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Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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KATHY KOSSICK
Executive Director

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Sacramento, CA 95815

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**SPECIAL MEETING OF THE
COMMUNITY ACTION BOARD**

DATE: Wednesday, November 16, 2005

TIME: 8:30 a.m.

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

While the Community Action Board welcomes and encourages participation in the Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Community Action Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Community Action 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 Assistance 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**
- II. **Consent Item**
 - A. Approval of Minutes of the August 24, 2005 and October 12, 2005 Meetings
- III. **Public Hearing – Presentation of Proposals by Bidders**
- IV. **Action Items**
 - 1. **TIMED ITEM: 9:00 A.M. and Public Hearing:** Approval of Modifications to the Community Action Board Bylaws
 - 2. Election of Vice-Chair

“Preparing People for Success: in School, in Work, in Life”

3. Approval of Community Service Block Grant Funding Recommendations for Fiscal Year 2006

V. Information Items

1. Newspaper articles
2. Community Services Block Grant Fiscal Reports

VI. Reports to the Board

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, NOVEMBER 10, 2005

ITEM II-A - CONSENT

APPROVAL OF MINUTES OF THE AUGUST 24, 2005 AND OCTOBER 12, 2005
MEETINGS

BACKGROUND:

Attached are the minutes of the August 24, 2005 special board meeting and October 12, 2005 workshop for your review.

RECOMMENDATION:

Review, make any necessary corrections and approve the minutes as submitted.

SPECIAL MEETING OF THE COMMUNITY ACTION BOARD

Minutes/Synopsis

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

Wednesday, August 24, 2005
10:00 a.m.

- I. **Call to Order/Roll Call:** Ms. Mitchell called the meeting to order at 10:00 a.m. and welcomed Ms. Amy Noakes, Adult & Aging Commission.

Members Present:

Mary Benson, Child Action, Inc.
Rex Albright, Rancho Cordova Chamber of Commerce
Elizabeth Mitchell, Rio Linda School District
Barbara Lehman, Human Rights/Fair Housing Commission
Starine Reese, United Way
Amy Noakes, Sacramento County Adult and Aging Commission
Janet Foster, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission
John Healey, California Emergency Foodlink
Bert Bettis, County Department of Health and Human Services

Members Absent:

Barbara Clare, Galt Chamber of Commerce

II. **Consent Item**

- B. Approval of Minutes of the June 1, 2005 Meeting

The minutes were reviewed; there were no corrections noted.

Moved/Benson, second/Albright, to approve the minutes of the June 1, 2005 meeting as distributed.

Voice Vote: Unanimous approval

III. **Action Item**

- A. Approval of the Community Services Block Grant Request for Proposals for Fiscal Year 2006

Ms. Cindy Sherwood Green reviewed the CSBG Request for Proposals which is scheduled to be released on Friday, September 2, 2005 with proposals due on October 6. The offeror's conference will be September 15, 2005. The public hearing for funding recommendations will be Wednesday, November 16. Board members will receive synopses of all proposals received. The Governing Board will meet and make final recommendations on Thursday, December 1. Some

changes have been made from two years ago. One of the major changes is that over the past few years, there have been more safety net services requests so 50% of the funding will go to this funding area.

Also included is a special opportunity for an agency to assume the direct services Safety-Net component currently operated by SETA CSBG Neighborhood Service Coordinators. Fifty thousand dollars (\$50,000) has been set aside for a qualified applicant. SETA staff will be available to provide technical assistance to the new agency during the initial period of transition. We are looking for an organization that will be accessible to the public to provide services similar to services currently provided by Mr. Bonanno and Mr. Cheng, SETA Neighborhood Services Coordinators.

In this RFP, there is a requirement for proposers to obtain partner signatures verifying that collaborations with other agency/ies exist. This gives a proposer greater responsibility to document and ensure true collaboration. In addition, National Performance Indicators are included in the RFP replacing the matrices we used to track client progress in the past. National Performance Indicators allow us to report actual client outcomes.

Mr. Healey arrived at 10:17 a.m.

Ms. Lehman suggested that the board set aside 10% to fund pilot programs. This is a way to measure whether we want to put aside funds for newer programs. This helps to get more new programs funded. Ms. Sherwood Green stated that three new programs were added last funding cycle.

Ms. Kossick stated that when the proposals come in and there are no proposals, we can put the option in the RFP to put the funds in a separate pot for pilot programs. This would be a good way to get programs

Moved/Lehman, second/Albright, to set aside 10% of the funding of safety net and self sufficiency to look at innovative programs.

Ms. Kossick asked what would be considered innovative. Ms. Lehman stated that someone that has not been funded before so that new programs/partners will be funded. Ms. Kossick stated that we cannot exclude current operators but we can emphasize that we are looking for innovative programs.

Innovative could mean new projects, and new agencies, or new agencies but not necessarily new projects. Ms. Reese stated that there are a lot of programs that offer services but are not on our 'radar screen'.

Ms. Reese asked what our outreach is for our RFP. Perhaps the problem is that we are not reaching the right population.

Ms. Sherwood-Green reiterated that the board wants to set aside the money to fund new activities/new program ideas. If so, the programs have to comply with the goals identified in the CSBG Community Action Plan.

Mr. Albright suggested that the CAB make the offeror's conference mandatory.

Ms. Mitchell suggested including a one page summary of the absolute requirements that must be adhered to when submitting a proposal.

Ms. Sherwood-Green reported that a public notice was mailed out to 750 groups on SETA's RFP mailing list; also, the CSPC mailing list of over 1,000 people. Staff was asked to check with the various other community agencies so that EVERYONE gets the word about this RFP.

Ms. Bettis arrived at 10:34 a.m.

Ms. Lehman suggested that staff go to the Nonprofit Resource Center and ask them to distribute the word about this item.

Revision of the motion:

Moved/Lehman, second/Healey, to set a priority for new and innovative programs that could be funded out of the two categories.

Voice Vote: Unanimous approval.

Moved/Albright, second/Lehman, to make the offeror's conference mandatory for applicants.

Voice Vote: Unanimous approval.

Mr. Albright asked if the collaborations are weighted or will this be done at a later time. He stated that he would like to have it weighted. Mr. Victor Bonanno spoke of collaborations and explained that the way that the collaborations are weighted.

Ms. Reese left the meeting at 10:46 a.m.

Moved/Healey, second/Benson, approve the release of the CSBG Request for Proposals with amendments.

Voice Vote: Unanimous approval.

IV. Information Items

- A. Fiscal Monitoring Report: No questions or comments.
- B. Community Services Block May-June 2005 Fiscal Report: No questions
- C. Community Services Block Grant 2005 Mid-Year Report: No questions.

