider to meet the needs of one stop customers.

Extension Recommendation:

SETA has recently received final allocations from the California Employment Development Department for Fiscal Year 2004-2005 indicating an increase in funding for Fiscal Year 2005. SETA also has received funding for one stop infrastructure improvements from the Sacramento County Department of Human Assistance.

One Stop Services:

The Resource Allocation Plan, approved by Sacramento Works, Inc. and the SETA Governing Board in March, increased the percent of funds allocated to one stop services from 34% to 39% and included the following staffing and infrastructure improvements in Fiscal Year 2005.

One Stop	Staffing/Infrastructure Improvement Request	Amount
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
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
Total		\$510,420

RECOMMENDATION:

SETA is recommending extending the Sacramento Works One Stop Career Centers currently funded for One Stop Services (see Attachment 1), with the following exceptions and changes:

1. **Mutual Assistance Network (MAN):** SETA has been informed by the Mutual Assistance Network of Del Paso Heights that they are declining the extension for Fiscal Year 2005. MAN is seeking to focus on developing a Family Resource Center in Del Paso Heights and sees employment as a component of the Resource Center, not the focus.
2. **Sacramento County Office of Education:** The One Stop Services subgrant agreement with the Sacramento County Office of Education will be extended for an additional year to provide coordination for the Rancho Cordova Neighborhood

Center, the community based entity which houses the Sacramento Works One Stop Career Center in Rancho Cordova. The outcomes for SCOE will include

- Training and support for the RCNC Director
- Developing partnerships between the agencies who make up the RCNC and bringing new partners to the RCNC.
- Community Outreach
- Grantwriting for the RCNC
- Employer outreach
- Coordination of the Business Information Center
- Development of a Youth Collaborative in the Rancho Cordova community.

SETA will assign a Site Supervisor to manage the SWCC Rancho Cordova, supervise the staff assigned to the career center, and ensure compliance with WIA and SETA Directives and policies.

3. **Efficiency and cost per customer:** To prepare for new efficiency measures from the U.S. Department of Labor, the One-Stop Services funding recommendation is based on a maximum cost per customer enrolled in One-Stop Services of \$3,000.

On-the-Job Training:

Staff is recommending extending all of the OJT providers for Fiscal Year 2005 (see Attachment 2). In addition, staff is recommending elimination of the requirement that each customer receive 40 hours of pre-employment skills training prior to enrollment in an OJT position. Instead, it will be the responsibility of the One Stop Case Review Team and the OJT provider to ensure that customers are job ready prior to placement in OJT positions.

Workforce Skills Preparation:

Staff is recommending extending all of the Workforce Skills Preparation providers for fiscal year 2005 (see Attachment 3).

RECOMMENDATION:

- Extend the Workforce Investment Act Title 1 Adult and Dislocated Worker Subgrant Agreements through June 30, 2005 as shown on:

Attachment 1: One Stop Services Extension Recommendation

Attachment 2: On-the-Job Training Extension Recommendation

Attachment 3: Workforce Skills Preparation Extension Recommendation

- Do not extend the One Stop Services Subgrant Agreement with Mutual Assistance Network which ends June 30, 2004.
- Modify the outcomes for the One Stop Services Subgrant Agreement with the Sacramento Office of Education.
- Eliminate the requirement that each customer receive 40 hours of pre-employment skills training prior to placement in an OJT position.

Attachment 1 (page 1)
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Funding Recommendations
FY 2004 - 2005

Host Agency	Current Funding Amount			Staff Funding Recommendations, Funding Year 2004-2005												
				\$ Amount								Number to be served				
	One-Stop Services	Scholarships/ WSP	Total	One-Stop Services				Scholarships/ WSP			Total	Core	Adult Intensive	D.W. Intensive	Cal WORKS Intensive	Total Intensive
				WIA Adult	Dislocated Worker	DHA Adult	Total	Adult	Dislocated Worker	Total						
Asian Resources - Broadway	\$199,000	\$161,516	\$360,516	\$100,000	\$100,000	\$44,000	\$244,000	\$90,000	\$90,000	\$180,000	\$424,000	1,992	48	33	15	81
San Juan USD - Citrus Heights	215,000	204,749	419,749	120,000	155,000		275,000	70,000	75,000	145,000	420,000	2,245	49	63	0	112
La Familia Counseling Center	90,000	70,581	160,581	100,000	35,000	26,000	161,000	60,000	25,000	85,000	246,000	1,314	43	12	9	55
Sacramento City USD - Lemon Hill	215,000	143,559	358,559	148,750	120,000	0	268,750	75,000	75,000	150,000	418,750	2,194	50	40	0	90
County DHA - Mather	84,196	26,300	110,496	65,000	20,000	35,000	120,000	50,000	20,000	70,000	190,000	980	43	9	15	52
Mutual Assistance Network	90,000	15,949	105,949	0	0	0	0	0	0	0	0	0				0
SCOE - Rancho Cordova	199,000	197,815	396,815	120,000	0	80,000	200,000	0	0	0	200,000	Enrollment goals on SETA One Stop Services page				0
Elk Grove USD - South County	190,000	158,727	348,727	75,000	120,000	40,000	235,000	60,000	90,000	150,000	385,000	1,918	38	40	13	78
	\$1,282,196	\$979,196	\$2,261,392	\$728,750	\$550,000	\$225,000	\$1,503,750	\$405,000	\$375,000	\$780,000	\$2,283,750	10,643	271	197	52	468

