



Sacramento  
Employment and  
Training  
Agency

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

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, December 1, 2005

**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](http://www.seta.net).

**A G E N D A**

- I. Call to Order/Roll Call/Pledge of Allegiance**
  - Recognition of Long-Term Employee: William Walker (20 years)
- II. Consent Items**
  - A. Minutes of the November 21, 2005 Special Board Meeting
  - B. Approval of Claims and Warrants
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. Approval of Revision to Job Specification of Associate Teacher (Rod Nishi)
    - 2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher (Rod Nishi)

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

3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers (Rod Nishi)
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance (Rod Nishi)
5. Approval of Procurement of Worker's Compensation Insurance (Rick Pryor)
6. Approval to Accept Funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds (Robin Purdy)

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Release the Workforce Skills Preparation Services Request for Qualifications for 2006 (Robin Purdy)

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2006 (Cindy Sherwood-Green)

**E. REFUGEE PROGRAMS**

1. Approval of Funding Augmentation for the Refugee Employment Social Services and Targeted Assistance Programs, PY 2005-2006 (Roy Kim)

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Elk Grove Unified School District
  - San Juan Unified School District
  - Women's Civic Improvement Club
- B. Grant Award to the Mexican American Alcoholism Program, Inc. (Robin Purdy)
- C. 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 LEGAL COUNSEL - ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Subdivision (c) of Section 54956.9

One potential case

**VII. Adjournment**

**DISTRIBUTION DATE: WEDNESDAY, NOVEMBER 23, 2005**

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 21, 2005 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 21, 2005 special SETA Governing Board meeting for your review.

RECOMMENDATION:

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

**SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING  
AGENCY GOVERNING BOARD**

Minutes/Synopsis

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

Monday, November 21, 2005  
10:00 a.m.

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

Members Present:

Robbie Waters, Chair, SETA Governing Board; Councilmember, City of Sacramento

Illa Collin, Vice Chair, SETA Governing Board; Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors

- Recognition of Long-Term Employees: Maria Steele and Edwina Minor were presented with gifts in recognition of their 15 years of service to SETA.

**II. Consent Items**

The consent calendar includes approval of the minutes of the October 6, 2005 regular board meeting and approval of claims and warrants for the period 9/30/05 – 10/27/05. There were no questions or corrections.

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

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick stated that is the annual election of officers. Ms. Kossick reviewed with the board the progression of the chair through the five board members.

Moved/Pannell, second/Nottoli, to elect Ms. Illa Collin as Chair and Ms. Sophia Scherman as Vice Chair, to serve a one-year term to begin 11/22/05.

Voice Vote: Unanimous approval

2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Jim Toner reviewed the changes in the insurance policies. There is a 6.4% reduction in the premium for 2006 due to a combination of continued good loss ratio and a reduction in the market rates.

Moved/Pannell, second/Nottoli, to approve the purchase of agency insurance for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions.

Voice vote: Unanimous approval.

3. Adoption of Resolution Modifying the Salary Range for the Classification of Senior Personnel Analyst (Supervisory)

Mr. Rod Nishi reviewed this item. The purpose of this agenda item is to deal with the increasing duties and responsibilities of this position and to recruit applicants for this position. This item also requests retroactive approval to pay period 23.

Moved/Scherman, second/Pannell, adopt the resolution modifying the salary range for the classification of Senior Personnel Analyst (Supervisory) retroactive to pay period 23.

Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board  
Ms. Kossick stated that Mr. Jack Padley recently retired from the Employment Development Department. His replacement will be Diane Ferrari.

Moved/Pannell, second/Nottoli, to appoint Ms. Diane Ferrari to the vacant required partner seat on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.

Ms. Scherman spoke of knowing Mr. Padley from the Private Industry Council. He will be very much missed on the WIB board.

## **C. HEAD START**

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council

Ms. Norma Johnson reviewed this item. The changes are minor.

Moved/Scherman, second/Nottoli, to approve the modifications to the Policy Council bylaws as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval of Out-of-State Travel to Attend the Head Start Director's Institute: No action taken.

#### **D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Waiver of Mandatory Offeror's Conference Provision of CSBG RFP

Mr. Larry Larsen reviewed this item. Historically, the Board has not approved waivers to the RFP. It is Mr. Larsen's understanding that staff supports this waiver in this circumstance. The board has the authority to approve the waiver; but the board also has the authority to preclude Travelers Aid from being considered under the RFP. The Offeror's conference was mandatory this year.

