



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office (916) 263-3800
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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

GOVERNING BOARD

DATE: Thursday, March 18, 2004

TIME: 10:00 a.m.

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

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>

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

A G E N D A

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the March 4, 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 De-obligate and Re-obligate Workforce Investment Act Title 1 Scholarship Funds (Robin Purdy)
 - C. HEAD START – No items.**
 - D. COMMUNITY SERVICES BLOCK GRANT – No items.**
 - E. REFUGEE PROGRAMS – No items.**

IV. Information Items

- A. Presentation by Peter Pecora, Senior Director of Research Services for the Casey Family Programs (20-30 minutes)
- B. Report on the Anticipated Arrival of Hmong-Lao Refugees from Thailand (Roy Kim)
- C. Fiscal Monitoring Report (Kim Peck)
 - Traveler's Aid

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 11, 2004

ITEM II-A - CONSENT

MINUTES OF THE MARCH 4, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 4, 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, March 4, 2004
10:00 a.m.

- I. 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.

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.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/27/04 through 3/11/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-B – 1 - ACTION

APPROVAL TO DE-OBLIGATE AND RE-OBLIGATE
WORKFORCE INVESTMENT ACT TITLE 1 SCHOLARSHIP FUNDS

BACKGROUND:

In May, 2003 the SETA Governing Board allocated \$5,711,405 to fund the one stop career center system in Sacramento County. Of this total, 30%, or \$1,713,422 was approved to pay for Scholarships and Workforce Skills Preparation.

- **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.

The Mutual Assistance Network, the community based organization funded for one stop intensive services to serve the Del Paso Heights community has informed SETA that they intend to use leveraged funds to provide training and supportive services to the customers enrolled in their WIA program. This makes \$164,000 available in Scholarship/ Workforce Skills Preparation funds. In reviewing the actual enrollments through December 31, 2003, staff identified several career centers that are in need of additional Scholarship funds. The recommendation for reobligation the returned funds is on the attached chart.

RECOMMENDATION:

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 identified on the attached chart.
3. Reserve \$48,000 for customized training, scholarships, or supportive services identified in the fourth quarter of FY2004.

One Stop Career Center/Host Agency	WIA Allocation by One Stop (Adult/Dislocated Worker) Funding Year 2003 - 2004							
	\$ Funding/Contract Amount			Annual Goals of Customers to be served		Actual Customers Served by December 31, 2003		Recommended Scholarship /WSP
	One-Stop Services	Scholarships/WSP	Total	Core Service Goal	Intensive Service Goal	Intensive Enrollment	Core services	
SWCC Citrus Heights-San Juan Unified School District	\$215,000	\$204,749	\$419,749	1,344	88	76	1,822	\$ 204,749
SWCC Lemon Hill - Sacramento City Unified School District	215,000	143,559	358,559	3,071	61	143	1,976	143,559
SWCC Broadway - Asian Resources	199,000	149,557	348,557	5,103	64	161	2,422	161,516
SWCC Rancho Cordova - SCOE	199,000	197,815	396,815	4,422	85	62	1,525	197,815
SWCC South County -Elk Grove USD	190,000	112,727	302,727	2,317	48	180	1,867	158,727
SWCC La Familia Counseling Center	90,000	70,581	160,581	1,059	30	55	694	70,581
Mutual Assistance Network - Las Palmas	90,000	179,004	269,004	1,406	77	39	-	15,949
SWCC Mather -County DHA		0	0	1,059	0	56	1,004	26,300
SWCC Hillsdale - SETA	215,000	233,700	448,700	3,500	100	133	2,803	233,700
SWCC Mark Sanders - EDD	215,000	233,700	448,700	9,000	100	88	6,939	233,700
SWCC Galt - SETA	313,878	188,030	501,908	1,500	40	50	670	94,000
SWCC Franklin - SETA				2,500	40	94	2,097	124,030
	\$1,941,878	\$1,713,422	\$3,655,300	36,281	733	1,137	23,819	\$1,664,626

ITEM IV-A – INFORMATION

PRESENTATION BY PETER PECORA, SENIOR DIRECTOR OF RESEARCH SERVICES FOR THE CASEY FAMILY PROGRAMS

BACKGROUND:

After five years of teamwork among researchers from a number of organizations, Casey staff, foster care alumni and foster parents, we are pleased to announce a special presentation on the results of the Casey National Alumni Study.

Dr. Peter Pecora will discuss the findings of this study of outcomes and success factors for 1,609 foster children served between 1966 and 1998.

Researchers from Harvard University, University of Michigan, University of Washington, and Casey Family Programs found that completion of high school while youth were in care, and access to post-secondary educational opportunities (such as college or vocational training) were among the factors associated with their success as adults.

This report can be downloaded at www.casey.org.

ITEM IV-B - INFORMATION

REPORT ON THE ANTICIPATED ARRIVAL OF HMONG-LAO REFUGEES FROM THAILAND

BACKGROUND:

The Thai government is referring a group of Hmong-Lao refugees, living at the Wat Tham Krabok Buddhist Temple, for resettlement. In April 2003, a registration process identified approximately 15,000 refugees eligible for resettlement. An initial group of about 5,000 refugees seeking resettlement is expected to begin arriving in the United States during the summer of 2004. Only those registered by the Thai government and recognized as living at the temple as of August 2003 are eligible for the resettlement program.

The majority of cases will be pre-destined family reunification cases, and many of the Hmong-Lao refugees have relatives in California. The results of a preliminary survey by PRM indicate that 40% have a relative in California. Within California, it is anticipated that approximately one third will be resettled in the Sacramento region. The support of these family members will be very important in assisting these new arrivals in adjusting to life here.

May Ying Ly, Hmong Women's Heritage Association (HWA), will be leaving for Thailand at the end of March, and Xiakao Vang, Sacramento Lao Family (SLF), plans to visit Thailand later this year. Both will share information with SETA that can be used to plan for the Hmong-Lao refugees arrival. In addition, HWA and SLF, in cooperation with SETA, are planning a joint public input meeting with the local Hmong community to receive input on program design and services that can result in improved orientation, adjustment and integration for the new arrivals.

ITEM IV-C - 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. Elnor F. Tillson

DATE: March 8, 2004

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 60,000	01/1/03-12/31/03	01/1/03-12/31/03
CSBG	Safety Net	60,000	01/1/02-12/31/02	01/1/02-12/31/02

Monitoring Purpose: Initial Follow-Up Special Final
 Date of review: Various dates

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

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2002 to December 31, 2002 and from January 1, 2003 to December 31, 2003 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major findings in the final monitoring.

Recommendations for Corrective Action:

- 1) 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.