Attachment 1 (page 2)
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
SETA ONE-STOP SERVICES
Staff Funding Recommendations
FY2004-2005

Host Agency	Current Funding Amount			Staff Funding Recommendations, Funding Year 2004-2005										
				\$ Amount							Number to be served			
	One-Stop Services	Scholarships/ WSP	Total	One-Stop Services			Scholarships/ WSP			Total	Core	Adult Intensive	D.W. Intensive	Total Intensive
				WIA Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total					
SETA - Franklin	\$200,000	\$124,030	\$324,030	\$120,000	\$120,000	\$240,000	\$70,000	\$60,000	\$130,000	\$370,000	1,959	40	40	80
SETA - Galt	113,878	94,000	207,878	60,000	40,000	100,000	40,000	25,000	65,000	165,000	816	20	13	33
SETA - Hillsdale	215,000	233,700	448,700	120,000	120,000	240,000	100,000	100,000	200,000	440,000	1,959	40	40	80
SETA - Mark Sanders	215,000	233,700	448,700	102,000	130,000	232,000	80,000	120,000	200,000	432,000	1,894	34	43	77
SETA - Rancho Cordova	100,000		100,000	100,000	100,000	200,000	80,000	90,000	170,000	370,000	1,633	33	33	66
Totals	\$843,878	\$685,430	\$1,529,308	\$502,000	\$510,000	\$1,012,000	\$370,000	\$395,000	\$765,000	\$1,777,000	8,261	167	169	336

Attachment 2
Sacramento Employment and Training Agency
Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker
ON-THE-JOB TRAINING
Staff Funding Recommendations
FY2004-2005

Service Provider	Current Funding Amount, FY2003-2004			Staff Funding Recommendations, FY2004-2005	
	WIA	CalWORKs	Total	\$ Amount	Total Number to be Served
Asian Resources	\$150,000	\$60,329	\$210,329	\$180,000	38
La Familia Counseling Center	150,000	30,400	180,400	180,000	41
Sacramento Chinese	150,000	29,452	179,452	150,000	35
Sacramento Lao Family	150,000	28,800	178,800	150,000	29
Greater Sacramento Urban League	142,483	0	142,483	150,000	36
	\$742,483	\$148,981	\$891,464	\$810,000	179

Attachment 3
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
WORKFORCE SKILLS PREPARATION SERVICES
Staff Funding Recommendations
FY 2004 - 2005

Agency	Recommendations for Vendor List Funding Year 2004 - 2005		
	Services	Yes	No
Volunteer Legal Services	Expungement/Legal	x	
San Juan USD	Vocational Assessment	x	
Elk Grove USD	Vocational Assessment, Counseling, Financial Literacy, Basic Computer Literacy, Job Readiness/Pre-employment Skills, Small Business Development, In-service Training	x	
Sacramento City USD - Lemon Hill	Job Retention/Life Skills, Financial Literacy, Basic Computer Literacy (Spanish)	x	
Crossroads Diversified Services	Vocational Assessment, Financial Literacy, Job Readiness/Pre-employment Skills, Job Retention/Life Skills	x	
Sacramento Lao Family	Interpretation/Translation, Job Readiness/Pre-employment Skills	x	
Sacramento County Office of Education	Interpretation/Translation, Vocational Assessment, Financial Literacy, Basic Computer Literacy, Job Readiness/Pre-employment Skills, Job Retention/Life Skills, Small Business Development, In-service Training	x	
Vietnam Veterans of California	Job Readiness/Pre-employment Skills	x	
Lee Hecht Harrison	Job Retention/Life Skills	x	
Community Connections Resource Center	Job Readiness/Pre-employment Skills	x	
Sacramento Occupational Advancement Resources	Interpretation/Translation, Vocational Assessment, Counseling, Expungement/Legal, Financial Literacy, Basic Computer Literacy, Job Readiness/Pre-employment Skills, Job Retention/Life Skills	x	
Total		N/A	N/A

ITEM III-B - 2 – ACTION

APPROVAL OF EXTENSION OF LINKING EDUCATION TO ECONOMIC DEVELOPMENT (LEED) CONTRACT

BACKGROUND:

In March 2003, the Governing Board concurred with the Workforce Investment Board (WIB) to allocate Board Initiative Funds to with Linking Education to Economic Development (LEED) for \$75,000 to develop a Workforce Skills Certification System for critical industries and \$15,000 to continue the support of the Youth Services Provider Network, a collaboration of Sacramento County organizations supporting the positive development of youth. The current subgrant ends June 30, 2004.