- D. Correspondence from California/Nevada Community Action Partnership: No additional report.
- E. Report from the July 29, 2005 Community Action Board Retreat: Ms. Mitchell stated that there were some very good conversations on what our roles are perceived.

V. Reports to the Board

- A. Chair: Ms. Mitchell reported that on August 3 she attended a meeting that went through board legal regulations. Mr. Norm DeYoung would be available to provide additional information to this board. It was suggested that he attend one of our regular board meetings to give historical role of the CSBG.

Ms. Sherwood-Green stated that there is no October 12 meeting; perhaps we can ask Mr. DeYoung to provide an overview for this board in place of a meeting. Ms. Sherwood-Green stated that the bylaws also need to be revised. She suggested starting the meeting at 9 a.m., with training to begin at 9:30 a.m.

- B. Executive Director: Ms. Kossick recently received an update from the Community Action Partnership recommendations on the Cal-Neva. The consultant will be provided information for the final report.
- C. Members of the Board: Ms. Nelson inquired if board members had to attend the September 15 offeror's conference. Ms. Sherwood-Green stated that it is not necessary for board members to attend.
- D. Public: No comments.

- VI. Adjournment: Meeting adjourned at 10:55 a.m.**

COMMUNITY ACTION BOARD
Board Workshop
Minutes/Synopsis

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

Wednesday, October 12, 2005
9:00 a.m.

- I. **Call to Order/Roll Call**: Ms. Mitchell called the meeting to order at 9:03 a.m. Ms. Kathy Kossick welcomed the CAB members and thanked them for attending the board workshop.

Members Present:

Mary Benson, Child Action, Inc.
Elizabeth Mitchell, Rio Linda School District
Starine Reese, United Way
Amy Noakes, Sacramento County Adult and Aging Commission
Janet Foster, Head Start Policy Council
Nina Nelson, Sacramento City/County Hunger Commission
Franklin Anderson, Alternate, Sacramento City/County Hunger Commission
Rosalind Garner, Alternate, County Department of Health and Human Services
Barbara Clare, Galt Chamber of Commerce
John Healey, California Foodlink

Members Absent:

Rex Albright, Rancho Cordova Chamber of Commerce
Barbara Lehman, Human Rights/Fair Housing Commission

Others Present:

Cindy Sherwood-Green, Victor Bonanno

Mr. Norm DeYoung, Department of Community Services and Development, provided a background of the Community Services Block Grant and the history behind it.

- II. Meeting adjourned at 11:30 a.m.

ITEM IV-A – ACTION

TIMED ITEM: 9:00 A.M. AND PUBLIC HEARING: APPROVAL OF MODIFICATIONS
TO THE BYLAWS OF THE COMMUNITY ACTION BOARD

BACKGROUND:

The Community Action Board bylaws were last revised January 19, 1989.

Attached for your review is a copy of proposed revisions to the bylaws. Many of the modifications are to reflect the current usage of Robert's Rules of Order. In addition, the recruitment procedure of Low Income Sector representatives has been changed to reflect state/federal guidance requiring that low income representatives be low income individuals.

Legal Counsel has reviewed these modifications.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

RECOMMENDATION:

Hear any additional testimony and approve the amendments to the Community Action Board Bylaws as attached.

ITEM IV-B - ACTION

ELECTION OF VICE CHAIR TO THE COMMUNITY ACTION BOARD

BACKGROUND:

Article 6.1 of the Community Action Board Bylaws provides information regarding the officers of the Community Action Board. Since the resignation of Mr. Cliff Bales in April, 2005, the Vice Chair position has been vacant.

Staff will provide an oral report on this item.

RECOMMENDATION:

Nominate and elect a Vice Chair from the membership of the Community Action Board.

ITEM IV-C - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2006

BACKGROUND:

On September 2, 2005, SETA released a Request for Proposals (RFP) for the Community Services Block Grant (CSBG) program for fiscal year 2006. The RFP solicited services under Safety-Net and Family Self-Sufficiency categories as identified in the 2006/07 CSBG Community Action Plan. The amount of funding available for program services was \$758,500, of which ½ would be dedicated to Safety-Net services and the remaining ½ dedicated towards case-managed Self-Sufficiency services. The deadline for receipt of proposals was October 6, 2005. Thirty-nine proposals were received by the 4:30 p.m. deadline, requesting a total of \$2,276,598.

Staff recommendations were developed through the deliberation of a team of fourteen (14) readers representing SETA's Planning, Contracts, Monitoring and Fiscal Units, and a guest reader from the California/Nevada Association of Community Action Agencies. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria and taking the following items under consideration.

- Whether the proposing agency responded thoroughly and completely to all required sections of the RFP.
- The proposing agency's ability to affect and document progress toward self-sufficiency for clients enrolled in Family Self-Sufficiency programs.
- Adherence to the Outcome Goals (National Performance Indicators) set forth in SETA's 2006/07 Community Action Plan.
- The proposing agency's past performance, or, if not previously funded by CSBG, the agency's potential for success.
- Whether Agencies applying for the Safety-Net – Special Opportunity Fund had adequate infrastructure to support the required activities.
- Ensuring that all identified high-risk neighborhoods were served.
- Ensuring that all identified target groups were served.

Four (4) new agencies, Waking the Village (Tubman House), County of Sacramento Department of Health and Human Services, My Sister's House, and The Salvation Army, were recommended for funding in the Safety-Net or Self-Sufficiency categories. Agencies that ranked #4 or below were not recommended for funding. Agencies proposing a Safety-Net Special Opportunity component were evaluated for a strong staffing infrastructure, ability to implement all component elements and experience in implementing countywide emergency services, in addition to the proposal evaluation criteria noted above.

Because of the limited amount of funding available, staff also considered:

- the degree of impact the requested funding would have on the program's target group;
- whether services were comprehensive if the agency was proposing a family self-sufficiency program; and
- the level of proposed administrative costs compared to direct service costs.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant to provide services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

RECOMMENDATION

Approve staff funding recommendations for the Fiscal Year 2006 Community Services Block Grant.

FISCAL YEAR 2006 COMMUNITY SERVICES BLOCK GRANT
FUNDING RECOMMENDATIONS

* **NOTE:** Although most CSBG funded agencies will provide services to any eligible Sacramento County resident, they may limit their outreach efforts to a specific **Target Area** noted in the tables below.