Travelers Aid moved this year and their new address was not included in the RFP notification. Mr. Nottoli stated that in light of the circumstances, he feels that it would be appropriate to approve this waiver. Ms. Scherman stated that operators need to take the initiative to be aware of potential proposal changes.

Ms. Kossick stated that the Community Action Board has met to review the proposals. Staff included this proposal in the consideration process because of the timing of the meetings.

Moved/Nottoli, second/Scherman, to approve the waiver of the mandatory offeror's conference provision. Given the unique circumstances, the Board excuses the failure of Travelers Aid to attend the Offeror's Conference and direct staff to evaluate its proposal in conjunction with staff's evaluation of all other timely submitted proposals.

Voice Vote: Unanimous approval.

#### **E. REFUGEE PROGRAMS**

1. Acceptance of Targeted Assistance Discretionary (TAD) Funds to Serve Long-Term Refugees, and Approval to Augment Targeted Assistance Subgrants, PY 2005-2006

Ms. Espie Lindsey reviewed this item. There were no questions or comments.

Moved/Nottoli, second/Pannell, to accept Targeted Assistance Discretionary Grant funds to serve long-term refugees, PY2005-2006 and approve augmenting Targeted Assistance Subgrants.

Voice Vote: Unanimous approval.

Ms. Illa Collin arrived at 10:43 a.m.

**IV. Information Items**

- A. Quarterly Head Start Update: Ms. Johnson reviewed this item. Ms. Pannell spoke of Family Day at the Park and how much she enjoyed it.
- B. Fiscal Monitoring Reports: No questions or comments.
- C. Dislocated Worker Update: Mr. Walker reported on Good Guys which will be locating sublet stores inside of CompUSA in order to sell electronic components.
- D. Annual Workforce Investment Act Report: 2004-2005: Ms. Kossick reviewed the annual report. SETA served over 36,000 customers in the one stop career system. The Centers also served 2,293 adult and dislocated workers.

**V. Reports to the Board**

- A. Chair: Mr. Waters thanked staff for the year as chair.
- B. Executive Director: Ms. Kossick thanked Mr. Waters for his leadership this past year. On 10/20, the annual Sacramento Works for Women took place. This provides women opportunities for employment in the construction field. A mini hard hat and measuring tape was distributed. The latest critical industry newsletter was distributed. Ms. Kossick pointed out a letter to Meadowview Community Action regarding corrective action. SETA staff will be going out during the week of December 5 to review the progress by MCA.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell asked about the dip in visits at the Franklin Career Center. Ms. Purdy stated that the changes in the number of services to customers is still being reviewed. It may be the way that the services were bar coded.

Ms. Collin spoke of Florin Mall's purchase and development of Super Wal-Mart. That particular land is already zoned for a shopping center and there are incredible possibilities for this area. There will be diligent search for a replacement to the Southgate Shopping Center when Wal-Mart moves out.

Ms. Pannell reported that she met with the developer and thinks that there will be opportunities for SETA to assist in employee recruitment.

- E. Public: No comments.

**VI. Adjournment: Meeting adjourned at 11:03 a.m.**



ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/27/05 through 11/22/05, and all expenses appear to be appropriate.

ITEM III-A-1 - ACTION

APPROVAL OF REVISION TO JOB SPECIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Associate Teacher job specification. The duties and responsibilities identified in the job specification would not substantively change. However, the proposed job specification would include three tiers of pay based upon the attainment and retention of educational and permit requisites.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents as Associate Teacher. This item and the subsequent item regarding salary are the product of those meetings and represent agreement by the Agency and AFSCME.

The salary range would be established in three (3) tiers as follows:

- Associate Teacher I (formerly Teacher Assistant)
  - Requirements: 6 Early Childhood Education (ECE) units with no experience. Acquisition of 6 additional ECE units for a total of 12 within the first year. (30 hours/week)
  - Salary range:

Step A	Step B	Step C	Step D	Step E
\$9.06	\$9.51	\$9.99	\$10.49	\$11.01
  
- Associate Teacher II
  - Requirements: 12 core ECE units, no permit, 30 hours/week, no experience
  - Salary range:

Step A	Step B	Step C	Step D	Step E
\$9.97	\$10.47	\$10.99	\$11.54	\$12.12
  
- Associate Teacher III
  - Requirements: Associate Teacher Permit, current salary range of AT, 30-40 hours/week
  - Salary range:

Step A	Step B	Step C	Step D	Step E
\$10.93	\$11.48	\$12.05	\$12.65	\$13.28

The candidate or employee's tier level will be based on their educational qualifications (# of units and requisite classes) and/or the attainment of permits. However, all would be classified as an Associate Teacher with similar job duties.