The Employer Outreach Committee has been directed by the Sacramento Works Board to make recommendations on the use of Board initiative funds for the next fiscal year. The Employer Outreach Committee met on June 10, 2004 and is recommending that \$15,000 again be provided from Board initiative funds to LEED to continue the support of the Youth Services Provider Network. The WIB Executive Committee is scheduled to meet on this item on June 28, 2004.

Because of this subgrant end date, staff is requesting that the Governing Board extend the subgrant with LEED with a \$15,000 augmentation through June 30, 2005. The WIB Executive Committee can concur with this action on June 28.

RECOMMENDATION:

Approve an extension of the current WIA subgrant with LEED through June 30, 2005 and augment \$15,000 to continue the support for the Youth Services Provider Network.

ITEM IV-A – INFORMATION

SACRAMENTO REGIONAL RESEARCH INSTITUTE PRESENTATION

BACKGROUND:

Attached is a copy of a PowerPoint presentation given by Ryan Sharp, Research Director at the Sacramento Regional Research Institute (SSRI). Mr. Sharp provided this presentation to the Sacramento Works, Inc. Board on May 26, 2004.

Staff will be available to answer questions.



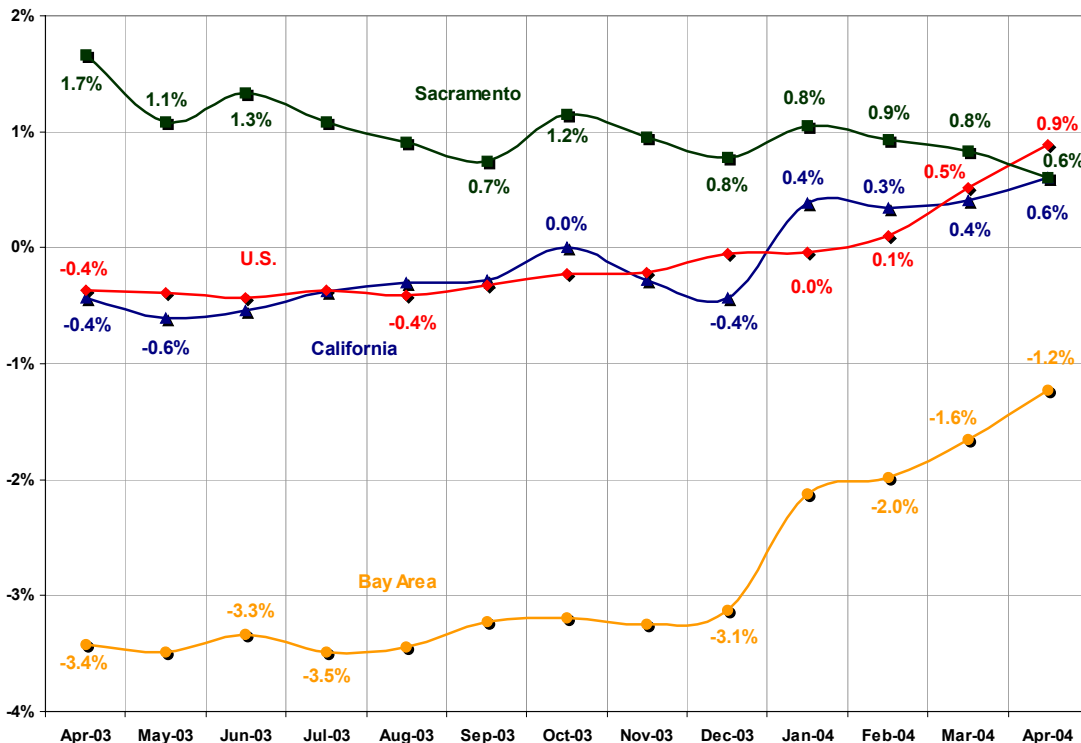
“Sacramento’s Economic and Demographic Trends”

**Sacramento Works, Inc.
Quarterly Economic Briefing**

May 26, 2004

Over the past few months, Sacramento has seen falling year-over-year employment growth rates with growth driven by the Construction and Professional & Business Services sectors

Employment Growth Comparisons Sacramento, the Bay Area, California, and the United States



Sector	April 2003-2004		
	Sacramento	California	Bay Area
Construction	3,400	26,000	700
Prof. & Business Svcs.	3,400	54,700	-5,000
Trade, Trans., & Util.	2,100	34,400	-5,600
Edu. & Health Svcs.	1,000	25,300	4,400
Leisure & Hospitality	400	16,500	700
Financial Activities	300	19,100	400
Information	-500	-12,900	-4,800
Manufacturing	-1,100	-31,200	-12,100
Government	-4,100	-42,800	-12,800

