



Sacramento  
Employment and  
Training  
Agency

## **REGULAR MEETING OF THE SETA GOVERNING BOARD**

### **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

925 Del Paso Blvd.  
Sacramento, CA 95815

Main Office  
916-263-3800

Head Start  
916-263-3804

Website: <http://www.seta.net>

**DATE:** Thursday, July 7, 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: King Tunson (10 years)
- II. Consent Items**
  - A. Minutes of the June 2, 2005 Regular Board Meeting
  - B. Approval of Claims and Warrants
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    1. Adoption of Resolution Modifying the Salary Range for the Classification of Program Coordinator (Rod Nishi)
    2. Approval to Remove the Program Coordinator Position from the Unrepresented Confidential and Management Unit and to Add the Position to the Supervisory Bargaining Unit (Rod Nishi)

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

3. Approval of Appropriations Adjustment Request and Authorization for the Executive Director to Approve Budget Transfers (Rick Pryor)
4. Approval of Procurement for HVAC Unit at Mather Head Start (Kim Peck)
5. Approval to Augment Sacramento City Unified School District's Fiscal Year 2006 One-Stop Services Contract (Cindy Sherwood-Green)

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START**

1. Approval to Augment Delegate Agency Contracts (Norma Johnson)

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

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Del Paso Heights School District
  - LaFamilia Counseling Center
  - Lao Family Community, Inc.
  - San Joaquin County Employment & Economic Dev.
  - Women's Civic Improvement Club
- B. Dislocated Worker Update (William Walker)
- C. Legislative Update from the California Workforce Association (Kathy Kossick)
- D. Sacramento Works, Inc. Marketing Information (William Walker)

**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, JUNE 30, 2005**

ITEM II-A - CONSENT

MINUTES OF THE JUNE 2, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 2, 2005 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

Minutes/Synopsis

*(The minutes reflect the actual progression of the meeting.)*

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

June 2, 2005  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:15 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

Sophia Scherman, SETA Governing Board; Public Representative

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

**IV. Information Item**

- A. Volunteer Income Tax Assistance (VITA) Project Statistics

Mr. Roy Kim provided an update on the Volunteer Income Tax Program. The IRS, Department of Human Assistance and SETA and several other partners have worked on this program which returned over \$5 million to the region. Mr. Kim read the names of the individuals that participated in this program and thanked the people 'behind the scenes' that helped keep the computers running.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

The board went into closed session at 10:25 a.m. and back to order at 10:41 a.m.

**II. Consent Items**

- A. Minutes of the May 5, 2005 Regular Board Meeting
- B. Approval of Claims and Warrants
- D. Approval to Submit Application to Become an Employment Network Under the Ticket-to-Work and Self-Sufficiency Program
- E. Approval to Submit a Proposal to the U.S. Department of Justice for the

- F. Continuation of the Youth Development and Crime Prevention Program  
Approval to Apply for Targeted Assistance Discretionary Grant Funds to  
Serve Elderly Refugees, Program Year 2005-2006

The consent calendar was reviewed. Corrections to the minutes were noted by the Clerk: Mr. Nottoli and Ms. Pannell need to be shown as present and Ms. Collin was NOT present

Mr. Thatch requested that item IIC be dealt with separately.

Moved/Collin, second/Scherman, to approve the consent calendar, with the corrections noted, with the exception of Item II-C.  
Voice Vote: Unanimous approval.

- C. Approval to Extend the SMARTWare Services Contract with Mark  
Montalvo, Network Technologies

Moved/Collin, second/Scherman, to approve this item.  
Roll Call Vote: Aye: 5, Nay: 0, Absentions: 0

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the  
Proposed Sacramento Employment and Training Agency Budget for Fiscal Year  
2005-2006

Ms. Kossick announced that Mr. Rick Pryor will be serving as the acting Fiscal  
Department Chief on a temporary basis.

The June budget provides authority to operate in the fiscal year. The final budget  
will be presented on August 4 for approval. The county has requested that the  
budget be delivered in August.

Moved/Collin, second/Pannell, to open a public hearing on the Agency budget to  
receive input, and continue to August 4, 2005, where the public hearing will be  
closed and the Agency budget adopted.

Voice vote: Unanimous approval.

2. Approval of Resolution Regarding Retiree Health Insurance Program

Ms. Kossick reviewed this item and is recommending adoption of a resolution to  
continue the annual subsidies at the same rate that is currently being paid.

Speakers before the board: Dale Willes and Clarita Lackey, both SETA retirees. The speakers urged the support of this board item.

Mr. Nottoli stated that the County Board of Supervisors is addressing this same situation. The fiscal impact is great and solutions are being sought.

Mr. Thatch read a modification to the resolution.

Moved/Nottoli, second/Scherman, to approve the resolution, with the modifications as outlined by legal counsel.

Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0.

3. Approval to Participate in the California Access to Recovery Effort (CARE) Program

Ms. Christine Welsch introduced Marsha Strode who reviewed this item. This program provides vouchers for substance abusing youth for drug or alcohol treatment. SETA is very interested in participating in this program because it provides free alcohol and drug counseling for any youth, with no regard to income level. There are assessment centers that have already been approved by the state. The services would be provided at all of the career centers.