The pay range difference between Tier levels is approximately 10%. An employee is placed on the next tier when the agency receives written evidence from the employee that they have met the qualifications. The pay will be effective pursuant to Section 7.15.b. of the Labor Agreement.

The subject modification will give the Agency greater flexibility in recruitment and hiring while giving employees an incentive to continue their education.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

**RECOMMENDATION:**

Approve the modification to the Associate Teacher job specification.

## **ASSOCIATE TEACHER**

Definition: Under general supervision, to conduct activities for children to 42 **9** years old in a Head Start **and/or California Department of Education child development** ~~preschool and day care~~ program; to supervise and assist children with learning activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

### **EXAMPLES OF DUTIES**

Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children, to assist in planning and implementing educational activities in a Head Start classroom; **to** assist with observing and assessing the progress of children; **to** supervise children in outdoor activities and field trips; **to** participate in parent and staff meetings; **to** assist children with basic needs; to provide some direction for parent volunteers; to promote parent involvement in the classroom; and to do related work as required.

### **Minimum Qualifications:**

Knowledge of: Child Care programs and functions, developmental stages and needs of infants to 42 **9** year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to: Perform care-giving routines for children from 6 months to 42 **9** years in a child care program operated by SETA; provide guidance for the parent volunteers and teacher assistants; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; ~~mainstream~~ **maintain** records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience Requirements: ~~Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:~~

### ***Tier I***

***A minimum of six (6) college units in Early Childhood Education (ECE) and obtain an additional six (6) units in ECE within one year from hire date; or***

**Tier II**

**A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or**

**Tier III**

**At least A minimum of one (1) year of successful work experiences as a teacher or a teacher assistant in a day-care *child development* program in an educational or recreational setting, and possession of a current *Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing.***

~~Special Requirements: Candidates must be eligible for a Child Development Associate Teacher Permit as verified by the State of California Commission on Teacher Credentialing. When assigned to infant care, the **Associate Teacher shall have** at least three (3) of the semester units above related to the care of infants.~~

~~When assigned to school-age care, the teacher may substitute twelve (12) units appropriate to elementary school-age children on a unit-per-unit basis or recreation units relevant to elementary school-age children.~~

***When appointed, the candidate will be placed at the highest Tier for which they qualify.***

ITEM III-A-2- ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY RANGE FOR THE  
CLASSIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

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

RECOMMENDATION:

Approve the attached resolution establishing the salary range for the Associate Teacher classification.

RESOLUTION NO. 2005-8

WHEREAS, the SETA Governing Board modified the Agency classification plan and modified the classification of **Associate Teacher**; 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 and Procedures, the following salary range is hereby established for this classification:

Associate Teacher I

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$9.06	\$9.51	\$9.99	\$10.49	\$11.01

Associate Teacher II

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$9.97	\$10.47	\$10.99	\$11.54	\$12.12

Associate Teacher III

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$10.93	\$11.48	\$12.05	\$12.65	\$13.28

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

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 first day of December, 2005, by the following vote, to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Chair, SETA Governing Board

Attest:

\_\_\_\_\_  
Clerk of the Boards  
Nancy L. Hogan

ITEM III- A- 3- ACTION

APPROVAL TO RECLASSIFY HEAD START TEACHER ASSISTANTS TO  
ASSOCIATE TEACHERS

BACKGROUND:

Employees currently holding status in the job classification of Head Start Teacher Assistant qualify for the classification of Associate Teacher Tier I because they meet the requirements of the revised job specification.

The Agency Executive Director is proposing the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I), per Section 3.02 of the SETA Personnel Policies and Procedures. There is no fiscal effect from this action.

RECOMMENDATION:

Approve the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I). The incumbents will retain their seniority in this revised classification.



