



Sacramento
Employment and
Training
Agency

925 Del Paso Blvd.
Sacramento, CA 95815

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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, May 20, 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 May 5, 2004 Regular Board Meeting

B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval To Release a Request for Proposals (RFP) for One Stop Career Center Office and Classroom Space in South Sacramento (Robin Purdy)

2. **TIMED ITEM 10:00 a.m. AND PUBLIC HEARING:** Approval of Classification of Labor Market Information Project Supervisor (Rod Nishi)

3. Approval of Salary Schedule for the Classification of Labor Market Information Project Supervisor (Rod Nishi)

B. WORKFORCE INVESTMENT ACT

1. Approval to Deobligate WIA 15% Nurse Workforce Initiative Funding from San Joaquin County Employment and Economic Development Department (Cindy Sherwood-Green)
2. Approval to Augment Sacramento County Office of Education's Fiscal Year 2004 One-stop Services Contract (Robin Purdy)
3. Approval of Agreement with the Sacramento County Department of Human Assistance, PY2003-2004 (Robin Purdy)

C. HEAD START

1. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant and Training/Technical Assistance Grant Applications (Norma Johnson)
2. Approval of Out-of-State Travel for Staff to Attend the Father Factor Fatherhood Conference in Dallas, Texas (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Second Annual Springboard to Health and Success Community Resource Fair (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: THURSDAY, MAY 13, 2004

ITEM II-A - CONSENT

MINUTES OF THE MAY 5, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 5, 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, May 6, 2004
10:00 a.m.

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

Members Present:

Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento
Sophia Scherman, SETA Governing Board; Public Representative
Bonnie Pannell, Councilmember, City of Sacramento

Members Absent:

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

- ◆ Recognition of Staff for Participation in the Earned Income Tax Credit (EITC) Program

Mr. Roy Kim introduced Rose Russell and Holly Nicola from the Internal Revenue Service. Ms. Russell stated that this is one of the largest federal anti-poverty programs and \$426,591 was returned to the community due to the EITC. SETA has been involved in the program for four years. Ms. Russell read the names of the participants. Staff participating in this program included: Robin Purdy, William Walker, Ginger Brunson, Terri Carpenter, Warren Hackett, Deborah Edwards, Lori Black, Esperanza Lindsey, Melanie Klinkamon, Chi Cheng, Josie Werner, Tammy Tu-Nguyen, Allen Brock, Maria Steele, Srirat McLennan, Tatyana Bogdanovich, Lisa Flores, Vicki Estrada, Tameka Usher, Chone Xaysongkham, Phung Vuong, Connie Torres, Erika Flores, Thu Nguyen, Joy Correia, Terri Carruthers, Julie Ardrey, Marian Kiernan, Pat Senseney, Josefina Taca, Dawn Williams, James McNeal, and Kathy Kossick.

- II. **Consent Item**

The consent calendar included approval of the minutes of the April 15, 2004 regular board meeting, and approval of claims and warrants for the period 4/9/04 through 4/29/04. There were no questions or comments.

Moved/Scherman, second/Pannell, to approve the consent calendar as distributed.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA – No items.

B. WORKFORCE INVESTMENT ACT – No items.

C. HEAD START

1. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Basic Grant and Training/Technical Assistance Grant Applications

Moved/Pannell, second/Scherman, to continue this item to May 20, 2004.

Voice Vote: Unanimous approval.

2. Approval of Fiscal Year 2004-2005 Head Start Program Options and Tracks

Ms. Johnson reviewed this item. There were no questions.

Moved/Pannell, second/Scherman, to approve the Fiscal Year 2004-2005 Head Start Program Options and Tracks.

Voice Vote: Unanimous approval.

3. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Center Locations

Ms. Norma Johnson stated that this information is provided so that Board members are aware of the location of the various Head Start centers throughout the county.