Safety-Net Services								
Prop #	Rank	Agency	Target Group	Target Area *	Current Funding	Requested Funding	Cost per/ # Served	Staff Recomm.
14	1	Francis House	Low Income Homeless	Countywide	\$20,000	\$40,000	\$90 669 Families	\$37,000
4	2	Vol. Legal Services of Northern California	Low Income Ex-offender	Countywide	\$25,000	\$25,000	\$60 420 Individuals	\$25,000
31	2	Wind Youth Services	Homeless Youth	Countywide	0	\$20,698	\$69 300 Individuals	\$17,500
17	2	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$40,000	\$22 1800 Individuals	\$20,000
13	2	Waking the Village (Tubman House)	Homeless Pregnant or Parenting Youth 18-21	Countywide	0	\$56,080	\$3299 17 Families	\$21,500
32	2	My Sister's House	Homeless Low Income	South and South Central Sacramento County	0	\$52,000	\$1040 50 Individuals	\$21,500
10	2	Galt Community Concilio	Low Income	South Sacramento County and River Delta Area	\$55,000	\$57,597	\$192 300 Individuals	\$55,000
38	3	Meadowview Community Action	Low Income	Meadowview Area	\$32,000	\$76,248	\$235 324 Families	\$32,000
11	3	The Salvation Army	Low Income Homeless	Countywide	0	\$104,052	\$14 11,000 Families	\$15,750
37	3	Greater Sacramento Urban League	Low Income	North Highlands and North Central Sacramento County	\$20,000	\$52,710	\$135 760 Families	\$20,000
29	3	St. John's Shelter for Women and Children	Homeless	Countywide	\$26,750	77,995	\$71 1100 Families	\$27,000
28	3	Travelers Aid	Homeless and Fathers w/ Children	Countywide	\$37,000	\$37,000	\$278 133 Families	\$37,000
35	4	Sacramento Self Help Housing	Homeless and Imminently Homeless	Countywide	0	\$44,540	\$74 600 Families	0
5	4	Legal Center for the Elderly and Disabled	Elderly Disabled	Countywide	0	\$86,762	\$145 600 Families	0
TOTAL FAMILY SAFETY-NET PROPOSED:								\$329,250

Safety-Net Services – Special Opportunity

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Requested Funding	Cost per/ # Served	Staff Recomm.
11	1	The Salvation Army	Low Income Homeless	Countywide	0	\$50,000	NA	\$50,000
14	2	Francis House	Low Income	Countywide	0	\$20,000	NA	0
37	3	Greater Sacramento Urban League	Low Income	Countywide	0	\$50,000	NA	0
28	3	Travelers Aid	Homeless and Fathers w/ Children	Countywide	0	\$50,000	NA	0
TOTAL FAMILY SAFETY-NET SPECIAL OPPORTUNITY PROPOSED:								\$50,000

TOTAL FAMILY SAFETY-NET PROPOSED:	\$379,250
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Family Self-Sufficiency – Youth

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Requested Funding	Cost per/ # Served	Staff Recomm.
30	2	WIND Youth Services	Homeless Youth	Countywide	\$30,000	\$37,075	\$309 120 Individuals	\$32,000
21	2	Visions Unlimited	Youth	South Sacramento, Oak Park and Galt	\$45,000	\$95,000	\$1188 80 Individuals	\$47,000
27	2	La Familia	Youth	CSBG Identified Priority Areas	\$67,000	\$89,975	\$1800 50 Individuals	\$60,250
26	3	County of Sacramento DHHS	Youth	Oak Park	0	\$50,000	\$833 60 Individuals	\$21,500
34	3	Elk Grove USD	Foster Youth	Elk Grove Unified School District	\$30,000	\$30,000	\$1000 30 Individuals	\$14,250
33	4	Sacramento Chinese Comm. Service Ctr.	Youth	Avondale/Glen Elder, Franklin Villa/Parkway, Meadowview and South Sacramento County	\$59,000	\$80,945	\$675 120 Individuals	0
22	4	Stanford Homes	Youth	Countywide	0	\$40,050	\$1112 36 Individuals	0
12	4	Sacramento Child Advocates	Foster Youth	Countywide	0	\$65,500	\$109 600 Individuals	0
23	4	Child Abuse Prevention Council of Sacramento, Inc.	Youth	Dyer Kelly Elementary School Area	0	\$89,900	\$2248 40 Families	0
24	4	Life Skills for Youth, Inc.	Youth	Meadowview, South and South Central Sacramento County	0	\$33,465	\$697 48 Individuals	0
25	4	Asian Resources, Inc.	Youth	Oak Park	0	\$70,000	\$10,000 7 Individuals	0
TOTALS								\$175,000

Family Self-Sufficiency – Seniors/Disabled								
Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Requested Funding	Cost per/ # Served	Staff Recomm.
18	2	Sacramento County DHA	Seniors	Countywide	\$26,000	\$26,000	\$812 32 Individuals	\$26,000
20	2	Visions Unlimited	Seniors	South Sacramento, Meadowview and Oak Park	\$42,000	\$63,000	\$788 80 Individuals	\$42,000
3	2	Paratransit	Disabled and Elderly	Countywide	\$34,000	\$35,591	\$395 90 Individuals	\$34,000
1	3	Mental Health Association	Seniors	Meadowview, North Highlands, Rancho Cordova, North Central South Central and South Sacramento	\$33,750	\$80,325	\$846 95 Individuals	\$33,750
7	3	NorCal Center on Deafness	Deaf & Hard of Hearing	Countywide	0	\$39,955	\$1332 30 Families	0
15	4	Transitional Living & Comm. Support (TLCS)	Seniors/ Disabled and Homeless	Residents of 2 TLCS Co-op Homes in the Midtown and Arden or Florin Areas	\$38,000	\$49,535	\$2064 24 Individuals	0
16	4	Transitional Living & Comm. Support	Seniors/ Disabled and Homeless	Residents of Single Room Occupancy Hotels in Downtown Sacramento	0	\$51,322	\$2566 20 Individuals	0
8	4	City of Sac. Triple R Program	Family Caretakers for Dementia	All CSBG Priority ZIP Code Areas	0	\$58,442	\$2338 25 Families	0
2	4	InAlliance	Developmentally Disabled	Countywide	0	\$42,330	\$1209 35 Individuals	0
39	4	Chemical Dependency Center for Women	Substance Abuse and Co-Occurring Disorders	Countywide	0	\$52,470	\$350 150 Families	0
19	4	United Christian Centers	Seniors	95814 and 95816 ZIP Code Areas	0	\$71,246	\$285 250 Individuals	0
							TOTAL	\$135,750

Family Self-Sufficiency – Homeless Families								
Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Requested Funding	Cost per/ # Served	Staff Recomm.
6	3	Sacramento Area Emergency Housing Center	Homeless	Countywide	\$50,000	\$65,250	\$640 102 Families	\$50,000
36	3	Sacramento Cottage Housing	Homeless	North Sacramento and American River Neighborhood Areas	\$18,000	\$18,500	\$185 100 Individuals	\$18,500
							TOTAL	\$68,500

TOTAL FAMILY SELF-SUFFICIENCY PROPOSED:	\$379,250
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ITEM V-A – INFORMATION

NEWSPAPER ARTICLES

BACKGROUND:

Attached is a copy of some articles that were included in the Sacramento Bee.

