



**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, May 6, 2004

**TIME:** 10:00 a.m.

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

**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>

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

**A G E N D A**

**I. Call to Order/Roll Call/Pledge of Allegiance**

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

**II. Consent Items**

- A. Minutes of the April 15, 2004 Regular Board Meeting
- B. Approval of Claims and Warrants

**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 (Norma Johnson)

2. Approval of Fiscal Year 2004-2005 Head Start Program Options and Tracks (Norma Johnson)
3. Approval of Fiscal Year 2004-2005 Head Start/Early Head Start Center Locations (Norma Johnson)

**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 (Kim Peck)

B. Fiscal Monitoring Reports (Kim Peck)  
◆ Crossroads Diversified Services, Inc.  
◆ Elk Grove Unified School District

C. California Workforce Association Update (Kathy Kossick)

D. Dislocated Worker Update (William Walker)

**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

**CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9(a)

Stollery v. SETA

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, APRIL 29, 2004**

ITEM II-A - CONSENT

MINUTES OF THE APRIL 15, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 15, 2004 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

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

Thursday, April 15, 2004  
10:00 a.m.

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

**Members Present:**

Don Nottoli, Chairperson, SETA Governing Board; Member, Board of Supervisors  
Robbie Waters, Vice Chairperson, Councilmember, City of Sacramento  
Sophia Scherman, SETA Governing Board; Public Representative  
Illa Collin, Member, Board of Supervisors

**Members Absent:**

Bonnie Pannell, Councilmember, City of Sacramento

II. **Consent Items**

The consent calendar included approval of the April 1, 2004 regular board meeting minutes, and approval of claims and warrants for the period 3/26/04 through 4/8/04.

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

Voice Vote: Unanimous approval.

III. **Action Items**

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

B. **WORKFORCE INVESTMENT ACT**

1. Approval to Augment Workforce Investment Act One Stop Services Subgrant Agreement with Sacramento City Unified School District

Ms. Robin Purdy reviewed this item. On March 18, the Board was asked to approve a deobligation of funds from the Mutual Assistance Program. This item is requesting an augmentation for the Lemon Hill career center in the amount of \$36,826 to serve an additional 18 customers. These funds will also provide bilingual computer literacy services.

Moved/Scherman, second/Waters, to approve the augmentation to Sacramento City Unified School District of \$36,826 of WIA Adult funds for the period beginning April 15, 2004 and ending June 30, 2004.

Roll Call: Aye: 4, Nay: 0, Abstentions: 0

**C. HEAD START – No items.**

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

**E. REFUGEE PROGRAMS**

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

Ms. Caroline Stromberg reviewed this item. Funds will be allocated to each county according to the number of elderly refugees in each impacted area. There will be an additional number of participants if this application is approved. Approximately 200 customers will be served.

Mr. Thatch stated that the proposal is also to contract with Sacramento Lao Family, Inc., but this is subject to the state granting us sole source approval.

Moved/Collin, second/Scherman, to approve the submission of an application for Targeted Assistance Discretionary Grant Funds to serve elderly refugees, PY2004-2005. This item is subject to the State's granting SETA sole source approval to contract with Sacramento Lao Family, Inc. to provide these services. Voice Vote: Unanimous approval.

**IV. Information Items**

- A. Fiscal Monitoring Report: No questions or comments.
- B. Presidential Action on the Workforce Investment Act

Ms. Kossick distributed a copy of a draft National Association of Workforce Boards (NAWB) response to the initiative from President Bush. They do not like the initiative because it ignores the local controls. Ms. Kossick suggested that board members call her or Ms. Purdy for additional information.

Ms. Colin asked if this same information is being conveyed to our own Congress people and Ms. Kossick replied affirmatively.

**V. Reports to the Board**

- A. Chair: Mr. Nottoli shared a letter from Ms. Sharon Neese thanking the Board for the honor of having the Del Paso Child Care Center dedicated to her.

- B. Executive Director: A copy of an article in the National Association of Workforce Board's newsletter highlighting the California Association of Employers' bootcamp with SETA was distributed to Board members.

Mr. Walker responded to Ms. Collin's question regarding Apple Computer's dislocation. Mr. Walker stated that Apple did send a WARN letter and have already started laying people off. Apple will be providing a stipend to the dislocated staff along with dislocated worker services. Mr. Walker has left several phone messages with the HR staff at Apple but has not received a response to the calls.