Moved/Pannell, second/Scherman, to approve the Head Start and Early Head Start center locations for Fiscal Year 2004-2005.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Response from Meadowview Community Action, Inc. to Fiscal Monitoring Report: no questions or comments.

- B. Fiscal Monitoring Reports: No questions or comments.
- C. California Workforce Association Update: No questions or comments.
- D. Dislocated Worker Update: Mr. Walker provided some clarifications on the dislocated worker update. The actual date of the Apple rapid response action will be May 14. The Board requested a report back on the dislocations at Folsom Toyota.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick distributed a copy of a booklet that was developed in partnership with Manpower Services. This booklet was prepared to assist the public sector dislocated workers. The booklet will be provided to the 97 Elk Grove staff that will be laid off as well as any state staff dislocated.

Ms. Welsch distributed information on the Sacramento Works for Women - Nontraditional Construction Apprenticeship Conference that will be held at the Carpenter's training hall. This is an event for women to learn about the building trades. Ms. Welsch stated that there are middle and high schools that bus young women to the conference.

Ms. Kossick publicly thanked Mr. Roy Kim for coordinating the EITC program.

- C. Counsel: No report.
- D. Members of the Board: No comments.
- E. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders, Employee Organization: AFSCME Local 146

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(a), Stollery v. SETA

- VII. **Adjournment**: The meeting was adjourned into closed session at 10:33 a.m. in memory of Ms. Sharon Neese who passed away on May 3, 2004. Closed session ended at 11:00 a.m. with no report out.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/30/04 through 5/20/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR ONE STOP CAREER CENTER OFFICE AND CLASSROOM SPACE IN SOUTH SACRAMENTO

BACKGROUND:

In September, 2004, the lease for the Sacramento Works One Stop Career Center at 7000 Franklin Blvd. will expire. This center has served 2,922 customers in the first three quarters of the fiscal year. The majority of customers reside in the South Sacramento/Meadowview community.

Staff is recommending that the SETA Governing Board approve a Request for Proposals to seek office and classroom space to continue providing career center services in the South Sacramento area. The RFP is attached under separate cover. The County Department of Human Assistance has staff currently collocated at the Franklin site and is intending to collocate at the new site.

RECOMMENDATION

Approve the release of the Request for Proposals for One Stop Career Center Office and Classroom space in South Sacramento.

ITEM III-A – 2 -ACTION

TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING: MODIFICATION OF THE AGENCY CLASSIFICATION PLAN TO ESTABLISH THE NEW CLASSIFICATION OF LABOR MARKET INFORMATION PROJECT SUPERVISOR

BACKGROUND:

The Agency Executive Director is proposing a modification of the agency classification plan to establish the new classification of Labor Market Information Project Supervisor.

Since 1989 SETA has participated in a Labor Market Information project with Yolo County to publish an annual Occupational Outlook and Training Directory. For the first twelve years, Yolo County acted as the lead agency in the application and subcontracted the work to Workforce Information Group, a consulting company which surveyed 40 occupations per year and published the Directory. The funds were made available through a competitive procurement process from the State of California, Employment Development Department, Labor Market Information Division. In 2001, SETA took over responsibility as the fiscal agent for the project and hired Labor Market Information Consultants to select the occupations, conduct the surveys and publish the Directory.

The information developed by the labor market information project has been instrumental in the planning process for workforce development. The labor market information is used to write proposals for funding, to identify occupations in need of skilled workers, to identify which training programs should be targeted for funding, to assist employers in setting wages and benefits, to develop supply/demand surveys for critical industries, and to assist economic development professionals market the labor force to employers seeking to locate in the region.

The labor market information planning has been integrated into the WIA Adult, Youth, Dislocated Worker and Rapid Response funding applications. Staff is recommending approval of a Labor Market Information Project Supervisor job classification and that this position be placed within the supervisory unit. There is no opposition to this recommendation by the American Federation of State, County, & Municipal Employees, Local 146.