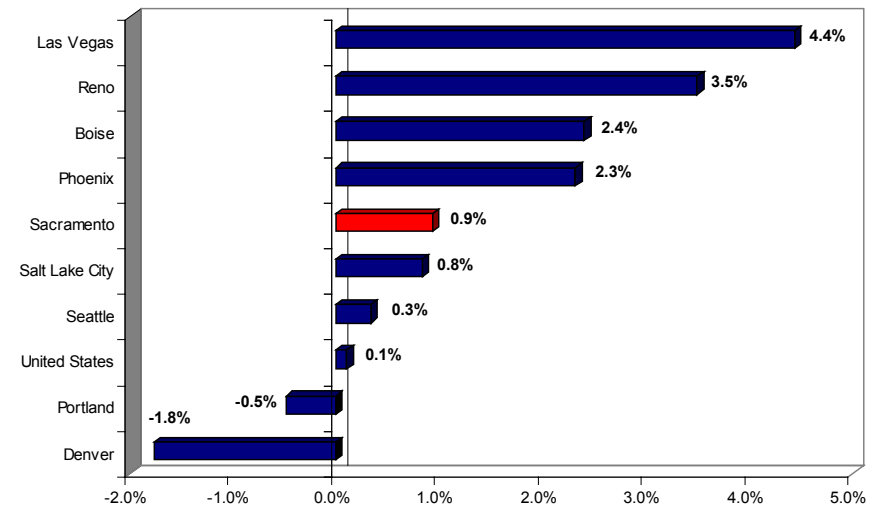
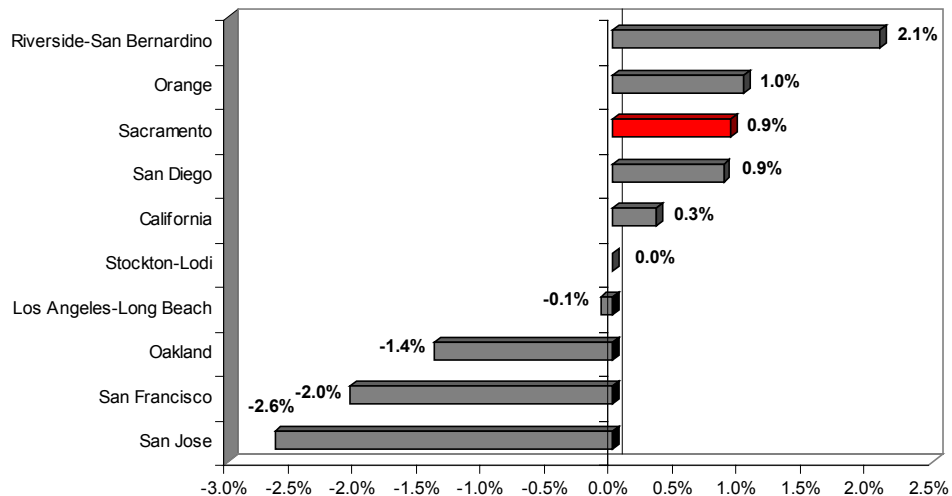
Sacramento Regional Research Institute

Data Source: Employment Development Department

Note: Bay Area includes San Francisco, San Jose, and Oakland MSAs

Sacramento is still a statewide leader in terms of employment growth, but other western regions have become increasingly competitive

Employment Growth Rate Comparisons of Major California and Other Western Regions February 2003-2004