SATURDAY

March 5, 2005

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NY STOCKS D3-D4

NASDAQ D4-D5

FUNDS D6-D7

The Sacramento Bee

BUSINESS

www.sacbee.com/business

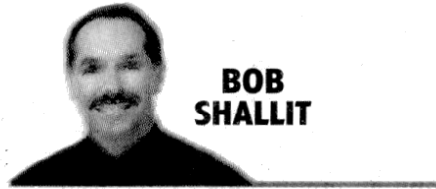
Silicon Valley VC firms energize Folsom fuel cell maker

No announcement has yet been made, but a Folsom fuel cell company has completed a stunning financing deal.

Jadoo Power Systems, a maker of fuel cell batteries used mostly in TV cameras, is collecting about \$13 million in the series "B" venture round.

The real significance of the news is the identity of the backers: Silicon Valley heavyweights **Mohr, Davidow Ventures** and **Venrock Associates**.

Both are top-drawer venture capital firms that mostly have focused on fund-



BOB SHALLIT

ing software and chip companies; Venrock, founded by the Rockefeller family, was an early backer of **Intel** and **Apple Computer**.

Their surprising investment in Jadoo will be seen as an endorsement of the fuel

cell business. It also bodes well for other local fuel cell firms hoping to raise cash and make this a hub for the alternative energy business.

Jadoo was able to get big dollars, insiders say, because its product has proven advantages over conventional batteries.

"They've shown not just that they have a great idea," one local tech leader says, "but they have a great idea that people can use and are willing to pay for."

□ □ □

Cruise crews: Norwegian Cruise Lines has never considered Sacramento a

hot employee recruitment market. Go figure.

But with openings now available on a 2,200-passenger ship and the rollout of a larger ship in 2006, it's reaching out for employees in new places.

Including, next week, River City, where the division of Hong Kong's **Star Cruises** will interview prospective culinary and housekeeping employees at **Sacramento Works**, a nonprofit group that connects people with jobs.

These jobs aren't for everyone. Employ-

► SHALLIT, page D7

Shallit: ARV has a keeper in exec Gardner

► FROM PAGE D1

ees are on duty for five months straight, then get five weeks off before restarting the cycle. At sea, they share a small cabin with two other workers.

"That would leave me out," said Sacramento Works marketing specialist **Lin Morgan**, who is coordinating the interviews. Morgan can be reached at (916) 263-3744.

On the plus side, employees spend lots of time in Hawaii, where the ships are docked. (The company flies employees to the islands at the start of each job cycle, and back home at the end.)

The company is looking to hire 3,000 people and apparently is in a hurry, Morgan said.

"They want to make job offers right on site," she said.

□ □ □

Staying on board: Barbara Gardner was brought in as executive in residence a year ago at Sacramento venture capital company **American River Ventures**. She had been a VP at **IBM** and later CEO of a San Jose startup, **Siros Technologies**.

The idea was for her to use her business skills to assist companies seeking ARV money along with those already in the fund's portfolio. Then, after a year, she'd likely become chief exec at one of those firms.

But a funny thing happened during the year at ARV. She ended up liking the venture capital game. Her bosses ended up liking the way she played it. She was offered a partnership and accepted.

As a partner, she says, her job has changed. But just a little.

She's still helping portfolio companies. But now she's also a dealmaker. "I'm using my contacts to find interesting companies for us to invest in," she said.

□ □ □

Tech talk: It probably has nothing to do with the departure of **Carly Fiorina**, but **Roger Horton** of Auburn is wondering what's up with **Hewlett-Packard's** customer service department.

He was having problems with his HP scanner and dashed off an e-mail to tech support. The response, from "Bob" at HP Total Care, is a hoot.

"I am sorry to learn from your e-mail that error ensure the scanning device is connected pop up, even after power and green light indicator is displayed," it starts off.

The tech support guy went on to recommend a Web site where Horton could get more help. He also commended Horton for his use of "clear and descriptive language to explain the issue."

Roger would like to return the compliment. But he can't.

□ □ □

Reach Bob Shallit at
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The Sacramento Bee

WEDNESDAY

March 16, 2005

D

STOCKS D5
MUTUAL FUNDS D7
COMMODITIES D7

BUSINESS

www.sacbee.com/business

Shallit: Cruise line pleased with capital recruits, will return soon

► FROM PAGE D1
tique retailers – such as **Z Gallerie**, **Orvis** and **L.L. Bean** – will go into 22 other buildings separated by courtyards and open space. Three Class A office buildings, with just under 200,000 square feet of space, will be built west of Reserve Drive.



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Dress for success: Norwegian Cruise Lines had a pretty good haul in its first recruitment foray in the capital.

More than 70 people showed up last week for interviews to work on NCL boats based in Hawaii. Thirty-one were offered jobs, which involve working up to 70 hours a week for five straight months, says **Lin Morgan** of **Sacramento Works**, the nonprofit that coordinated the interviews.

Morgan says most of the local applicants were very professional. A few weren't. Some showed

up for interviews dressed "as if they were going on a cruise" instead of applying to work on one. And there was at least one job seeker whose attire was considered, well, too revealing.

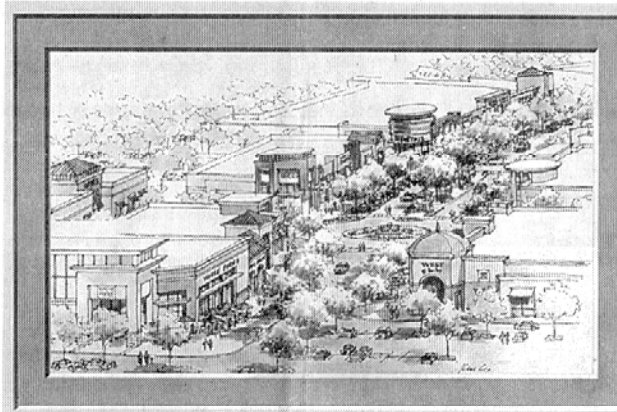
"We said dress professionally but not for *that* profession," Morgan says.

Still, NCL was impressed with Sacramento. It's making a return recruiting trip in May.

□ □ □
Still there: Some expected an economic hit when **Apple Computer** closed its assembly operations in Elk Grove last year. Despite the exodus of 235 jobs, the Apple operation is still humming.