RECOMMENDATION:

Open a public hearing, hear testimony, close the public hearing and adopt the modification to the Agency classification plan and approve the job specification for classification of Labor Market Information Project Supervisor.

LABOR MARKET INFORMATION PROJECT SUPERVISOR

ORGANIZATIONAL RESPONSIBILITY

The Labor Market Information Project Supervisor is responsible to the Deputy Director, Workforce Development or designee.

DEFINITION

Under general direction, the Labor Market Information Project Supervisor coordinates, plans, organizes, directs, and supervises staff engaged in the development of labor market related activities and products.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions at the advanced journey level. Responsibilities include planning, developing, directing, and preparing the annual Occupational Outlook and Training Directory.

EXAMPLES OF DUTIES

1. Plans, organizes, assigns, and supervises the work of subordinate staff.
2. Develops and implements procedures for labor market related projects.
3. Develops processes for selecting occupations suitable for study.
4. Designs and produces survey instruments and other related tools as needed.
5. Develops, designs, modifies, and produces employer survey samples.
6. Monitors and assists labor market data collection and tracks overall project progress.
7. Maintains project timeline and if needed, modifies project procedures.
8. Performs data diagnostics and produces tabulations of collected data.
9. Develops processes and tools needed for selecting and updating education and training provider information.
10. Reviews employer and education/training provider information to maintain project integrity.
11. Analyzes employer and education/training provider data as needed to produce reports.
12. Develops user group(s) information for dissemination of labor market products.
13. Designs, produces, and publishes annual Occupational Outlook and Training Directory.
14. Researches and develops labor market information reports and resources for the region.
15. Develops and researches information transferable skill assessment tools and products.

16. Trains staff and program operators on labor market products and tools.
17. Represents the Agency to public and private organizations in regards to labor market related issues.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles of supervision and effective personnel practices;
Principles and practices of employee training;
Research project principles and practices;
Marketing and distribution principles and techniques;
Knowledge of effective recordkeeping techniques;
Training techniques relative to gathering labor market information;
Knowledge of available labor market tools, including California EDD/LMID projections of employment, occupational guides, Occupational Outlook Handbook, and the O*NET database;
Knowledge of occupational groups, including related education and training provider data;
Knowledge of computer applications, including Internet browser, word processor, and databases;
Knowledge of desktop publishing styles and techniques.

Ability to:

Plan, organize, and supervise the work of subordinate staff; evaluate the quality and quantity of staff production; understand, analyze, research, and resolve highly technical and complex issues; statistical data analysis; implement principles and practices of research projects; analyze situations accurately and develop an effective course of action; develop clear and comprehensive procedures; establish and maintain cooperative working relationships with other department/program heads and staff; communicate clearly and concisely both orally and in writing.

Training and Experience:

Any combination of training and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

Advanced educational training in a statistical research related field and 3 years of increasingly responsible work experience in labor market surveying analysis and preferably including at least one year in a lead or supervisory capacity.

ITEM III-A - 3 - ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY
RANGE FOR THE NEW CLASSIFICATION OF LABOR MARKET INFORMATION
PROJECT SUPERVISOR

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies require a Board resolution to establish a salary range for each classification.

RECOMMENDATION:

Approve the attached resolution establishing a salary range for the classification of Labor Market Information Project Supervisor.

RESOLUTION NO. 2004-02

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of **Labor Market Information Project Supervisor**;
and

WHEREAS, it is necessary to establish the salary range for this classification;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies, the following salary range is hereby established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$19.31	\$20.28	\$21.29	\$22.35	\$23.47

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorizes the Sacramento Employment and Training Agency (SETA) to establish this salary range accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this twentieth day of May, 2004, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair of the SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM III-B-1– ACTION

APPROVAL TO DEOBLIGATE WIA 15% NURSE WORKFORCE INITIATIVE
FUNDING FROM SAN JOAQUIN COUNTY EMPLOYMENT AND ECONOMIC
DEVELOPMENT DEPARTMENT

BACKGROUND:

SETA is the fiscal and administrative entity for the regional Nurse Workforce Initiative, a special project funded with WIA 15% Governor's Discretionary grant funding for a three year period ending September 30, 2005. The purpose of the initiative is to increase the supply of licensed nurses to reduce critical labor shortages in health facilities throughout the region.