Moved/Collin, second/Nottoli, to approve the application and participation in the Sacramento California Access to Recovery Effort (CARE) program.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Approval of Funding Extension Recommendations for the WIA, Title I, Youth Program, for FY 2005-2006

Ms. Christine Welsch stated that the Youth Council reviewed this to ensure that we are serving the youth of Sacramento County. The Youth Council elected to continue the current design of the program based on several factors. The current program performance was reviewed and the Youth Council felt comfortable with the extensions. Ms. Welsch stated that the YDCP program will be integrated and more youth specialists will be added to the career centers.

Ms. Welsch provided an update on the youth scholarship program. The youth participants chose to take the summer off. It is hoped that the group be going to summer school but staff want to meet at least twice over the summer.

Moved/Nottoli, second/Scherman, to concur with the WIB and approve staff funding recommendation extensions for the WIA, Title I, Youth Program, FY

2005-2006. Funding extension recommendations are subject to satisfactory program performance reviews. The Youth Council retains the right to augment or modify contracts based on the performance review by August 2005, with concurrence by the Governing Board  
Roll call Vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval to Extend Workforce Investment Act, Title I, Adult and Dislocated Worker Subgrant Agreements

Ms. Robin Purdy reviewed this item. All of these activities are used to provide services to customers in the career centers. This includes an extension for the Sacramento Urban League. A correction to the chart was noted.

Moved/Collin, second/Scherman, to approve this item as follows:  
Extend the Workforce Investment Act Title 1 Adult and Dislocated Worker Subgrant Agreements through June 30, 2006 as shown on  
Attachment 1: One-Stop Services Extension Recommendation  
Attachment 2: On-the-Job Training Extension Recommendation  
Attachment 3: Workforce Skills Preparation Extension Recommendation  
Roll Call vote: Aye: 5, Nay: 0, Abstentions: 0

**C. HEAD START**

1. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Grant Application

Ms. Norma Johnson reviewed this item. More funds have been included in our dental program to contract with dentists in the area to take care of children that have not received dental care.

Ms. Pannell thanked and commended everyone for the Nedra Court opening.

Moved/Pannell, second/Scherman, to approve the Head Start Fiscal Year 2005-2006 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).  
Roll Call vote: Aye: 5, Nay: 0, Abstentions: 0

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of the 2006-2007 Community Services Block Grant Community Action Plan

Ms. Sherwood-Green reviewed this item. This plan includes a needs assessment of what affects the low income population in the county. There is a significant change over previous plans in that lack of affordable housing in the

county is a top priority. Affordable rental properties in the area is also a great need. Funding for housing/rental deposits will be included next year. The top requested need is for housing. For the next Request for Proposals, 60% of the funds for CSBG will be allocated to case management and 40% to the safety net services. The plan is due in to the State by the end of the month. CAB chair Elizabeth Mitchell and lead planner Victor Bonanno were introduced.

Ms. Collin asked to have the information about providing services to emancipated foster youth. A variety of sources were utilized to get the data to assist in the writing of this Community Action Plan.

Moved/Pannell, second/Nottoli, to approve the 2006/07 Community Services Block Grant Community Action Plan.

Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

## **E. REFUGEE PROGRAMS**

1. Approval of the Three-Year Plan for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Programs, PY 2005-2006

Mr. Roy Kim stated that this item is for the three-year RESS and TA plan for Sacramento County. SETA has not yet received final allocations of the coming year. Mr. Long Nguyen was acknowledged for the preparation of this plan.

Ms. Scherman requested an article in the paper to inform the public regarding the services that we provide, especially that we provide serves for refugees. Ms. Kossick stated that the board recently approved a contract with MMC; they are developing articles in newspapers and will include the articles that are in the paper.

Moved/Collin, second/Scherman, to approve the Three Year Plan for the Refugee Employment Services and Targeted Assistance programs, program year 2005-2008, as described in a separate packet.

Roll call vote: Aye: 5, Nay: 0, Abstentions: 0

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Employment Social Services and Targeted Assistance Programs, Program Year 2005-2006

Mr. Kim reviewed this item; there were no questions or comments.

Moved/Scherman, second/Collin, to approve the release of the Request for Proposals for the Refugee Employment Social Services and Targeted Assistance programs, program year 2005-2006 as described in a separate packet.

Voice Vote: Unanimous approval.



**IV. Information Items (Continued)**

- B. Fiscal Monitoring Reports: No comments.
- C. Update on Partnership For Prosperity: Ms. Kossick provided an oral report. As the project moves along, staff will keep the board informed.
- D. Third Quarter One Stop Career Center Performance Reports, Fiscal Year 2004-2005: This report will be sent every quarter.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick introduced Mr. Calvin McGee, the new Senior Personnel Analyst.
- C. Counsel: No report.
- D. Members of the Board: Ms. Collin stated that she would not be present at the July meeting

Ms. Scherman expressed how much she enjoyed SETA's Cinco de Mayo pot luck.

- E. Public: No comments.

**VII. Adjournment: Meeting adjourned at 11:49 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/27/05 through 6/30/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A - 1 – ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE  
CLASSIFICATION OF PROGRAM COORDINATOR

BACKGROUND:

The Executive Director is requesting Board approval to modify the salary range for the Program Coordinator job classification. The purpose is to adjust the salary range so that the internal relationship is maintained with other supervisors with similar duties, responsibilities, and span of control.

The Program Coordinator job classification was created in August 1997.

RECOMMENDATION:

Approve the attached resolution modifying the salary range for the Program Coordinator classification.