Apple, notoriously private, won't say how many people are working there now. Or even, probably, what time it is, but we didn't ask them that.

But others familiar with the operation say employment could



Perkowitz + Ruth Architects/Artist's rendering

A shopping center called "The Fountains," featuring a "Main Street" atmosphere, will open opposite the Roseville Galleria in spring 2007.

be as high as 1,000, about two-thirds of the plant's jobs peak. "It's absolutely packed out there," says one person who has been to the plant. The employees are mostly customer service reps who work the phones,

fielding questions about Apple's iPods and computers. Some warehouse and distribution work goes on as well.

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Hard cell: Sacramento is sweetening its bid to house the state's new stem cell research headquarters.

The city's proposal – to be submitted today – includes not only free office space at One Capitol Mall but also discounted tenant improvements there and free use of the Convention Center for large meetings.

Will that be enough to overcome bids from San Francisco, San Diego and Los Angeles, among others? It could help, says **Wendy Saunders**, director of Sacramento's Economic Development Department, which is coordinating the city's bid.

Actually, Saunders thinks Sacramento has a good shot at the prize, regardless of what incentives are offered. The city has a lower cost of living than

other places in the running, plenty of life-sciences researchers already working here and better airport access than most.

Proximity to the Capitol is another plus. "Taxpayer money is involved, so there's going to be state oversight," Saunders says.

The committee making the headquarters decision is expected to narrow the field to two cities next month. The winner will be named in May.

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Reach **Bob Shallit** at

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MONDAY
May 23, 2005

D CALENDAR D2
ON THE MOVE D2
RECALL WATCH D3

BUSINESS

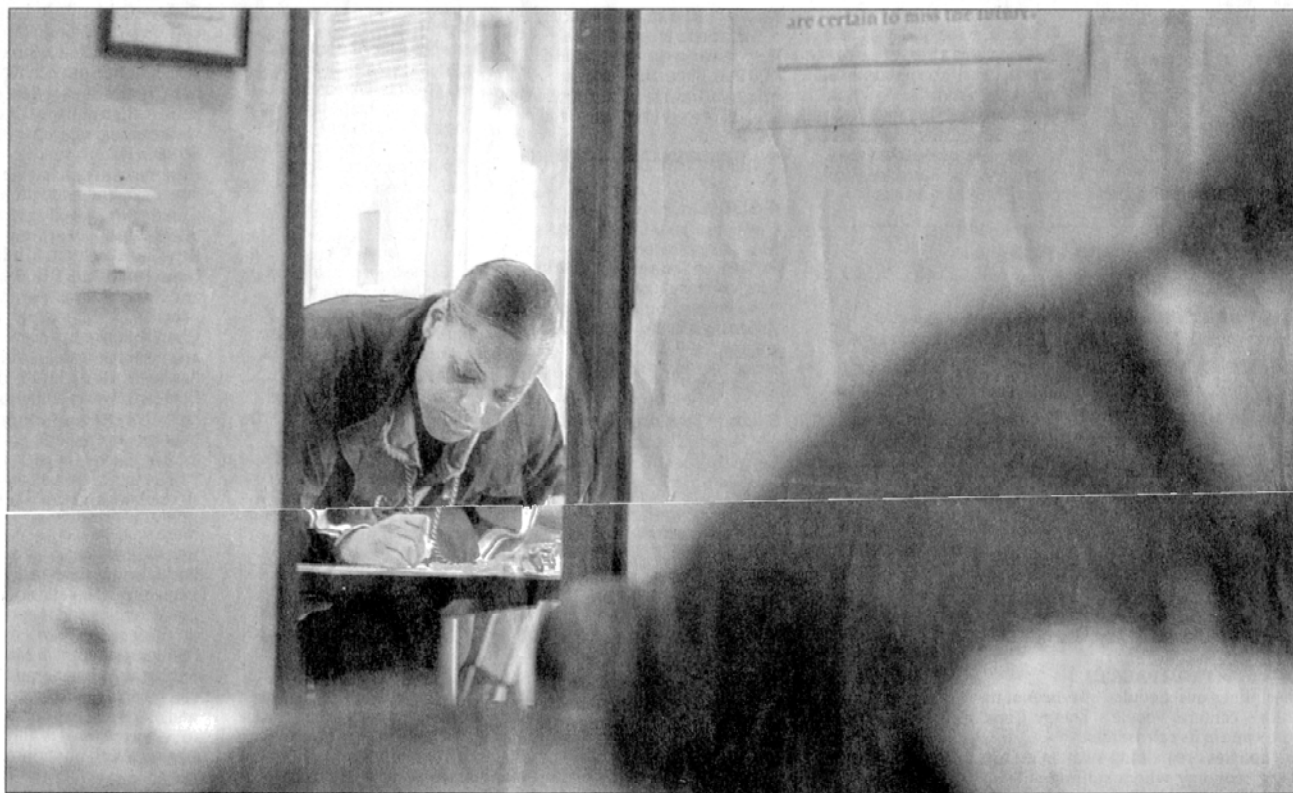
www.sacbee.com/business

WORKPLACE

LaRee LaRose, left, helps Tammy Wernett with time-management skills at Sacramento Works, a federally funded job-training agency.



Attitudes count



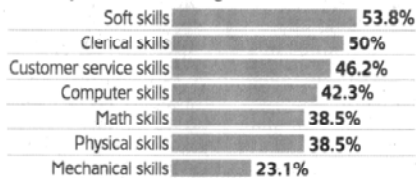
Sacramento Bee/Carl Costas

Annette Stevenson signs in at Sacramento Works for a class in time management, the sort of "soft skill" many employers are seeking in employees.

'Soft skills' top list of what area employers desire

'Soft skills' in demand

In a recent survey of 145 Sacramento-area companies, here's what employers ranked as the most important job skills they look for when hiring:



Source: Sacramento Works

Sacramento Bee/Val B. Mina

By Rachel Osterman
BEE STAFF WRITER

Tammy Wernett said she used to spend much of her free time lying around the house or hitting the stores. But when the 39-year-old found herself unable to land a long-lasting job, she signed up for a class that teaches such workplace strategies as punctuality, goal setting and communication skills.

After six months in the twice-a-month course, "I've learned to stop wasting time and now I set goals," Wernett said recently, after an evening session on time manage-

ment at Sacramento Works, a local job training agency.

That's the kind of attitude employers want to see more of, according to a recent survey of 145 Sacramento-area companies. Employers are looking for workers who possess so-called "soft skills," those non-technical abilities that include showing up on time, demonstrating a good work ethic and communicating well with co-workers, the survey found.