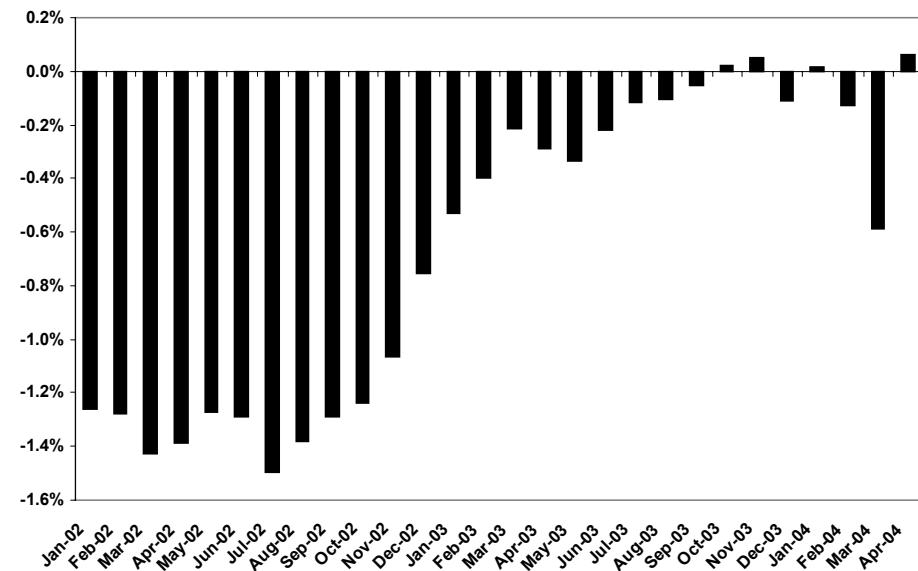
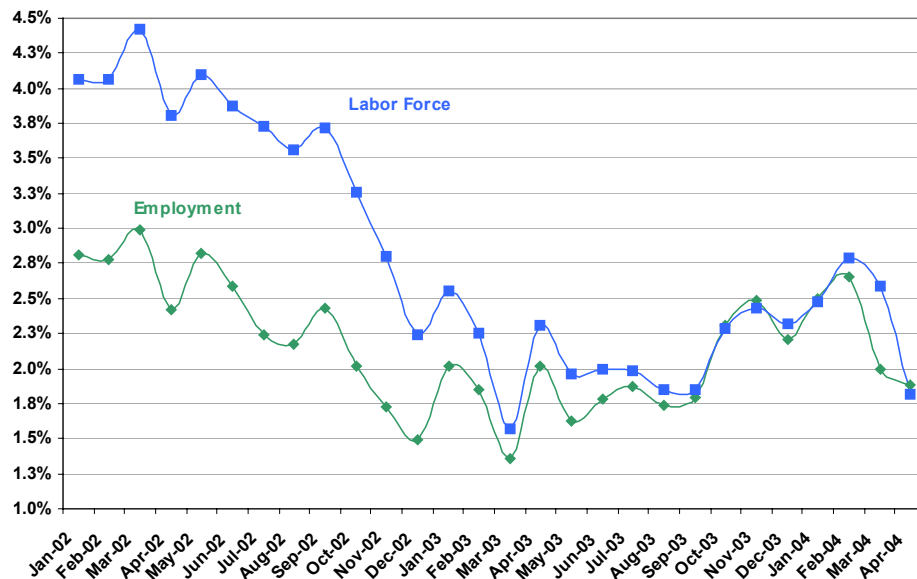


Sacramento Regional Research Institute

Data Source: Employment Development Department and Bureau of Labor Statistics

Sacramento has generally demonstrated better economic health since the end of 2003 with the labor force and employment growth rates showing convergence

Civilian Labor Force and Civilian Employment Growth Rate Comparisons February 2003-2004

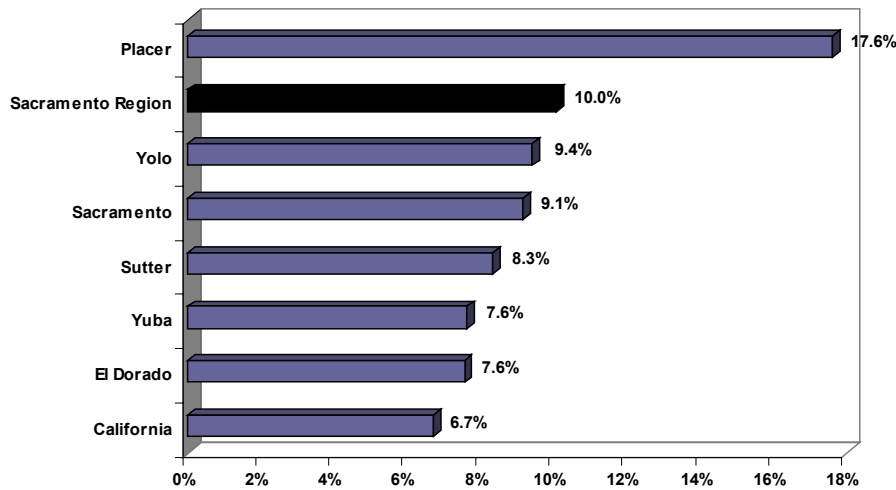


Sacramento Regional Research Institute

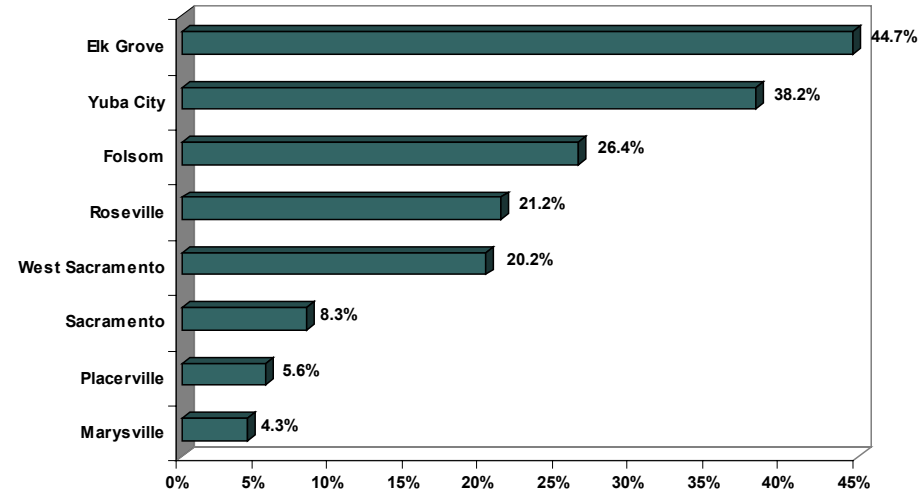
Data Source: Employment Development Department