- C. Counsel: No report.

- D. Members of the Board: No comments.

- E. Public: Ms. Cheryl Powell announced the second annual job fair on May 2 in Sunrise Mall. Many of their customers need a variety of social services before they can even start looking for a job.

- VI. **CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**: Continued to May 6, 2004

Pursuant to Government Code Section 54957.6

Agency Negotiator: Jackie Sanders

Employee Organization: AFSCME Local 146

- VII. **Adjournment**: Meeting adjourned at 10:31 a.m.

ITEM II-B - CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/9/04 through 4/29/04, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

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 will review and take action on 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 FISCAL YEAR 2004-2005 HEAD START  
PROGRAM OPTIONS AND TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Board to approve the Program Options and Tracks for Fiscal Year 2004-2005.

The Head Start Policy Council will review and take action on this item at their May 4, 2004 Special meeting.

RECOMMENDATION:

Approve the Fiscal Year 2004-2005 Head Start Program Options and Tracks.

ITEM III-C-3 – ACTION

APPROVAL OF FISCAL YEAR 2004-2005 HEAD START AND EARLY HEAD  
START CENTER LOCATIONS

BACKGROUND:

This agenda item provides an opportunity for the Board to approve Head Start and Early Head Start center locations for Fiscal Year 2004-2005.

The listing of SETA-Operated Program center locations is attached.

The Head Start Policy Council will review and take action on this item at their May 4, 2004 Special meeting.

RECOMMENDATION:

Approve the Head Start and Early Head Start center locations for Fiscal Year 2004-2005.

ITEM IV-A – INFORMATION

RESPONSE FROM MEADOWVIEW COMMUNITY ACTION, INC. TO FISCAL  
MONITORING REPORT

BACKGROUND:

Attached is a copy of correspondence received from Meadow Community Action in response to a fiscal monitoring report.

Staff will be available to answer questions.

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.



**Program Operator: Crossroads Diversified Services , Inc.**

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board



**Program Operator:** Elk Grove Unified School District-Adult Education

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

ITEM IV-C – INFORMATION

CALIFORNIA WORKFORCE ASSOCIATION UPDATE

BACKGROUND:

Attached is an update from the California Workforce Association for the final Program Year 2004 allotments. Staff will be available to answer questions.

ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

**Dislocated Worker Information PY2003/2004**

The following is an update of information as of April 28, 2004 on the Worker Adjustment and Retraining Notification (WARN) notices and Preliminary WARN notifications in Sacramento County

<b>WARN Status</b>	<b>Month Received Notice</b>	<b>Company and Address</b>	<b>Dislocation Date</b>	<b># of Affected Workers</b>	<b>SETA's Intervention</b>
Official	6/24/03	McKesson Corporation 11000 Trade Center Drive Rancho Cordova, 95670	8/25/03	88	7/01/03
Official	6/30/03	OSI 7405 Greenhaven Sacramento, CA 95831	8/23/03	327	7/16-17/03 3 Orient. Per day
Official	7/01/03	T.G.I. Friday's 307 Sunrise Blvd. Citrus Heights, CA 95610	7/31/03 Revised	71	5/28/03
Unofficial	7/9/03	San Juan Unified School District 3738 Walnut Avenue Carmichael, CA 95608	6/30/03	208	8/26/03
Unofficial	7/09/03	Sacramento City Unified School District 5735 47 <sup>th</sup> Ave. Sacramento, CA	6/30/03	124	7/24/03
Official	7/22/03	Fleming Companies, Inc. 8301 Fruitridge Road Sacramento, CA 95826	9/10/03	93	Assistance Declined
Official	9/08/03	OSI 2920 Prospect Park Drive Rancho Cordova, 95670	11/02/03	81	9/8-9/03 2 Orient. Per day
Unofficial	11/03/03	Internal Revenue Service Distribution Center 3041 Sunrise Blvd. Rancho Cordova, CA	3/1-6/30/04	300+	3/01/04-6/30/04