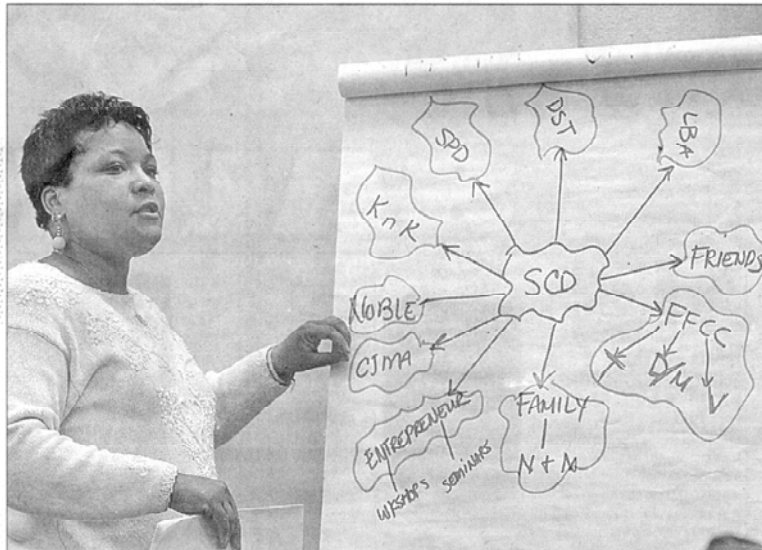
Asked what qualities they look for in new hires, 54 percent of Sacramento employers

► SKILLS, Page D5

INSIDE

The Human Resources column provides some insight on what's appropriate wear for the workplace as another summer approaches.

► Page D3



Sacramento Bee/Carl Costas

Instructor Shaunda Davis, a police officer and entrepreneur, illustrates how she takes control of her time — and her life — during a time-management class at the Sacramento Works job-training center.

Skills: Service-based economy

► FROM PAGE D1 surveyed said soft skills, compared with 50 percent who seek clerical abilities and 42 percent who look for computer know-how, the survey found.

As a result, Sacramento Works, a federally funded job training agency with 12 area career centers, is beefing up its soft-skills curriculum. Its "Reward Program" classes are available for free and offer on-site child care and even a lasagna dinner to make them more palatable.

Typical classes include role-playing to resolve difficult work situations as well as one-on-one coaching.

Wernett ticks off her major accomplishments since enrolling in the course: She says she now prioritizes her free time to spend more of it with her 10-year-old son; she secured a janitorial job at Cal Expo; and she's learned to hold back from overreacting to on-the-job frustrations.

At a recent evening course, instructor Shaunda Davis told the dozen or so participants how effective time management can be the difference between feeling like your life is under control or out of control. She recommended creating "to do" lists and mapping out schedules.

"You've got to balance things and take control of that amount of time that's your time," she said. "Time is one of those resources that once it's gone, it's gone."

Sacramento Works officials say they're still evaluating the impact of the program, which began in 2003, but say most individuals who stick with it have seen their wages increase anywhere from \$1 to \$3 an hour. "People are moving off public assistance and advancing in their jobs now that they're aware of their communication skills," said LaRee LaRose, who coordinates the program. "It's been life-changing with almost every individual."

During the recent session on time management, many of the participants said they've dealt with bouts of unemployment. One questioner asked whether

'SOFT SKILLS' TRAINING

What it is: Nontechnical job skills that include showing up on time, demonstrating a good work ethic and communicating well with co-workers.

Where to get it: Sacramento Works, a local job training agency, offers free training through its "Reward Program," available in evening classes and one-on-one counseling sessions.

Locations: 12 centers in various Sacramento cities and neighborhoods, including Citrus Heights, Galt, Hillsdale, Franklin, Lemon Hill and Rancho Cordova.

For more information: Call Sacramento Works at (916) 263-3800 or visit the Web site at www.seta.net/sacworks.html

spending three hours a day playing video games was too much. Davis said it depended on whether it was someone's primary "down time," indicating it might be a bit excessive.

Anna Rockwell, a Rancho Cordova resident, has been taking the class since January. After being on welfare for 12 months following a foot injury at her former job in a paint store, she says she's now found work handling credit accounts for a drywall contracting company.

She said the job skills she's learned have given her a boost. "I feel like I have a much better handle on my time," she said, adding that she's created a planning system that helps her keep track of daily responsibilities. "I have much more of a positive outlook. It helped me know there were other people (like me) having a hard time retraining."

Lots of companies offer employees in-house training on everything from leadership building to interoffice relationships. Other skills classes, such as those offered by Toastmasters, are aimed at higher-skilled employees and focus on the art of, say, leadership training and public speaking.

Contributing to the soft skills push, economists say, is the country's transformation from a manufacturing economy to a service-based one. More work today is done in on-the-job teams, and customer service has become a major component for businesses looking to stand apart.

One study by Georgetown University economist Harry Holzer found more than 50 percent of entry-level jobs required social and interpersonal skills.

"Most people don't fail at their jobs because of technical skills, they fail because of their soft skills," said Katie Thompson, a recruiter for Wachovia Bank in North Highlands.

She said soft skills like initiative, common sense, and being well-organized are particularly important. With few workers spending their careers at a single company, those skills are important from the very first day on the job, Thompson said.

However, acquiring the rules of the workplace, either in school or from parents, can be difficult, especially for those who live in areas where joblessness is high. And academics debate the effectiveness of teaching such things as responsibility once people enter adulthood.

Another complicating factor is that employees in jobs with few opportunities for advancement may have little incentive to put their best efforts into work, said Holzer, the Georgetown professor.

"If it's a minimum wage job, if they view it as a dead-end job, the incentives aren't enormous to care about the jobs they have," he said.

But for Wernett, focusing on soft skills has made all the difference in her life.

Standing in the classroom after a recent session at Sacramento Works, Wernett said she finally feels "like I'm on top of things."

■ ■ ■

The Bee's Rachel Osterman can be reached at (916) 321-1052 or rosterman@sacbee.com.

New career centers open to lessen nurse shortage

KATHY ROBERTSON / STAFF WRITER

Two career centers geared exclusively toward jobs in healthcare opened last month on opposite ends of Sacramento.

A Lemon Hill Avenue center in South Sacramento provides services to immigrants who got medical training in other nations and need help making the transition to the U.S. work force.

To the north, a Del Paso Boulevard center assists current health workers in upgrading their skills to become nurses.

There were 437 vacancies for registered nurses at local hospitals in February, the last count available. Demand is expected to rise as older nurses retire and as the local population keeps climbing.