RESOLUTION NO. 2005-3

WHEREAS, it is necessary to adjust the salary for the classification of Program Coordinator;

NOW THEREFORE, IT IS RESOLVED, that in accordance with Section 3.01 of the SETA Personnel Policies and Procedures, the following salary range is established for this classification:

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$19.90	\$20.90	\$21.95	\$23.05	\$24.20

NOW BE IT FURTHER RESOLVED AND ORDERED, that the SETA Governing Board authorizes the Sacramento Employment and Training Agency (SETA) to establish this salary range in accordance with Section 3.01 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 seventh day of July, 2005, by the following vote, to wit:

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

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

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

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

Attest:

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

### ITEM III-A – 2 - ACTION

#### APPROVAL TO REMOVE THE PROGRAM COORDINATOR POSITION FROM THE UNREPRESENTED CONFIDENTIAL AND MANAGEMENT UNIT AND TO ADD THE POSITION TO THE SUPERVISORY BARGAINING UNIT

##### BACKGROUND:

The Executive Director is requesting approval to place the job classification of Program Coordinator in the represented Supervisory Unit. This classification was created in August of 1997 and incumbents have been included in the Unrepresented Confidential and Management Personnel Agreement.

On August 19, 2004 an agenda item to modify the salary range for the position of Program Coordinator was continued at the request of Local 146, American Federation of State, County, and Municipal Employees (AFSCME) for the position of Program Coordinator. The Union noted that this classification was listed in the labor agreement.

After reviewing the duties performed by the incumbents in this classification, the Agency and the union have come to an agreement as follows:

- ➔ The classification of Program Coordinator shall be assigned to the Supervisory Unit; three incumbents shall be moved into the Supervisory Unit represented by AFSCME.
- ➔ Incumbents shall receive the benefit package provided to classifications of employees in the Supervisory Unit.
- ➔ The salary range for the classification of Program Coordinator shall be adjusted upward by five percent (5%).(The previous Board item)
- ➔ Incumbents shall receive a five percent (5%) salary increase retroactive to August 19, 2004 in recognition of the duties performed prior to being placed in the Supervisory Unit.
- ➔ Seniority in the classification of Program Coordinator shall include all previous time in the classification.

##### RECOMMENDATION:

Approve the placement of the Program Coordinator classification into the Supervisory Unit, and approve the 5% salary increase retroactive to August 19, 2004 when this increase was first presented to the Board for action.

### ITEM III-A – 3 - ACTION

#### APPROVAL OF APPROPRIATIONS ADJUSTMENT REQUEST AND AUTHORIZATION FOR THE EXECUTIVE DIRECTOR TO APPROVE BUDGET TRANSFERS

##### BACKGROUND:

In 1992 the County Board of Supervisors passed a resolution endorsing the concept of department empowerment and granted appropriations adjustment authority to department heads. The department's net county cost would remain the same but the department head would be able to adjust between expenditure objects, as circumstances required during the year. This was more of a "bottom-line" control of net costs.

In mid-June, after discussions with the County's Finance Department, the Agency became aware that this authority given to County Department heads had not formally been given to SETA. The annual budget appropriations are approved by the Governing Board by fund and are summarized by expenditure object. The expenditure objects are the broad expenditure categories such as salaries and benefits, services and supplies, and other charges.

There is a current need to complete a transfer between expenditure objects. The County suspended posting documents in Services & Supplies because the budget had been exceeded in that category. Upon review of the budget it was determined that Services & Supplies were under budgeted and Salaries/Benefits were over budgeted. Attached is an Appropriations Adjustment Request that has been submitted to the County for a transfer of \$1.8 million between these expenditure objects with no effect to the total budget. The County is accepting adjustments through the third week of July. The Agency has rarely used the Appropriations Adjustment Request, and will inform the Governing Board in cases where it is used.

##### RECOMMENDATION:

Approve this \$1.8 million Appropriations Adjustment Request and provide the Executive Director appropriations adjustment authority to adjust expenditures between expenditure objects. All other budget adjustments will be presented to the Board for approval.