The Region continues to see relatively high population growth rates

Population Growth Rates in the Sacramento Region 2000-2004

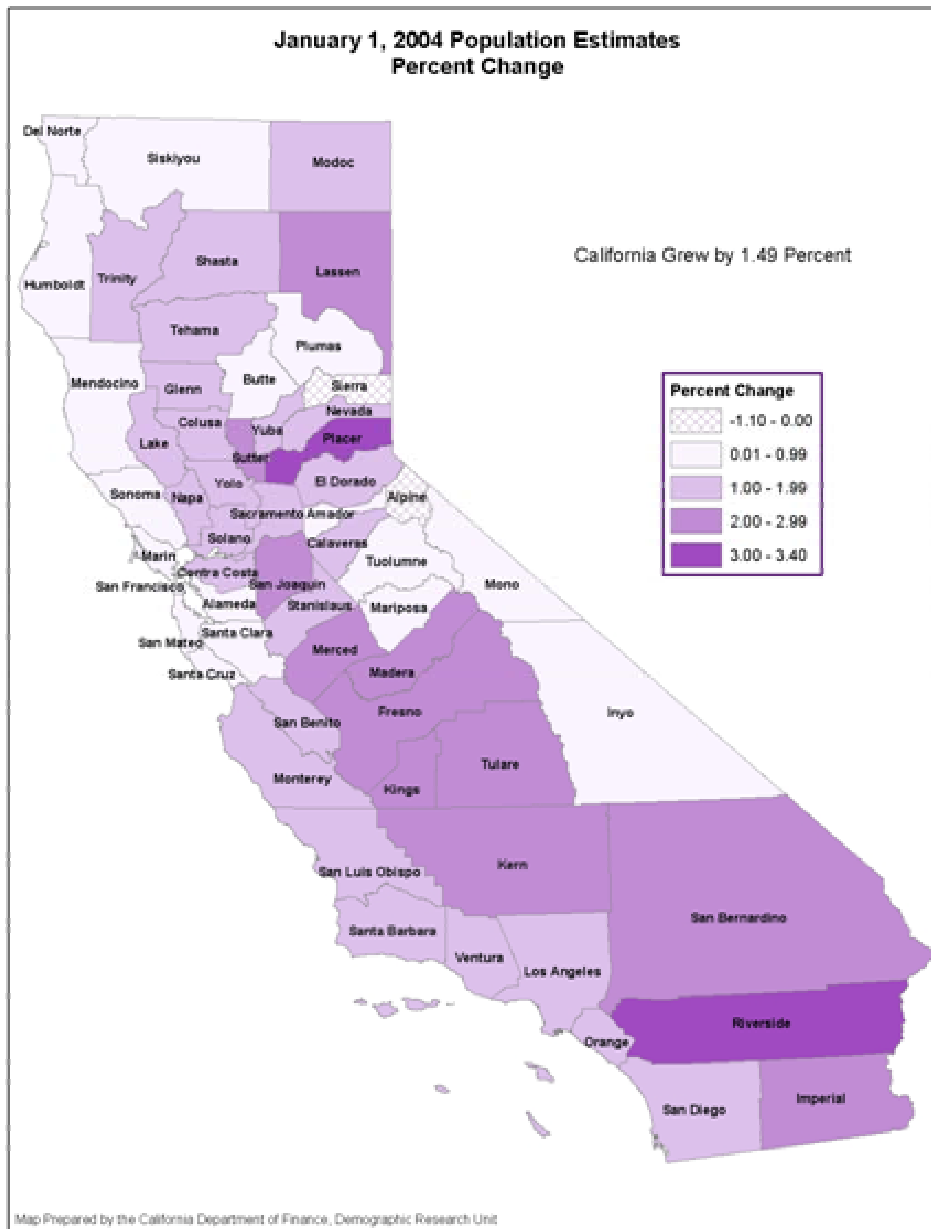


Placer County (#2) in 10
top growing counties
over the past year



Lincoln (#1), Elk Grove,
Wheatland, and Yuba
City in 10 top growing
cities over the past year

The Central Valley continues to be the hot spot for growth in the state



Illustrates continued shift
from coastal to
inland/valley regions

Placer and Riverside
Counties, both part of
some of the most stable
regions in the state, are the
highest growth areas

Public Policy Institute of
California Survey:

- Lure of high quality of life
at relatively affordable
prices
- Increasingly negative
views regarding traffic, air
quality, and growth
- Trends will not reverse on
their own—effective
planning is needed