ITEM III-A – 4 - ACTION

APPROVAL TO REVISE SECTION 14.2 OF THE LABOR AGREEMENT, HEAD  
START SUBSTITUTE TEACHER ALLOWANCE

BACKGROUND:

The effect of modifications to the Associate Teacher job specification creates the need to modify Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement with the American Federation of State, County and Municipal Employees (AFSCME) and the Agency.

The Agency informed the employee union of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents as Associate Teacher.

This item is the product of those meetings and represents agreement by the Agency and AFSCME. The following is Section 14.2 with additions emboldened and deleted language appears with strike out.

14.2 HEAD START SUBSTITUTE TEACHER ALLOWANCE

In the event the ~~Head Start Division Chief~~ **Children & Family Services Deputy Director** or designee requires a ~~Head Start Teacher Assistant~~ an **Associate Teacher II or III** to substitute for an absent Head Start Teacher or an absent ~~Head Start Head Teacher~~ **Site Supervisor**, such employee shall receive Step A of the Head Start Teacher hourly rate for each required hour of substitute work ~~provided the employee substitutes for three (3) or more consecutive working days.~~ **The substitute assignment shall be for up to four hours per shift. Any variation shall be pre-authorized in writing by the Deputy Director, Children & Family Services or designee.**

**Employees whose substitute assignment is in excess of 10 consecutive work days will be paid for six hours of Head Start Teacher pay beginning on the eleventh consecutive work day.**

~~Head Start employees who are on the Head Start Substitute Teacher list shall receive Step A of the Head Start Teacher hourly rate beginning on the first working day.~~

RECOMMENDATION:

Approve the revisions to Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement.

### ITEM III-A-5- ACTION

#### APPROVAL OF PROCUREMENT OF WORKER'S COMPENSATION INSURANCE

##### BACKGROUND:

The Agency's insurance policy for Worker's Compensation expires December 31, 2005. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

##### RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2006.

ITEM III-A – 6 - ACTION

APPROVAL TO ACCEPT FUNDING FROM THE CHANCELLOR'S OFFICE FOR  
CALIFORNIA COMMUNITY COLLEGES  
WORKFORCE AND ECONOMIC DEVELOPMENT FUNDS.

BACKGROUND:

Over the past year the Sacramento Employment and Training Agency and Sacramento Works, Inc. have concentrated their efforts on reaching out to the business community to identify the skills that local employers are seeking in new hires, publicizing the recruitment, screening and applicant referral services of the Sacramento Works One Stop Career Center system and targeting training to occupations and industries that are in high demand in the region.

To assist with this effort, SETA has submitted a proposal for \$20,000 to the Los Rios Community College District to conduct employer surveys and focus groups with local businesses in demand occupations in Healthcare, Construction, Administrative and Support Services, Tourism/Hospitality, Information Technology and Telecommunications, Maintenance, Repair and Installation, and Transportation and Production industries. SETA will summarize the results of the employer surveys and focus group and integrate them into a single, "Sacramento Model" of required basic work success skills. This model will be used to drive the development of Sacramento's Success Skills Institute to meet employer expectations and needs while preparing today's workforce for success. The project will seek to further define the skills that were identified in a recent Sacramento Regional Research Institute report as "transferable" across the occupations in demand in the region. These skills are listed in order of average importance to employers in the Sacramento region:

Speaking	Social Perceptiveness
Reading Comprehension	Active Learning
Active Listening	Service Orientations
Writing	Equipment Selection
Mathematics	Time Management
Judgment and Decision Making	
Monitoring	
Critical Thinking	
Coordination	
Complex Problem Solving	

Approval of this request by the Governing Board will require the review and approval of the City Council and the Board of Supervisors. Under the Joint Exercise of Powers Agreement, SETA is required to request authority from the Parties (The City of Sacramento and the County of Sacramento) to accept any form of financial assistance in the operation and administration by the Agency of any human service program other than those specifically authorized pursuant to the Agreement.

RECOMMENDATION:

Authorize the SETA Executive Director to submit and accept \$20,000 in funds from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

Authorize the SETA Executive Director to seek approval from the City and County of Sacramento pursuant to the Joint Exercise of Powers Agreement to accept funding from a new funding source, the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

ITEM III-B – 1 - ACTION

APPROVAL TO RELEASE THE WORKFORCE SKILLS PREPARATION SERVICES  
REQUEST FOR QUALIFICATIONS (RFQ) FOR 2006

BACKGROUND:

On June 5, 2003, the SETA Governing Board acted to set aside Workforce Investment Act (WIA) funds for Career Centers to be utilized for scholarships, supportive services and Workforce Skills Preparation Services (WSP). This Request for Qualifications was developed on the basis of the Workforce Investment Act (WIA) of 1998 and its implementing regulations published in the Federal Register, August 11, 2000.