San Joaquin County Employment and Economic Development Department is a partner in the project and is funded in the amount of \$355,000 to provide case management and training for 45 nurses who are either in Licensed Vocational Nurse (LVN) to Registered Nurse (RN) upgrade training or are nurses who are not actively working in the nursing profession and who want to transition back into the nursing workforce through RN Refresher courses. Approximately 72% of San Joaquin's NWI budget is allocated toward salaries and fringe benefits of a Nurse Educator and a Skills Lab Instructor for the period of July, 2003 through June, 2005.

San Joaquin experienced a late class start-up and was not able to begin enrolling the majority of its current students until February of this year. Consequently, San Joaquin has not charged for budgeted staff salaries and, to date, has expended only 1.5% of its contracted amount. San Joaquin staff has informed SETA that there is \$123,500 in unexpended funding for the first year of the project but expects to spend the remaining amount (\$233,500) by the project's end date of June, 2005. San Joaquin anticipates that it will meet its enrollment goal of 45 by October, 2004.

It is recommended that the Board approve the deobligation of \$123,500 in WIA 15% NWI funding from San Joaquin and reobligate the funds to expand the Nurse Workforce Initiative project. Staff will return to the Board at a later date with a plan.

RECOMMENDATION:

Approve the deobligation of WIA 15% Nurse Workforce Initiative funds from San Joaquin County Employment and Economic Department in the amount of \$123,500.

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT SACRAMENTO COUNTY OFFICE OF EDUCATION'S FISCAL YEAR 2004 ONE-STOP SERVICES CONTRACT

BACKGROUND:

The Sacramento Works One Stop Career Center in Rancho Cordova is part of a larger collaboration called the Rancho Cordova Neighborhood Center (RCNC), consisting of the Sacramento Employment and Training Agency (SETA), Sacramento County Office of Education (SCOE), Folsom-Cordova Unified School District, Sacramento County Departments of Health and Human Services and Human Assistance, and the Cordova Community Collaborative. For the past three years, the Sacramento County Department of Human Assistance has contracted with the Sacramento County Office of Education to provide the coordination of the RCNC. SETA has funded the Sacramento County Office of Education to “host” the Sacramento One Stop Career Center in Rancho Cordova for the past six (6) years.

The funds that the Department of Human Assistance used to fund coordination of the RCNC, CalWORKS Employment funds, ended June 30, 2003. SCOE has continued to provide a site coordinator and clerical staff to the Rancho Cordova Neighborhood Center, but cannot continue to provide these staff without additional funding. The Sacramento County Department of Human Assistance recently awarded SETA funding to continue funding the coordination of the RCNC. Anticipated outcomes for the augmentation are:

- Developing strategies to provide on-going coordination for the Ranch Cordova Neighborhood Center in the future.
- Developing partnerships between the agencies who make up the RCNC and bringing new partners to the RCNC.
- Community Outreach
- Fundraising and grantwriting for the RCNC
- Employer outreach/coordinated with SETA Site Supervisor of SWCC and SETA Marketing Specialist assigned to the region
- Coordination of the Business Information Center
- Development of a Youth Collaborative in the Rancho Cordova community.

Staff is proposing to augment the budget in SCOE's WIA one stop services subgrant by \$85,000 in CalWORKS Employment funds for the coordination of the RCNC collaborating agencies.

The proposed modification is consistent with the proposal submitted by the Sacramento County Office of Education for WIA One Stop services.

RECOMMENDATION:

Approve the augmentation of SCOE's 2004 One-Stop Services Contract in the amount of \$85,000.