COUNTY OF SACRAMENTO					<b>1. REQUEST NUMBER</b> 05-01	
<b>APPROPRIATION ADJUSTMENT REQUEST</b>						
<b>2. Department Name</b> Sacramento Employment & Training Agency				<b>Department Name (if applicable)</b>		<b>3. Date</b> June 23, 2005
<b>4. REQUEST ADJUSTMENT OF APPROPRIATION AS LISTED BELOW</b>						
SOURCE OF FINANCING	FUND #	FND CTR	ACCOUNT	ACCOUNT TITLE	AMOUNT	
	095A	4700000	10121000	RETIREMENT	\$	1,000,000.00
	095A	4700000	10124000	WORK COMP INS	\$	800,000.00
USE OF FINANCING	095A	4700000	20203600	ED/TRAINING SUPPLIES	\$	200,000.00
	095A	4700000	20205300	INS-BONDS/GEN PROP	\$	100,000.00
	095A	4700000	20207600	OFFICE SUPPLIES	\$	200,000.00
	095A	4700000	20211100	BLDG MAINT SVC	\$	200,000.00
	095A	4700000	20217100	RENTS/LEASES/RL PROP	\$	200,000.00
	095A	4700000	20219100	ELECTRICITY	\$	100,000.00
	095A	4700000	20219700	TELEPHONE SVC	\$	400,000.00
	095A	4700000	20226500	INVENTORIAL EQ	\$	400,000.00
<b>5. JUSTIFICATION (Attach Memo if Necessary)</b> Based on information available Salaries / Benefits were over budgeted and Services and Supplies were under budgeted for year 2004-2005. Our benefit rate was not as high as budgeted and is being reappropriated to various services and supplies.						
Department Head Kathy Kossick			Department Head (if applicable)			
By:		Date 6/23/2005	By:		Date	
<b>6.Action</b>	<input type="checkbox"/>	Dept. Head Approval(s) only required		Auditor-Controller		
	<input type="checkbox"/>	Board Action Required		By:	Date	
	<input type="checkbox"/>	Four-Fifths Vote Required				
<b>7. Approval</b>	<input type="checkbox"/>	Approve		County Executive		
	<input type="checkbox"/>	Disapprove		By:	Date	
<b>8. Resolution</b> On a motion by Supervisor _____, seconded by Supervisor _____ the foregoing resolution was passed and adopted by BOARD OF SUPERVISORS of the County of Sacramento, State of California, this _____ day of _____ 19____ by the following vote, to wit: <div style="margin-left: 40px;"><b>AYES: Supervisors,</b> <b>NOES: Supervisors,</b> <b>ABSENT: Supervisors,</b></div> Resolution Number _____ <div style="display: flex; justify-content: space-between; margin-top: 20px;"><div style="width: 45%;">(SEAL) ATTEST: _____ CLERK OF THE BOARD OF SUPERVISORS</div><div style="width: 45%; text-align: center;">CHAIR OF THE BOARD OF SUPERVISORS OF SACRAMENTO COUNTY CALIFORNIA</div></div>						
<div style="display: flex; justify-content: space-between; font-size: small;"><div>Distribution (Board of Supervisor Approved)</div><div>White - Board of Supervisors Blue - Department Approved Copy Green - County Executive File Copy</div><div>Yellow - Auditor-Controller Approved Copy Pink - Auditor-Controller Copy Goldenrod - Department Control Copy</div></div>						

ITEM III-A- 4 - ACTION

APPROVAL OF PROCUREMENT FOR HVAC UNIT AT MATHER HEAD START

BACKGROUND:

Mather Head Start's air conditioning and heating system requires replacement. The Administration for Children and Families has approved a one-time only program improvement grant for such purpose.

SETA staff used the board approved small purchase procedure for procurement. The scope of work was delivered by SETA's facilities staff to six reliable contractors, three responded. Per the small purchase procedure, three quotes are required. The results of that procurement are listed below:

	<b>Summit Air Co.</b>	<b>Carrier Corp</b>	<b>CAL-AIR</b>
Price	\$106,500	\$99,545	\$81,896
Vendor Qualifications	Current maintenance contractor for Mather Head Start site	Installed HVAC system at Mather Hospital	Installed & maintains system at Plaza Del Paso
Prevailing Wage	Yes	Yes	Yes
MBE, WBE, SBE Certification	No	No	No

RECOMMENDATION:

Approve the selection of CAL-AIR for replacing the HVAC unit at Mather Head Start for \$81,896 and authorize the Executive Director to enter into a contract.



ITEM III-A – 5 - ACTION

APPROVAL TO AUGMENT SACRAMENTO CITY UNIFIED SCHOOL DISTRICT'S  
FISCAL YEAR 2006 ONE-STOP SERVICES CONTRACT

BACKGROUND:

SETA has outstationed a Typist Clerk III at the Lemon Hill Career Center for the past three years to assist career center customers with job search, resume development, completion of applications, information and referrals and facilitation of workshops. The staff person who had been outstationed has recently been promoted and will be working as an Employment Services Specialist at another site. SETA will not be replacing the Typist Clerk III position at the Lemon Hill Career Center.

The One Stop Services contract for the Sacramento City Unified School District (SCUSD), the host agency for the Lemon Hill Career Center, was approved for extension by your board in June, 2005. Your approval is requested to augment SCUSD's One Stop Services contract for an amount equivalent to a SETA Typist Clerk III position, \$33,737, in Workforce Investment Act adult funding. The augmentation would fund a SCUSD Career Information Technician who would continue the duties previously performed by the SETA Typist Clerk III at the Lemon Hill Career Center.

RECOMMENDATION:

Approve the augmentation of Sacramento City Unified School District's One Stop Services contract with \$33,737 in Workforce Investment Act adult funding.

### ITEM III-C – 1 - ACTION

#### APPROVAL TO AUGMENT DELEGATE AGENCY CONTRACTS

##### BACKGROUND:

The Head Start programs received a ten-month allocation for this fiscal year as the Regional Office changed SETA's fiscal year from October – September to August - July. The funding equaled 83% (10/12) of the annual allocation.

Several programs, however, primarily operate programs from September-June and utilize most of their allocation during these months. For these agencies, cutting the program by two months on a straight line basis may create a shortfall.

The Administration for Children and Families recently informed SETA they would not be able to honor a one-time augmentation requested by SETA.

The following delegate agencies have requested augmentation from SETA. SETA has available funds to grant the requests as follows:

San Juan Unified School District: \$90,000

Women's Civic Improvement Club/Playmate: \$10,000

Ms. Norma Johnson will be available to answer questions.

##### RECOMMENDATION:

Approve a \$90,000 augmentation to the San Juan Unified School District and a \$10,000 augmentation to the Women's Civic Improvement Club/Playmate.