This Request for Qualifications (RFQ) will allow the Sacramento County Workforce Investment Area to recruit qualified vendors on an on-going basis to provide Workforce Skills preparation Services to WIA eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to establish a new WSP Vendor List.

Services being solicited under this RFQ are those that will enhance the core and intensive services provided at established Sacramento Works Career Centers (SWCCs).

Workforce Skills Preparation Services are off-the-shelf, vendorized activities that supplement the services available at One-Stop Career Centers. Allowable activities to be provided to adults and dislocated workers, 18 years of age or older, include:

Basic Computer/Technology Literacy  
Counseling  
Expungement/Legal Assistance  
Financial Literacy/Planning  
Foreign Transcript Evaluation/Information  
Informational Workshops  
Interpretation/Translation Assistance  
Job Readiness/Pre-Employment Skills Training  
Job Retention/Life Skills  
Small Business Development  
Vocational Assessment

Funds are provided to SETA by the U.S. Department of Labor (DOL) via the State of California, under the auspices of the State Workforce Investment Board, pursuant to the Workforce Investment Act under Title I.

The process and criteria for evaluating vendors for the new WSP Vendor List will be based, among other criteria, on the reasonableness of the cost of their proposal compared to the historical cost of similar programs. Submitted applications will be subject to a quarterly review by SETA staff.

All approved applicants will be required to enter into a standard form subgrant agreement (contract) with SETA. All services will be provided based on the need of the client with prior approval of the case manager in accordance with SETA WIA Directive #03-02. Payment for services will only be made to vendors who have a contract (in good standing) with SETA.

**RECOMMENDATION:**

Approve release of the Workforce Skills Preparation Services Request for Qualifications (RFQ).

## ITEM III-D- 1- 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 emancipated 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.

Attached are the resulting proposal rankings, funding recommendations, and brief proposal summaries that may include funding stipulations for identified proposers.

The Community Action Board (CAB) developed its funding recommendations at its November 16, 2005 meeting and public hearing.

#### RECOMMENDATION

Approve CAB funding recommendations for the Fiscal Year 2006 Community Services Block Grant and approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.



**FISCAL YEAR 2006 COMMUNITY SERVICES BLOCK GRANT**  
**SETA STAFF AND COMMUNITY ACTION BOARD (CAB)**  
**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.

<b>Safety-Net Services</b>									
<b>Prop #</b>	<b>Rank</b>	<b>Agency</b>	<b>Target Group</b>	<b>Target Area *</b>	<b>Current Funding</b>	<b>Requested Funding</b>	<b>Cost per/ # Served</b>	<b>Staff Recomm.</b>	<b>CAB Recomm.</b>
14	1	Francis House	Low Income Homeless	Countywide	\$20,000	\$40,000	\$90 669 Families	\$37,000	\$40,000
4	2	Vol. Legal Services of Northern California	Low Income Ex-offender	Countywide	\$25,000	\$25,000	\$60 420 Individuals	\$25,000	\$25,000
31	2	Wind Youth Services	Homeless Youth	Countywide	0	\$20,698	\$69 300 Individuals	\$17,500	\$17,500
17	2	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$40,000	\$22 1800 Individuals	\$20,000	\$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	\$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	\$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	\$55,000
38	3	Meadowview Community Action	Low Income	Meadowview Area	\$32,000	\$76,248	\$235 324 Families	\$32,000	\$32,000
11	3	The Salvation Army	Low Income Homeless	Countywide	0	\$104,052	\$14 11,000 Families	\$15,750	\$12,750
37	3	Greater Sacramento Urban League	Low Income	North Highlands and North Central Sacramento County	\$20,000	\$52,710	\$135 760 Families	\$20,000	\$20,000
29	3	St. John's Shelter for Women and Children	Homeless	Countywide	\$26,750	77,995	\$71 1100 Families	\$27,000	\$27,000
28	3	Travelers Aid	Homeless and Fathers w/ Children	Countywide	\$37,000	\$37,000	\$278 133 Families	\$37,000	\$37,000
35	4	Sacramento Self Help Housing	Homeless and Imminently Homeless	Countywide	0	\$44,540	\$74 600 Families	0	0
5	4	Legal Center for the Elderly and Disabled	Elderly Disabled	Countywide	0	\$86,762	\$145 600 Families	0	0
<b>TOTAL FAMILY SAFETY-NET PROPOSED:</b>								<b>\$329,250</b>	