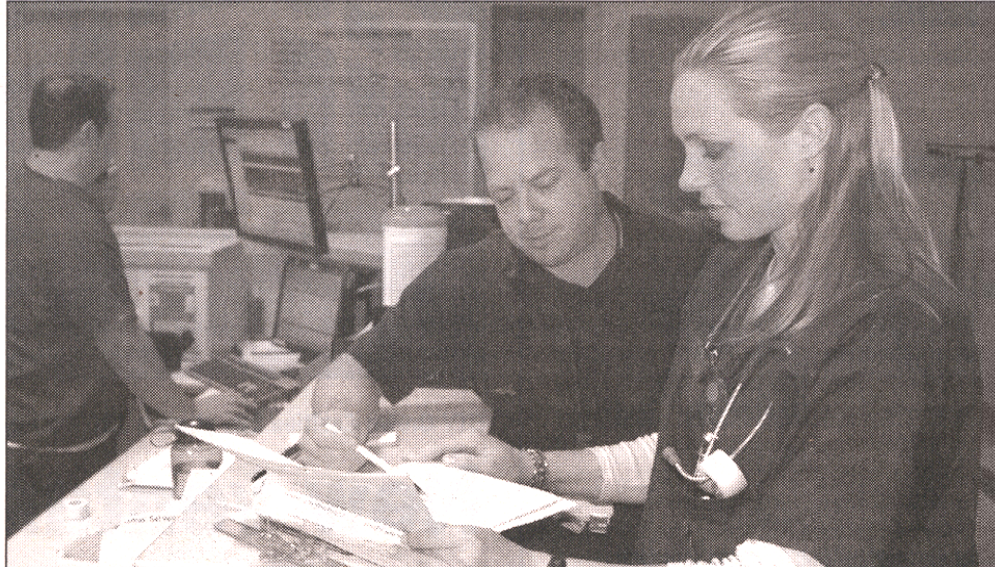
Roughly 350 new nurses graduate from various local programs each year, not enough to fill the vacancies, let alone replace the newly retired.

Anette Smith-Dohring, work force development manager for Sutter Health's Sacramento Sierra region, sees considerable merit in "a healthcare career one-stop." She cited a local study that concluded there was no single point of contact for people interested in health careers.

How it works: The new centers are part of a network of 12 run by Sacramento Works, a program of the Sacramento Employment and Training Agency, which provides job training in various fields, including health.

Last month SETA received \$800,000 from the Governor's Nursing Workforce Initiative after a \$450,000 grant from the initiative three years ago.

The centers offer advice on all sorts of high-demand careers like pharmacy and radiological tech work, but it also helps



DENNIS MCCOY / SACRAMENTO BUSINESS JOURNAL

Sean Madrigal, who landed a Sutter nursing job, checks in with registered nurse Holly Welch

nonclinical workers make the move into nursing and provides support to foreign nurses who want to work in the region.

More support comes from the four local healthcare systems in the form of in-kind donations like classroom space and teachers, and waived tuition and other fees.

Sutter, Catholic Healthcare West, Kaiser Permanente and the UC Davis Health System, working with SETA, selected 40 employees for initial training. The new funding is expected to support 84 more.

Many of the first group graduated last month. Students say the program opened doors they'd been banging against for years — and provided crucial financial aid.

Three paths: It took Ann Tracy a decade to work her way up from laundry worker to

nurse. The path included stints as housekeeper, surgical attendant, surgery scheduler and obstetric technician.

While working, Tracy took introductory classes for a nursing career and then went through the licensed vocational nurse program at Yuba College. She lost both parents and went through two divorces that left her alone to care for her two children.

Tracy, 43, tried hard to keep her grades up, but they weren't quite good enough to get her into the nursing program at California State University Sacramento. She sought help with SETA and was selected two years ago for a program that sends licensed vocational nurses to nursing school at Sac State to become registered nurses.

"They opened the door," said Tracy.

"Without them, I probably would have been overlooked." She now works as a registered nurse in the surgery department at Sutter Memorial.

Sean Madrigal, 30, tried to get into nursing school, but his name didn't come up in the lottery pick for new students at American River College in 2003.

An emergency medical technician, Madrigal worked part time for American Medical Response, part time as an emergency-room technician at Sutter Memorial, and was taking prerequisite classes to get ready for the nursing program if and when his name did come up.

Two weeks before classes started, he got a call from SETA asking him if he'd like to enroll. Madrigal started classes in August 2003 and graduated last month. He'll take the nursing board test July 6, and he's accepted a job as a registered nurse in the emergency room at Sutter Memorial.

"With the lottery system the way it is, you don't even move up when you get rejected. You go back down into the general population and have to try all over again," Madrigal said.

Maria Ortiz worked as a registered nurse in Mexico for seven years before she immigrated to this area in 1996. She looked into a career as a medical assistant here, but was told she needed to pass a high school equivalency exam before she qualified. She passed the exam and went back to SETA for more advice.

This time she opted for training as a certified nurse's aide. Ortiz graduated from the training program last month and is now studying for the state exam and preparing her résumé. "I had to start from zero and learn the language first," she said. ■

ITEM V-B - INFORMATION

COMMUNITY SERVICES BLOCK GRANT FISCAL REPORTS

BACKGROUND:

Attached is a copy of the most current fiscal report for the Community Services Block Grant.

Staff will be available to answer questions.