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. Cheryl Rose **DATE:** June 21, 2005

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

**RE:** On-Site Fiscal Monitoring of City of Sacramento

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT</u> <u>PERIOD</u></b>	<b><u>PERIOD</u> <u>COVERED</u></b>
WIA-Youth	Individualized Services In-school	\$ 130,345	7/1/04-06/30/05	7/1/04-5/31/05

**Monitoring Purpose:** Initial ☒ Follow-Up ☐ Special ☐ Final ☐  
**Date of review:** 6/17 /05

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

**Program Operator:** City of Sacramento, Neighborhood Services Department

**Findings and General Observations:**

The total costs as reported to SETA from July 1, 2004 to May 31, 2005 for the WIA program have been traced to the subgrantee's records. The records were verified and appeared to be in order.

There are no major findings.

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Dave Pascoa **DATE:** May 23, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Del Paso Heights School District

<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	\$ 1,270,192	9/30/04-09/29/05	9/30/04-3/31/05
Head Start	T & TA	7,500	9/30/04-09/29/05	9/30/04-3/31/05

**Monitoring Purpose:** Initial ☒ Follow-Up ☐ Special ☐ Final ☐  
**Dates of review:** 5/ 5/05 & 5/18/05

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

**Findings and General Observations:**

The total costs as reported to SETA from September 30, 2004 to March 31, 2005 have been traced to the delegate's records. The records were verified and appeared to be in order.

There are no findings.

**Recommendations for Corrective Action:**

1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Darlene Waddle **DATE:** June 13, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Galt Joint Union High School District

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT</u></b> <b><u>PERIOD</u></b>	<b><u>PERIOD</u></b> <b><u>COVERED</u></b>
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WIA Title I	Youth-(In-School)	\$ 191,883	7/1/04-6/30/05	7/1/04-12/31/04
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**Monitoring Purpose:** Initial ☒ Follow-Up ☐ Special ☐ Final ☐  
**Date of review:** 6/1 /05

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



**Program Operator:** Galt Joint Union High School District

**Findings and General Observations:**

The total costs as reported to SETA from July 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

There are no findings.

The findings mentioned in our previous monitoring report dated August 25, 2004 have been corrected and are now considered closed.

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

# MEMORANDUM

**TO:** Ms. Anita Barnes **DATE:** May 16, 2005  
**FROM:** Anthony Yu, SETA Fiscal Monitor  
**RE:** On-site Fiscal Monitoring of La Familia Counseling Center, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Younger Youth	\$186,887	07/01/2004-06/30/2005	07/01/2004-01/31/2005
WIA	Older Youth	\$143,201	07/01/2004-06/30/2005	07/01/2004-01/31/2005
WIA	OJT-Adult	\$180,000	07/01/2004-06/30/2005	07/01/2004-01/31/2005
WIA	OJT-DHA	\$30,400	07/01/2004-06/30/2005	07/01/2004-03/31/2005
WIA	One-Stop (Adult)	\$160,000	07/01/2004-06/30/2005	07/01/2004-01/31/2005
WIA	One-Stop-DW	\$60,000	07/01/2004-06/30/2005	07/01/2004-01/31/2005
DHA	One-Stop	\$100,000	07/01/2004-06/30/2005	07/01/2004-01/31/2005
WIA	DHA-OSS (Adult)	\$26,000	07/01/2004-06/30/2005	07/01/2004-01/31/2005
CSBG	FSS	\$67,000	01/01/2005-12/31/2005	01/01/2005-03/31/2005
CSBG	FSS	\$67,000	01/01/2004-12/31/2004	01/01/2004-12/31/2004

**Monitoring Purpose:** Initial X Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final \_\_\_\_\_  
**Date of review:** March 2, 2005 and various dates  
**Period Covered:** See above

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

**Program Operator: La Familia Counseling Center, Inc.**

**Findings and General Observations:**

(1) The total costs reported to SETA for the WIA, DHA and CSBG contracts were reconciled with the subgrantee's fiscal records. The fiscal records appeared to be in order and supported the reported expenditures to SETA.

**Recommendation:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Xia Kao Vang **DATE:** June 27, 2005

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

**RE:** On-Site Fiscal Monitoring of Sacramento Lao Family

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA-	OJT	\$ 150,000	07/1/04-6/30/05	07/1/04-5/31/05
CALWORKS	OJT	28,800	07/1/04-6/30/05	07/1/04-5/31/05
RESS/TA	VESL/ES	266,980	10/1/04-9/30/05	10/1/04-5/31/05
RESS	SACO	56,405	10/1/04-9/30/05	10/1/04-5/31/05
TA	ES	61,000	10/1/04-9/30/05	10/1/04-5/31/05
TAD	ES	6,880	10/1/04-9/30/05	10/1/04-5/31/05

**Monitoring Purpose:** Initial   X   Follow-Up    Special    Final     
**Date of review:** 6/8, 9 & 24, 2005

<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	X		X	
9 Indirect Cost Allocation	N/A			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

**Program Operator:** Sacramento Lao Family Community

**Findings and General Observations:**

The total costs as reported to SETA from July 1, 2004 to May 31, 2005 for WIA and from October 1, 2004 to May 31, 2005 for the Refugee programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.