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

<b>TOTAL FAMILY SAFETY-NET PROPOSED:</b>	<b>\$379,250</b>
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### Family Self-Sufficiency – Youth

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

## Family Self-Sufficiency – Seniors/Disabled

Prop #	Rank	Agency	Target Group	Target Area	Current Funding	Requested Funding	Cost per/ # Served	Staff Recomm.	CAB Recomm.
18	2	Sacramento County DHA	Seniors	Countywide	\$26,000	\$26,000	\$812 32 Individuals	\$26,000	\$26,000
20	2	Visions Unlimited	Seniors	South Sacramento, Meadowview and Oak Park	\$42,000	\$63,000	\$788 80 Individuals	\$42,000	\$42,000
3	2	Paratransit	Disabled and Elderly	Countywide	\$34,000	\$35,591	\$395 90 Individuals	\$34,000	\$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	\$33,750
7	3	NorCal Center on Deafness	Deaf & Hard of Hearing	Countywide	0	\$39,955	\$1332 30 Families	0	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	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	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	0
2	4	InAlliance	Developmentally Disabled	Countywide	0	\$42,330	\$1209 35 Individuals	0	0
39	4	Chemical Dependency Center for Women	Substance Abuse and Co-Occurring Disorders	Countywide	0	\$52,470	\$350 150 Families	0	0
19	4	United Christian Centers	Seniors	95814 and 95816 ZIP Code Areas	0	\$71,246	\$285 250 Individuals	0	0
<b>TOTAL</b>								<b>\$135,750</b>	

**Family Self-Sufficiency – Homeless Families**

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

<b>TOTAL FAMILY SELF-SUFFICIENCY PROPOSED:</b>	<b>\$379,250</b>
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## ITEM III-E – 1 - ACTION

### APPROVAL OF FUNDING AUGMENTATION FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES AND TARGETED ASSISTANCE PROGRAMS, PY 2005-2006

#### BACKGROUND

To date, staff has identified \$695,632 in unexpended and unallocated Refugee Employment Social Services (RESS) and Targeted Assistance (TA) funds from PY2004-2005 (\$347,816-RESS; \$347,816-TA) .

The RESS/TA Funding Recommendations approved by the Board on Sept. 1, 2005, set aside \$60,809 for additional SA&CO services. However, the State's and Sacramento County's final RESS allocations were reduced by the Office of Refugee Resettlement. Therefore, staff is recommending augmenting the SA&CO component with an equivalent amount of RESS carryover funds.

In addition, staff is recommending setting aside \$50,000 for Scholarship Accounts for refugees that will be served through the One-Stop System, and \$70,519 for staff support.

In accordance with the RESS/TA Funding Recommendations, PY05-06, staff is recommending that \$180,809 in carryover RESS funds and \$140,000 in carryover TA funds be augmented to the VESL/ES, SA&CO, VESL/OJT and ES components, as shown in the attached charts.

Staff is not recommending any further augmentation to the RESS/TA components at this time. Instead, staff is recommending that the remaining \$254,303 (\$106,747- RESS; \$147,556-TA) be set aside for future allocation.

#### RECOMMENDATION:

Approve staff funding augmentation recommendations for the Refugee Employment Social Services and Targeted Assistance programs, PY2005-2006.

**Sacramento Employment and Training Agency (SETA)  
Refugee Employment Social Services and Targeted Assistance**

**FUNDING AUGMENTATION RECOMMENDATIONS, PY05-06  
VESL-ES**

SERVICE PROVIDER	Augmentation Recommendation		Current Funding PY 05 - 06		Final Funding Recommendations PY 05 - 06	
	Amount	# to Serve	Amount	# to Serve	Amount	# to Serve
Asian Resources	\$20,000	11	\$164,000	82	\$184,000	93
Bach Viet Association	20,000	11	165,000	87	\$185,000	98
Grant JUHSD	*20,000	11	270,000	135	\$290,000	146
Sacramento City USD	20,000	11	165,000	87	\$185,000	98
Sacramento Lao Family	20,000	11	266,000	133	\$286,000	144
SOAR	20,000	11	165,000	89	\$185,000	100
<b>TOTALS</b>	<b>\$120,000</b>	<b>66</b>	<b>\$1,195,000</b>	<b>613</b>	<b>\$1,315,000</b>	<b>679</b>