While the Sacramento Region presents a stable and competitive western economy, the relative strength of its advantages has declined

Locational Advantage

Recent Trends

Lower Costs

Residential Real Estate

Commercial Real Estate

Wages

Still strong advantage, but decreasing

Gap closing and housing affordability decreasing

Gap closing

Still labor cost savings, but tied to other cost of living elements

Stable Economy

Employment Growth

Population Growth

Government Sector

Statewide Leader

Still advantage, but mixed view

Still positive, but falling rates

Still strong

Effects of state's fiscal insability

Fluctuating around middle and top with other areas improving

Quality of Life

Infrastructure/Resources

Air Quality

Traffic

Decreasing advantage

Strains with growth

Becoming major issue

Becoming major issue

*The Region may be able to tout workforce advantages,
but indicators of workforce quality are mixed...*

Sacramento is specialized in many high-level occupations

Occupational Specialization and Growth Rates Major Occupational Categories, 2000-2002

<i>Occupational Category</i>	<i>2002 Specialization</i>	<i>2000-2002 Growth Rate</i>
<u>Sacramento Region Specialization</u>		
Business and financial operations occupations	1.6	8.3%
Construction and extraction occupations	1.4	17.2%
Legal occupations	1.2	-6.9%
Computer and mathematical occupations	1.2	14.0%
Community and social services occupations	1.1	8.0%
Healthcare practitioners and technical occupations	1.1	6.1%
Office and administrative support occupations	1.1	3.9%
<u>Sacramento Region Similar to State</u>		
Life, physical, and social science occupations	1.0	24.1%
Sales and related occupations	1.0	5.0%
Protective service occupations	1.0	-22.5%
Installation, maintenance, and repair occupations	1.0	13.2%
Food preparation and serving related occupations	1.0	-9.6%
Building and grounds cleaning and maintenance occupations	1.0	11.7%
Architecture and engineering occupations	1.0	6.0%
Education, training, and library occupations	1.0	13.0%
<u>Sacramento Region Underspecialization</u>		
Management occupations	0.9	-1.2%
Personal care and service occupations	0.9	6.9%
Healthcare support occupations	0.9	-7.2%
Transportation and material moving occupations	0.8	12.3%
Arts, design, entertainment, sports, and media occupations	0.8	12.9%
Production occupations	0.6	-9.5%
Farming, fishing, and forestry occupations	0.3	-1.2%

Summary

- While the state and the nation are showing signs of recovery, Sacramento's employment growth rates are falling (but are projected to remain positive)
- Employment and business growth in Sacramento has been driven by construction and service-related sectors, while Government (the region's largest sector) along with Manufacturing are mitigating employment gains in other sectors
- As part of the larger Central Valley, the Region has experienced high levels of growth, and is also facing escalating regional problems that are becoming apparent in most areas within the Valley
- Sacramento is specialized in many high-level occupations that may serve as advantages in attracting business and investment into the Region
- With mixed views of traditional locational advantages, the Region needs a better understanding and measure of workforce quality

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Anita Barnes DATE: May 26, 2004
 FROM: Anthony Yu, SETA Fiscal Monitor
 RE: On-site Fiscal Monitoring of La Familia Counseling Center, Inc.

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
WIA	YY	\$186,8	07/01/2003-	07/01/2003-03/31/2004
WIA	OY	\$143,2	07/01/2003-	07/01/2003-03/31/2004
WIA	OJT-Adult	\$149,6	07/01/2003-	07/01/2003-04/30/2004
WIA	Career Center-Adult	\$45,00	07/01/2003-	07/01/2003-03/31/2004
WIA	Career Center-DW	\$45,00	07/01/2003-	07/01/2003-03/31/2004
WIA	OJT-CALWORKS	\$30,40	07/01/2003-	07/01/2003-04/30/2004
CSBG	FSS	\$67,00	01/01/2003-	01/01/2003-12/31/2003
CSBG	FSS	\$67,00	01/01/2003-	01/01/2003-03/31/2004

Monitoring Purpose: Initial ☒ Follow-up _____ Special _____ Final _____
 Date of review: March 16, 2004 and various dates
 Period Covered: See above

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	X			
4 Disbursement Control		X	X	
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	X			
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			
13 Program Income	N/A			

Program Operator: La Familia Counseling Center, Inc.

Findings and General Observations:

- (1) The reported total Adult-OJT employer reimbursement for March, 2004 was overstated by \$2,000 because the payment to S.P.M.H. had already been charged to the CALWORKS contract in March. Necessary adjustments have been made on the April fiscal claim to correct the overstated cost.
- (2) Backup documents for the participant workshop (check #9302) were not available for review during the fiscal visit. The subgrantee's accountant is aware of the problem and agreed to contact the vendor/service provider for the invoice.