A review of 10 OJT contracts showed one instance of employer reimbursement in excess of the contract amount. The over-payment of \$214.00 was due to an error in the hourly wage used in the reimbursement.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA \$214.00 from a non-SETA source.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Aida Buelna **DATE:** June 16, 2005

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

**RE:** On-Site Fiscal Monitoring of Sacramento City 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	\$ 6,427,364	9/30/04-07/31/05	9/30/04-3/31/05
Head Start	T & TA	20,000	9/30/04-07/31/05	9/30/04-3/31 /05
Early H. S.	Basic, COLA,Quality	890,238	9/30/04-07/31/05	9/30/04-3/31 /05
Early H.S.	T & TA	17,667	9/30/04-07/31/05	9/30/04-3/31/05
Head Start	PI (Carry-over)	1,227,550	9/30/04-07/31/05	9/30/04-3/31/05
Early H. S.	PI (Carry-over)	425,000	9/30/04-07/31/05	9/30/04-3/31/05

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

**Date of review:** 5/11,5/18, & 6/10/05

		<b>COMMENTS/ RECOMMENDATIONS</b>			
		<b>SATISFACTORY</b>			
	<b>AREAS EXAMINED</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:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to March 31, 2005 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) The District has revised its Personnel Activity Reports(PARs) in compliance with our recommendation mentioned in our previous monitoring report dated January 18, 2005. The Early Head Start Department, however, still uses the same PARs.

**Recommendations for Corrective Action:**

- 1) Implement the new method of time allocation, being utilized by the Head Start staff, for the Early Head Start staff, as applicable.

cc: Kathy Kossick  
Governing Board  
Policy Council

## MEMORANDUM

**TO:** Mr. Michael Miller **DATE:** May 12, 2005  
**FROM:** Anthony Yu, SETA Fiscal Monitor  
**RE:** On-site Fiscal Monitoring of San Joaquin County Employment & Economic Dev. Dept.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	NWI	\$231,500	11/01/2002-06-30/2005	11/01/2002-03-31/2005

Monitoring Purpose: Initial X Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final \_\_\_\_\_  
Date of review 04/25/2005  
Period covered: 11/01/2002-03-31/2005

AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
	YES	NO	YES	NO
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	N/A			
10 Adherence to Budget		X	YES	
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			
13 Program Income	N/A			



**Program Operator: San Joaquin County Employment & Economic Development Dept.**

**Findings and General Observations:**

(1) A review of the fiscal records disclosed the subgrantee has signed a subcontract with Delta College to provide nursing educational services to eligible WIA/NWI participants. Although Delta College was named as an original partner in the grant proposal, the subcontract of services has not been approved by SETA.

**Recommendations:**

(1) A budget modification should be submitted to SETA to reflect the costs of the subcontract. Also, the expenses incurred by the subcontractor need to be reclassified as other costs instead of personnel costs in the fiscal reports.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Edenausegboye Davis **DATE:** May 24, 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</u> <u>PERIOD</u></b>	<b><u>PERIOD</u> <u>COVERED</u></b>
Head Start	Basic, COLA, Quality	\$ 533,059	9/30/04-9/29/05	9/30/04 -3/31/05
Head Start	T & TA	7,500	9/30/04-9/29/05	9/30/04-3/31 /05

**Monitoring Purpose:** Initial ☒ Follow-Up ☐ Special ☐ Final ☐  
**Date of review:** 5/4/05

<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:**

The total costs as reported to SETA from September 30, 2004 to March 31, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

There are no findings.

The finding mentioned in our previous monitoring letter dated January 5, 2005 has been corrected and is now considered closed.

**Recommendations for Corrective Action:**

1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

ITEM IV-B – 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 PY2004/2005

The following is an update of information as of June 29, 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>
Unofficial	6/03/04	Pacific Gas and Electric Company Sacramento Records Office 10375 Old Placerville Road Sacramento, CA 95827-2506	8/02/04	59	Union Displacement Services
Unofficial	6/15/04	McClellan Defense Commissary Agency Building 949 McClellan Business Park	8/27/04	23	7/28/04
Unofficial	6/24/04	Sprint 3075 Prospect Park Drive Rancho Cordova, CA	10/30/04	37	7/15/04 & 7/30/04
Official	7/02/04	Brown & Williamson Tobacco Corporation 3100 Zinfandel Drive, Suite 280 Rancho Cordova, CA 95670	8/31/04	38	Mailed Dislocation Material
Unofficial	7/02/04	Kik No Cal 8600 23rd Avenue Sacramento, CA	7/30/04	19	7/27/04
Unofficial	7/27/04	Sacramento Association for the Retarded 1791 Tribute Road, Suite A Sacramento, CA 95815	9/17/04	15	8/13/04
Official	8/04/04	EDS 1088 White Rock Road Rancho Cordova, CA 95670	10/18/04	82	Delivered Dislocation Material
Unofficial	8/19/04	Doppelmayr Ctec 3 Wayne Court Sacramento, CA 95828	10/15/04	40	8/31/04
Unofficial	8/25/04	Washington Mutual 2710 Gateway Oak Drive, Suite 200 Sacramento, CA 95833	10/15/04	34	9/14/04