\*Targeted Assistance funds

**Sacramento Employment and Training Agency (SETA)  
Refugee Employment Social Services**

**FUNDING AUGMENTATION RECOMMENDATIONS, PY05-06  
SA/CO**

SERVICE PROVIDER	Augmentation Recommendation		Current Funding PY 05 - 06		Final Funding Recommendations	
	Amount	# to Serve	Amount	# to Serve	Amount	# to Serve
Hmong Women's Heritage Association	\$15,202	89	\$54,141	319	\$69,343	408
Opening Doors	15,202	89	25,500	150	\$40,702	239
Slavic Assistance Center	15,202	89	33,150	195	\$48,352	284
Southeast Asian Assistance Center	15,202	89	71,400	420	\$86,602	509
<b>TOTALS</b>	<b>\$60,809</b>	<b>356</b>	<b>\$184,191</b>	<b>1084</b>	<b>\$244,999</b>	<b>1440</b>



**Sacramento Employment and Training Agency (SETA)  
Targeted Assistance**

**FUNDING AUGMENTATION RECOMMENDATIONS, PY 05 - 06  
VESL/OJT**

SERVICE PROVIDER	Augmentation Recommendation		Current Funding PY 05 - 06*		Final Funding Recommendations PY 05 - 06*	
	Amount	# to Serve	Amount	# to Serve	Amount	# to Serve
Asian Resources	\$20,000	8	\$72,200	28	\$92,200	36
Bach Viet Association	20,000	8	109,000	47	129,000	55
Grant JUHSD	20,000	8	121,354	47	141,354	55
SOAR	20,000	8	109,000	46	129,000	54
<b>TOTALS</b>	<b>\$80,000</b>	<b>32</b>	<b>\$411,554</b>	<b>168</b>	<b>\$491,554</b>	<b>200</b>

\*Includes Targeted Assistance Discretionary funds

**Sacramento Employment and Training Agency (SETA)  
Targeted Assistance**

**FUNDING AUGMENTATION RECOMMENDATIONS, PY05-06  
ES**

SERVICE PROVIDER	Augmentation Recommendation		Current Funding PY 05 - 06*		Final Funding Recommendations PY 05 - 06*	
	Amount	# to Serve	Amount	# to Serve	Amount	# to Serve
Asian Resources	\$10,000	10	\$105,208	96	\$115,208	106
Bach Viet Association	10,000	10	52,157	58	62,157	68
Grant JUHSD	10,000	10	77,308	71	87,308	81
Sacramento City USD	10,000	10	65,308	60	75,308	70
Sacramento Lao Family	10,000	10	77,308	71	87,308	81
SOAR	10,000	10	64,264	67	74,264	77
<b>TOTALS</b>	<b>\$60,000</b>	<b>60</b>	<b>\$441,553</b>	<b>423</b>	<b>\$501,553</b>	<b>483</b>

\*Includes Targeted Assistance Discretionary funds

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

**MEMORANDUM**

**TO:** Ms. Nancy Herota **DATE:** October 27, 2005

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, Quality Impv., COLA	\$ 1,497,958	9/30/04-7/31/05	9/30/04-7/31/05
Head Start	T & TA	7,500	9/30/04-7/31/05	9/30/04-7/31/05

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X

**Date of review:** 10/12/05 & 10/17/05

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

**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate agency records. The records were verified and appeared to be in order.
- 2) A review of the Personnel Activity Reports (PARs) for February, April, and June, 2005 showed instances of variances between the time allocation and the payroll allocation. The variances did not have any financial impact on Head Start as the negative variances were offset by the positive variances. It is recommended that the payroll allocation be reviewed to reconcile it with the time allocation.