ITEM III-B – 3 - ACTION

APPROVAL OF AGREEMENT WITH SACRAMENTO COUNTY DEPARTMENT OF
HUMAN ASSISTANCE, PY2003-2004

BACKGROUND:

The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Last year, SETA entered into an agreement with the County of Sacramento Department of Human Assistance (DHA) for \$595,031 to continue providing One-Stop Services to CalWORKs customers.

On May 4, 2004, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA in the amount of \$2,562,000 to pay a greater share of cost of the One-Stop System and to continue services for CalWORKs recipients for PY2004-2005. SETA will provide over 32,000 self-sufficiency services to over 6,303 CalWORKs job seekers.

Under the agreement, SETA will continue to provide job training and employment services to residents of Mather Community Campus, and reimburse DHA \$336,844 for the costs of operating the Sacramento Works Career Center – Mather for PY2004-2005.

RECOMMENDATION:

Approve entering into an agreement for \$2,562,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers.

ITEM III-C-1 – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START/EARLY HEAD START
BASIC GRANT AND TRAINING/TECHNICAL ASSISTANCE GRANT APPLICATIONS

BACKGROUND:

This item requests the approval of the Head Start/Earl Head Start grant application for Fiscal Year 2004-2005. The application for Head Start and Early Head Start totals are as follows:

Head Start

Basic Grant	\$ 38,193,974
Training/Technical Assistance	\$ <u>369,068</u>
	<u>\$ 38,563,042</u>

Early Head Start

Basic Grant	\$ 4,583,348
Training/Technical Assistance	\$ <u>114,584</u>
	<u>\$ 4,697,932</u>

Ms. Norma Johnson, Deputy Director, will be available to answer any questions.

The Head Start Policy Council approved this item at their May 4, 2004 Special meeting.

RECOMMENDATION:

Approve the Head Start Fiscal Year 2004-2005 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).

ITEM III-C – 2 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL FOR STAFF TO ATTEND THE FATHER
FACTOR FATHERHOOD CONFERENCE IN DALLAS, TEXAS

BACKGROUND:

Staff is requesting approval of out-of-state travel for two staff to attend the Father Factor Fatherhood Conference on June 14-18, 2004 in Dallas, Texas. In addition, up to 13 staff from delegate agencies that work on fatherhood issues for their agency will be attending the conference. The purpose of this conference is to provide information to pursue resources for fatherhood issues/initiatives.

The Administration for Children & Families (ACF) will be providing a \$15,000 grant to cover travel, per diem and registration expenses.

Staff will be available to answer questions.

RECOMMENDATION:

Approve out-of-state travel for two staff (Robert Silva and Ronald Jones) to attend the Father Factor Fatherhood Conference, June 14-18, in Dallas, Texas.

ITEM IV-A – INFORMATION

SECOND ANNUAL SPRINGBOARD TO HEALTH AND SUCCESS COMMUNITY RESOURCE FAIR

BACKGROUND:

The Sacramento Works Career Center in Citrus Heights recently hosted (in collaboration with SETA and San Juan Unified School District) their 2nd annual ***Springboard to Health and Success Community Resource Fair***. The free event, featuring over 30 local agencies, was held at Sunrise Mall on May 2, 2004. Among the diverse mix of agencies represented were: Area 4 Agency on Aging; Legal Services of Northern California; Sylvan Oaks Library; Citrus Heights Women's Center; Society for the Blind; the YWCA; and American River College. This resource fair had something for everyone – from children and teens to adults and seniors.

In addition to learning about community services and various support groups, visitors to the fair were able to take part in free health screenings, access computers for job search through EDD and the Community College Foundation's E-Bus, and have their children fingerprinted and photographed through the Masonic Service Bureau's Kids ID program. Parents were able to sign-up their children on the spot for health care through the Healthy Families program. Dinger, the River Cats' mascot, even made an appearance!

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.