CSBG_reports
Bud Summ

CSBG 2005 ADMINISTRATIVE/PROGRAM COSTS											
EXPENDITURES FOR PERIOD ENDED		SEP-OCT 2005									
CONTRACT # 05F-4634											
ADMINISTRATIVE COSTS	EXPENDITURE			BUDGET	FUNDS	FEB	APR	JUNE	AUG	OCT	
ACCOUNTS	BUDGET	COMPASS	YTD EXPEND	%	REMAINING	REPORT	REPORT	REPORT	REPORT	REPORT	TOTAL
Salaries & Wages	97,639.00	53,704.14	53,704.14	55.0%	43,934.86	21,371.16	19,016.23	-	-	13,316.75	53,704.14
Fringe Benefits	43,938.00	15,124.32	15,124.32	34.4%	28,813.68	9,664.07	5,549.44	-	-	(89.19)	15,124.32
Travel	3,000.00	-	-	0.0%	3,000.00	-	-	-	-	-	-
Space Cost	27,618.00	32,841.60	32,841.60	118.9%	(5,223.60)	7,133.92	7,133.92	7,158.94	7,158.94	4,255.88	32,841.60
Consumable Supplies	1,500.00	-	-	0.0%	1,500.00	-	-	-	-	-	-
Equipment Lease/Purchase	2,500.00	1,289.32	3,705.22	148.2%	(1,205.22)	416.00	577.20	496.60	644.66	1,570.76	3,705.22
Consultant Services	-	-	-	0.0%	-	-	-	-	-	-	-
Contract Services	5,000.00	4,711.93	4,711.93	94.2%	288.07	-	-	3,000.00	-	1,711.93	4,711.93
Other Costs	30,195.00	18,023.59	18,023.59	59.7%	12,171.41	7,767.76	2,084.28	1,405.10	-	6,766.45	18,023.59
ADMIN TOTALS	211,390.00	125,694.90	128,110.80	60.6%	83,279.20	46,352.91	34,361.07	12,060.64	7,803.60	27,532.58	128,110.80
PROGRAM COSTS											
Salaries & Wages	277,000.00	143,834.98	118,834.98	42.9%	158,165.02	40,468.76	32,311.51	-	-	46,054.71	118,834.98
Fringe Benefits	124,650.00	36,875.73	36,875.73	29.6%	87,774.27	18,590.76	10,630.08	-	-	7,654.89	36,875.73
Travel	6,000.00	3,945.52	3,945.52	65.8%	2,054.48	500.27	1,637.33	638.67	305.99	863.26	3,945.52
Space Costs	22,668.00	18,888.80	18,888.80	83.3%	3,779.20	4,580.56	4,045.36	4,312.96	4,312.96	1,636.96	18,888.80
Consumable Supplies	2,500.00	6,801.53	6,801.53	272.1%	(4,301.53)	541.86	3,603.92	-	4,284.10	(1,628.35)	6,801.53
Equip Lease/Purchase	22,500.00	23,638.44	21,222.54	94.3%	1,277.46	654.36	493.16	20,471.01	265.05	(661.04)	21,222.54
Consultant Service	30,000.00	-	25,000.00	83.3%	5,000.00	5,000.00	5,000.00	-	10,000.00	5,000.00	25,000.00
Contract Services	50,000.00	35,521.29	35,521.29	71.0%	14,478.71	2,983.74	8,305.03	9,184.76	9,335.82	5,711.94	35,521.29
Other Costs	55,917.00	39,874.34	39,874.34	71.3%	16,042.66	14,047.67	(3,437.62)	1,121.19	-	28,143.10	39,874.34
Subcontractors	708,500.00	511,886.82	511,886.82	72.2%	196,613.18	70,091.15	100,273.13	151,839.28	62,839.66	126,843.60	511,886.82
PROGRAM TOTALS	1,299,735.00	821,267.45	818,851.55	63.0%	480,883.45	157,459.13	162,861.90	187,567.87	91,343.58	219,619.07	818,851.55
GRAND TOTAL	1,511,125.00	946,962.35	946,962.35	62.7%	564,162.65	203,812.04	197,222.97	199,628.51	99,147.18	247,151.65	946,962.35
						946,962.35					

CSBG 2005 ADMINISTRATIVE/PROGRAM COSTS								
EXPENDITURES FOR PERIOD ENDED		SEP-OCT 2005						
CONTRACT # 05F-4634								
		2005						
DELEGATE AGENCY	CC	ACTIVITY	BUDGET	EXPENDITURES	ADJS/ADV	YTD	% BUDGET	FUND
				COMPASS		EXPENDITURE		REMAINING
County of Sacramento DHA	4750325322	FSS	26,000	17,408.00		17,408.00	67.0%	8,592.00
Elk Grove USD	4750325323	FSS/FY	30,000	21,905.00		21,905.00	73.0%	8,095.00
Galt Community Concilio	4750325324	SN	55,000	41,295.13		41,295.13	75.1%	13,704.87
Greater Sacramento Urban League	4750325325	SN	20,000	14,514.00		14,514.00	72.6%	5,486.00
La Familia Counseling	4750325326	FSS	67,000	43,138.92		43,138.92	64.4%	23,861.08
Legal Service of Northern CA	4750325327	SN	20,000	14,614.07		14,614.07	73.1%	5,385.93
Meadowview Community Action	4750325328	SN	32,000	24,139.00		24,139.00	75.4%	7,861.00
Mental Health Assoc.	4750325329	FSS	33,750	25,291.02		25,291.02	74.9%	8,458.98
Paratransit	4750325330	FSS	34,000	30,395.21		30,395.21	89.4%	3,604.79
Sacramento Area Emer. Housing	4750325331	FSS	50,000	30,221.52		30,221.52	60.4%	19,778.48
Sacto Chinese Comm. Serv	4750325332	FSS	59,000	45,578.42		45,578.42	77.3%	13,421.58
Sacramento Cottage Housing	4750325333	FSS	18,000	15,484.00		15,484.00	86.0%	2,516.00
Transitional Living & Comm Support	4750325334	FSS	38,000	29,894.24		29,894.24	78.7%	8,105.76
Travelers Aid Society	4750325335	SN	37,000	20,494.53		20,494.53	55.4%	16,505.47
Visions Unlimited (Seniors)	4750325336	FSS	42,000	31,010.00		31,010.00	73.8%	10,990.00
Visions Unlimited (Youth)	4750325337	FSS	45,000	30,305.00		30,305.00	67.3%	14,695.00
Volunteer Legal Serv of North CA	4750325338	SN	25,000	18,160.29		18,160.29	72.6%	6,839.71
Works in New Directions (Wind Youth)	4750325339	SN	30,000	22,482.00		22,482.00	74.9%	7,518.00
Francis House of Sacramento	4750325340	SN	20,000	16,507.50		16,507.50	82.5%	3,492.50
St John's Shelter for Women & Childre	4750325341	SN	26,750	19,048.97		19,048.97	71.2%	7,701.03
TOTAL DELEGATE AGENCY			708,500	511,886.82	-	511,886.82	72.2%	196,613.18
TOTAL PROGRAM			591,235	306,964.73		306,964.73	51.9%	284,270.27
TOTAL ADMIN			211,390	128,110.80		128,110.80	60.6%	83,279.20
GRAND TOTAL			1,511,125	946,962.35	-	946,962.35	62.7%	564,162.65

ITEM V - REPORTS TO THE BOARD

A. CHAIR'S REPORT

The Chair of the SETA Community Action Board on a regular basis receives numerous items of information concerning legislation, current programs and agency activities.

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 Executive Director of the Community Action Program 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 Community Action Board packet.

The Director's Report also allows the opportunity for the Director to apprise the Board of upcoming events, significant agency activities, or conferences.

C. MEMBERS OF THE BOARD

This item provides the opportunity for SETA Community Action Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

D. PUBLIC PARTICIPATION

Participation of the general public at SETA Community Action Board meetings is encouraged. Members of the audience are asked to address their requests to the Chair, if they wish to speak.