**Recommendations for Corrective Action:**

- 1) Review the payroll allocation and reconcile it with the time allocation.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Tracy Tomasky **DATE:** November 17, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic , COLA, Quality	\$ 3,474,924	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	T & TA		15,000	9/30/04-07/31/05
Head Start	Prog. Impv		212,500	9/30/04-07/31/05
Early HS	Basic, COLA, Quality	977,560	9/30/04-07/31/05	9/30/04-7/31/05
Early HS	T & TA		19,530	9/30/04-07/31/05
Early HS	Prog Impv		652,000	9/30/04-07/31/05

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

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

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate agency's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Edenausegboye Davis **DATE:** November 15 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of WCIC

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
Head Start	Basic, COLA, Quality	\$ 543,059	9/30/04-7/31/05	9/30/04-7/31/05
Head Start	T & TA	7,500	9/30/04-7/31/05	9/30/04-7/31/05

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** 11/8/05

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



**Program Operator: WCIC**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

## ITEM IV-B - INFORMATION

### GRANT AWARD TO THE MEXICAN AMERICAN ALCOHOLISM PROGRAM, INC.

#### BACKGROUND:

On November 8, 2005, the U.S. Department of Labor announced the awarding of nearly \$20 million in grants for the President's Prisoner Re-entry Initiative. A total of 30 grants were awarded to faith-and community-based organizations to assist non-violent ex-offenders returning to their local communities. The Mexican American Alcoholism Program, Inc. (MAAP) was awarded \$660,000 to provide services in the Sacramento Workforce Investment Area.

MAAP proposed the New Choice program that will provide a combination of mentoring, job coaching and transitional support services to non-violent prisoners returning to the community in order to give individuals the support they need to make a new choice and avoid recidivism. MAAP proposed to partner with the South County, Franklin, Lemon Hill and Broadway Career Centers and, in addition, will be working closely with the South County Career Center staff who is assigned to provide pre-release services for the Sacramento County Sheriff Department at Rio Cosumnes Correctional Center (RCCC).

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 PY 2005/2006

The following is an update of information as of November 21, 2005 on the Worker Adjustment and Retraining Notification (WARN) notices and Non 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	6/30/05	<b>Qualex Inc.</b> 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	<b>Meadowview Community Action Inc</b> 2251 Florin Road, Suite #156 Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	<b>Cintas Corporation</b> 1231 National Drive Sacramento, CA 95834	11/15/05	30	8/25/05
Official	8/01/05	<b>National Imaging Associates, Inc. (NIA)</b> 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	9/30/05 Delivered Material
Official	8/03/05	<b>*Cingular Wireless</b> 10000 Goethe Rd. Sacramento, California	9/27/05	1	9/27/05
Official	9/09/05	<b>Sprint/Nextel</b> 3075 Prospect Park Drive Rancho Cordova, CA. 95670	9/26/05	20	10/03/05
Official	9/15/05	<b>*Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	10/03/05
Unofficial	9/19/05	<b>Fidelity National Agency Sales and Posting</b> 8801 Folsom Boulevard, Suite 230 Sacramento, CA. 95626	10/31/05	40	10/14/05
Official	10/05/05	<b>E-Trade Financial</b> 10951 White Rock Road Rancho Cordova CA 95670	12/16/05 through 4/30/2006	106	Employer Declined Services
Official	10/11/05	<b>Apria Healthcare</b> 4244-A South Market Court Sacramento, CA 95834	01/06/05	74	Pending
Official	10/19/05	<b>*Cingular Wireless</b>			

		2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	Pending
Official	10/11/05	<b>The Good Guys Store</b> 2121 Arden Way Sacramento, CA 95825	12/03/05	33	Pending
Official	10/11/05	<b>The Good Guys Store</b> 5500 Sunrise Blvd. Citrus Heights, CA	12/01/05	20	Pending
Official	11/08/05	<b>Sun Microsystems (Sacramento Site)</b> 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	12/31/05	1	Pending
Official	11/08/05	<b>Standard Parking</b> 6736 Earhart Drive, Sacramento, CA	12/31/05	215	Pending
Unofficial	11/08/05	<b>Metro One Telecommunications Inc.</b> 650 Howe Avenue, Suite 300 Sacramento, CA 95825	2/01/06	30-45	Pending
			<b>Total # of Affected Workers</b>	<b>744</b>	Pending

\*\*\* Revised 11/21/05 \*Cingular Wireless is currently in the process of restructuring which will lead to the elimination of certain positions and functions. The effective date of layoff began March 7, 2005. Cingular anticipates that it will continue to schedule subsequent separation commencing approximately every fifteen days as necessary until the restructuring is complete.

## ITEM V - 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.