<b>Unofficial</b>	<b>11/14/03</b>	<b>Boeing Inc. 3855 North Freeway Blvd., Suite 100 Sacramento, CA 95829</b>	<b>1/13/04</b>	<b>13</b>	<b>12/12/03</b>
<b>Unofficial</b>	<b>12/15/03</b>	<b>T And T Logistics of North America</b>	<b>12/15/03</b>	<b>140</b>	<b>12/15/03</b>
<b>Unofficial</b>	<b>12/15/03</b>	<b>Teleplan, sub of H.P.</b>	<b>12/15/03</b>	<b>150</b>	<b>12/15/03</b>
<b>Unofficial</b>	<b>1/09/04</b>	<b>Boeing Inc 3855 North Freeway Blvd., Suite 100 Sacramento, CA 95829</b>	<b>1/23/04</b>	<b>12</b>	<b>2/17/04</b>
<b>Unofficial</b>	<b>1/12/04</b>	<b>Child Action 9812 Old Winery Place #1 Sacramento, CA 95827</b>	<b>4/20/04</b>	<b>14</b>	<b>Pending</b>
<b>Unofficial</b>	<b>1/12/04</b>	<b>Earthlink Inc. 1660 East Roseville Parkway Roseville, CA</b>	<b>3/06/04</b>	<b>450</b>	<b>2/18/04</b>
<b>Unofficial</b>	<b>3/04</b>	<b>Elk Grove School District 9510 Elk Grove-Florin Rd. Elk Grove, CA 95624</b>	<b>4/04</b>	<b>97</b>	<b>Pending</b>
<b>Official</b>	<b>2/04/04</b>	<b>Sacramento Transportation System, Inc. dba Supershuttle Sacramento 3100 Northgate Boulevard Sacramento, CA 95833</b>	<b>2/29/04</b>	<b>11</b>	<b>Assistance Declined</b>
<b>Official</b>	<b>2/09/04</b>	<b>US Bancorp 3947 Lennane Drive, # 100 Sacramento, CA 95834</b>	<b>3/22/04 – 4/30/04</b>	<b>50</b>	<b>2/26/04</b>
<b>Official</b>	<b>2/13/04</b>	<b>Folsom Lake Used Car Outlet, Inc. (“KIA”) 1 Auto Plaza Drive Folsom, CA 95630</b>	<b>4/10/04</b>	<b>48</b>	<b>Assistance Declined</b>
<b>Unofficial</b>	<b>2/13/04</b>	<b>Folsom Lake Toyota and Folsom Lake Scion 12747 Folsom Boulevard Folsom, CA 95630</b>	<b>4/10/04</b>	<b>213</b>	<b>Assistance Declined</b>

<b>Unofficial</b>	<b>2/23/04</b>	<b>International AG Commodities 875 Alfalfa Plant Road Courtland, CA 95615</b>	<b>3/01/04</b>	<b>50</b>	<b>Assistance Declined</b>
<b>Unofficial</b>	<b>4/02/04</b>	<b>Gateway Inc. 1751 Howe Ave. Sacramento, CA 95825</b>  <b>5460 Sunrise Blvd. Citrus Heights, CA 95610</b>  <b>1232 Galleria Blvd. Roseville, CA 95678</b>	<b>4/10/04</b>	<b>50</b>	<b>Pending</b>
<b>Official</b>	<b>4/13/04</b>	<b>Apple Computer 2911 Laguna Blvd. Elk Grove, CA. 95858</b>	<b>6/12/04</b>	<b>235</b>	<b>Pending</b>
<b>Official</b>	<b>4/21/04</b>	<b>Barclays Global Investors, N.A. 10850 Gold Center Drive, 3<sup>rd</sup> Floor Rancho Cordova, CA 94104</b>	<b>2/01/04</b>	<b>53</b>	<b>Pending</b>
<b>Official</b>	<b>4/22/04</b>	<b>Campbell Concrete of Northern California, Inc. 6000 Morton Street and 6001 Midway Street Sacramento, CA 95828</b>	<b>6/07/04</b>	<b>100</b>	<b>Pending</b>
<b>Unofficial</b>	<b>4/26/04</b>	<b>Eppie's Restaurant's 30<sup>th</sup> and N St. Sacramento, CA 95817</b>  <b>6341 Florin Road Sacramento, CA 95828</b>  <b>4600 Madison Ave. Sacramento, CA 95841</b>	<b>4/26/04</b>	<b>60 – 75</b>	<b>Pending</b>
			<b>Total # of Affected Workers</b>	<b><u>3053</u></b>	

## 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.