Official	9/01/04	Kmart Corporation 2000 Howe Ave, Store #4408 Sacramento, CA 95825	10/25/04	100	Delivered Dislocation Material
Unofficial	10/06/04	Northern California Behavioral Health 11070 White Rock Road, Suite 200 Rancho Cordova, CA. 95670	12/01/04	40	11/03/04
Official	10/15/04	Sacramento Automotive & Training Facility (AAA) 8687 Weyand Avenue, Sacramento, CA. 95828-2641	12/31/04 through 07/01/05	32	Continuing Displacements
Unofficial	10/25/04	T & N Manufacturing 8550 Tiogawoods Dr. Sacramento, CA 95828	6/30/04 through 11/15/04	9	Employer Declined Services
Official	11/05/04	Branch: Bank Of Lodi 1415 L Street, Suite 100 Sacramento, California 95815	1/03/05 through 1/17/05	6	Merger
Official	11/05/04	Branch: Bank Of Lodi 111 Woodmere Road, Suite 200 Folsom, CA. 95630	1/03/05 through 1/17/05	3	Merger
Official	11/05/04	Branch: Bank Of Lodi 13389 Folsom Boulevard, Suite 100 Folsom, CA 95630	1/03/05 through 1/17/05	8	Merger
Official	11/05/04	Western-Hoegee Co. 9706 Fair Oaks Blvd., Suite No. 135 Fair Oaks, CA 95628	1/04/05	1	Business Purchased
Unofficial	11/23/04	Internal Revenue Service Western Area Distribution Center 3041 Sunrise Blvd. Rancho Cordova, CA 95742	3/05/05	35	12/07/04
Official	1/03/05	Cingular* 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California 95670	3/07/05	1	Restructuring

Official	1/17/05	Cingular* 10000 Goethe Road Sacramento, California 95827	3/18/05	2	Restructuring
Official	1/13/05	Ralphs Grocery Store # 958 2280 Sunrise Blvd., Rancho Cordova, CA 95670	3/13/05	57	Absorbed In local Stores
Official	1/13/05	Ralphs Grocery Store # 967 6737 Watt Ave., North Highlands, CA 95829	3/13/05	43	Absorbed In Local Stores
Official	1/17/05	Select Medical Corporation, NovaCare Sacramento CBO 151 Nor Sunrise Avenue, Suite 1309 Roseville, CA 95661	3/19/05	-54	Golden Sierra Job Training Agency
Official	2/02/05	Cingular Wireless* 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	4/04/05	7	Restructuring
Official	2/02/05	Cingular Wireless* 10000 Goethe Road, Sacramento, CA 95827	4/04/05	4	Restructuring
Official	2/15/05	Cingular Wireless* 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	4/15/05	8	Restructuring
Official	2/17/05	Lovotti Brothers Dist Co Inc 1275 Vine Street Sacramento, CA 95814	4/01/05 through 4/15/05	75	Business Acquisition
Official	3/15/05	Cingular Wireless 10000 Goethe Road Sacramento, CA 95827	4/29/05	1	Restructuring
Official	3/15/05	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	4/29/05	1	Restructuring
Official	3/17/05	Cingular Wireless 10000 Goethe Road, Sacramento, CA 95827	5/13/05	1	Restructuring
Official	3/17/05	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	5/13/05	1	Restructuring

Unofficial	3/18/05	Sprint 3075 Prospect Park Drive Rancho Cordova, CA. 95670	3/29/05	15	Restructuring
Official	4/28/05	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	6/07/05	1	Restructuring
Official	5/09/05	Sutter General, Skilled Nursing Unit 2801 L Street Sacramento, California 95816	7/01/05	102	5/26/05
Unofficial	5/11/05	Health Net Federal Services 2025 Aerojet Road, Rancho Cordova, CA. 95670	7/08/05	8	Absorb staff internally
Unofficial	6/01/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	Initial July05	20 – 37	Pending
Unofficial	6/13/05	Sprint 3075 Prospect Park Drive Rancho Cordova, CA 95670	Continuing Dislocation June,05	16	Restructuring 6/27/05
			<b>Total # of Affected Workers</b>	<b><u>961</u></b>	



## ITEM IV-C – INFORMATION

### LEGISLATIVE UPDATE FROM THE CALIFORNIA WORKFORCE ASSOCIATION

#### BACKGROUND:

Attached is the most current information from the California Workforce Association.

Staff will be available to answer questions.

## ITEM IV-D – INFORMATION

### SACRAMENTO WORKS, INC. MARKETING INFORMATION

#### BACKGROUND:

Attached is a copy of the most recent articles from the Sacramento Bee regarding Sacramento Works, Inc. events.

Staff will be available to answer questions.

SATURDAY

March 5, 2005

D

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 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  
(916) 321-1049 or  
[bshallit@sacbee.com](mailto:bshallit@sacbee.com).  
Back columns:  
[www.sacbee.com/shallit](http://www.sacbee.com/shallit)

WEDNESDAY  
March 16, 2005

**D** STOCKS **D5**  
MUTUAL FUNDS **D7**  
COMMODITIES **D7**

The Sacramento Bee

# 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.



□ □ □

**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.

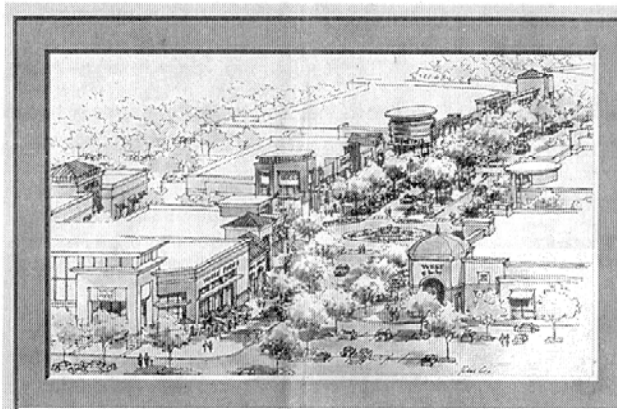
Still, NCL was impressed with Sacramento. It's making a return recruiting trip in May.