Recommendation:

- (1) Invoices, timesheets, backup documents and cost allocation worksheets needed to be properly maintained to support the expenditures charged to the SETA funded contracts. The lack of proper documentation may result in questioned costs in future audit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Xia Kao Vang **DATE:** May 28, 2004

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento Lao Family

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA-	OJT	\$ 150,000	07/1/03-6/30/04	07/1/03-3/31/04
CALWORKS	OJT	28,800	07/1/03-6/30/04	07/1/03-3/31/04
RESS/TA	VESL/ES	238,411	10/1/03-9/30/04	10/1/03-3/31/04
RESS	SACO	39,360	10/1/03-9/30/04	10/1/03-3/31/04
TAD/TA	ES	67,944	10/1/03-9/30/04	10/1/03-3/31/04
TAD	Older Worker	77,995	10/1/03-9/30/04	10/1/03-3/31/04

Monitoring Purpose: Initial X Follow-Up Special Final

Date of review: 4/15, 4/23, & 4/30/04

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

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2003 to April 30, 2004 for WIA and from October 1, 2003 to April 30, 2004 for the Refugee programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The Sacramento Lao Family had a cash balance deficit from February 1, 2004 to March 31, 2004. The bank reconciliation statement as of March 31, 2004 showed a negative cash balance of \$ 11,390.52. We recommend that the management monitor the cash balance on a regular basis to avoid a major disruption of the operation of the agency. Further, we recommend that the Sacramento Lao Family conduct fund raising activities to increase its cash reserve. As of March 31, 2004, the cash reserve had a balance of \$1,695.61.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski

DATE: May 25, 2004

FROM: Anthony Yu, SETA Fiscal Monitor

RE: On-site Fiscal Monitoring of Sacramento Chinese Community Service Center, Inc.

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
WIA	OY	\$224,128	07/01/2003-06/30/2004	07/01/2002-
WIA	YCP	\$110,159	07/01/2003-06/30/2004	07/01/2002-
WIA	FYM	\$40,694	07/01/2003-06/30/2004	07/01/2002-
WIA	OJT	\$150,000	07/01/2003-06/30/2004	07/01/2002-
RESS	VESL/ES	\$106,574	10/01/2002-03/31/2004	10/01/2002-
CSBG	FSS	\$58,861	01/01/2003-12/31/2003	01/01/2003-
CSBG	FSS	\$59,000	01/01/2004-12/31/2004	01/01/2004-

Monitoring Purpose: Initial X Follow-up_____Special_____Final_____

Date of review: April 6, 2004 and various dates

Period Covered: See above

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		X	X	
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	N/A			

13 Program Income

N/A

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

- (1) A review of the February, 2004 bank reconciliation statements disclosed an imbalance of \$810. Further analysis of the fiscal records indicated that the check #7029 issued to K.F.H.P. in the amount of \$4,522 was erroneously cashed by the vendor and the bank for \$3,712 back in October, 2003.

Recommendations:

- (1) Monthly bank reconciliation statements should be reviewed by the program director on a monthly basis to insure all the cash deposits and check disbursements are properly accounted for.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Tammy Sanchez **DATE:** May 28, 2004

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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA Title I	One-Stop Svcs-Adult \$	99,500	7/01/03-06/30/04	7/01/03-3/31/04
WIA Title I	One-Stop Svcs-D.W.	99,500	7/01/03-06/30/04	7/01/03-3/31/04

Monitoring Purpose: Initial ☒ Follow-Up ☐ Special ☐ Final ☐

Date of review: 5/3/04

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	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, 2003 to March 31, 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 in the initial monitoring.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Florin Ciuriuc **DATE: May 28, 2004**

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Slavic Community Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
RESS	SA & CO	\$ 27,374	10/1/03-9/30/04	10/1/03-3/31/04

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: 4/27/04 & 5/5/04

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

Program Operator: Slavic Community Center

Findings and General Observations:

- 3) The total costs as reported to SETA from October 1, 2003 to March 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 4) The Center inadvertently over-stated salaries due to an erroneous allocation basis but this was offset by an understatement in payroll taxes and medical insurance as the Center's Fee-for-service program paid for most of these costs.

Recommendations for Corrective Action:

- 1) Review the salaries charged to RESS to ensure that these were allocated based on the staff's time allocation worksheet.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Laura Leonelli **DATE:** May 22, 2004
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Southeast Asian Assistance Center, Inc.

<u>PROGRA</u> <u>M</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA&CO (set-aside)	\$42,057	10/01/2003-09/30/2004	10/01/2003-03/31/2004
RESS	SA&CO (set-aside)	\$30,975	10/01/2003-09/30/2004	10/01/2003-03/31/2004

Monitoring Purpose: Initial ☒ Follow-up _____ Special _____ Final _____
Date of review: 02/05/2004 and 05/19/2004
Period covered: 10/01/2003-03/31/2004

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

Program Operator: Southeast Asian Assistance Center, Inc.

Findings and General Observations:

(1) The total costs as reported to SETA for the period October 1, 2003 to March 31, 2004 have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

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.