□ □ □

**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.

□ □ □

**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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Back columns:  
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CALENDAR **D2**  
ON THE MOVE **D2**  
RECALL WATCH **D3**

# BUSINESS

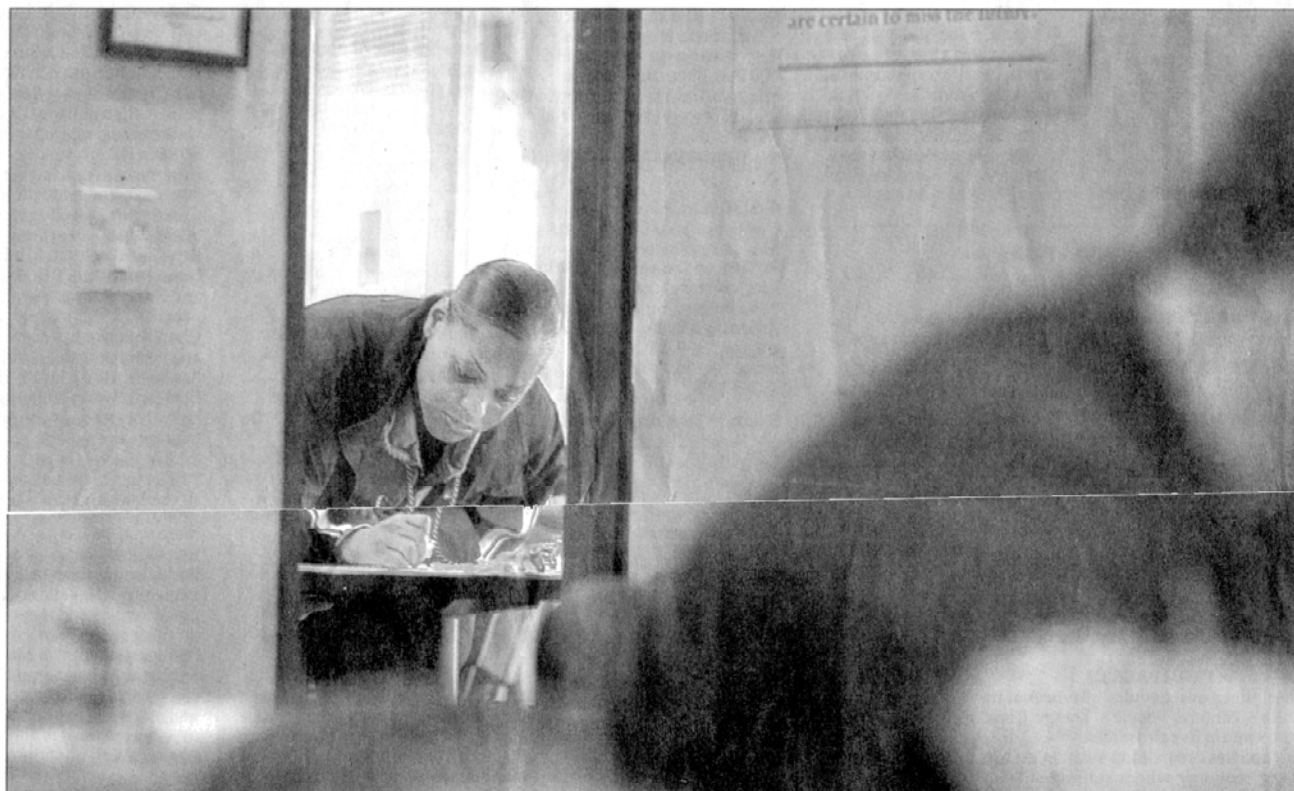
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## WORKPLACE

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



# Attitudes count



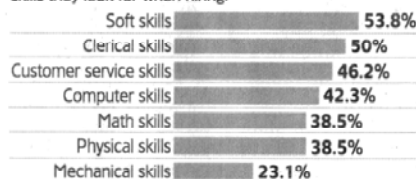
Sacramento Bee/Carl Costas

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

**T**ammy 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

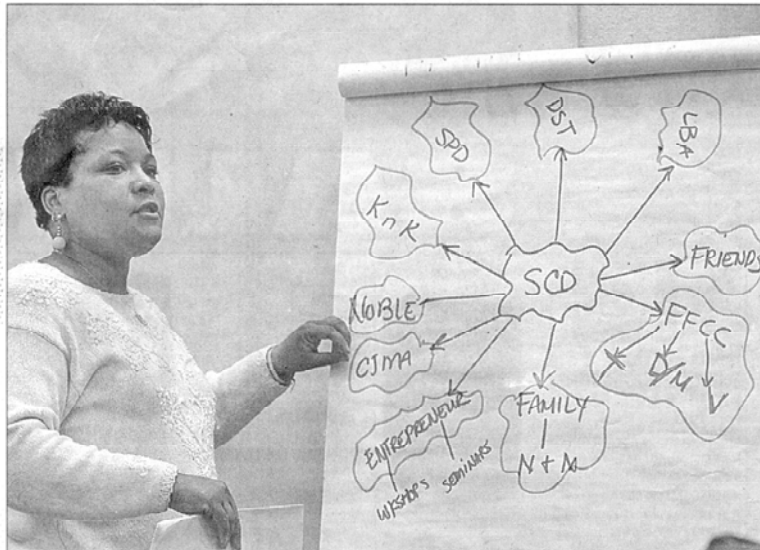
► SKILLS, Page D5

### INSIDE

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

► Page D3





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](http://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](mailto: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.

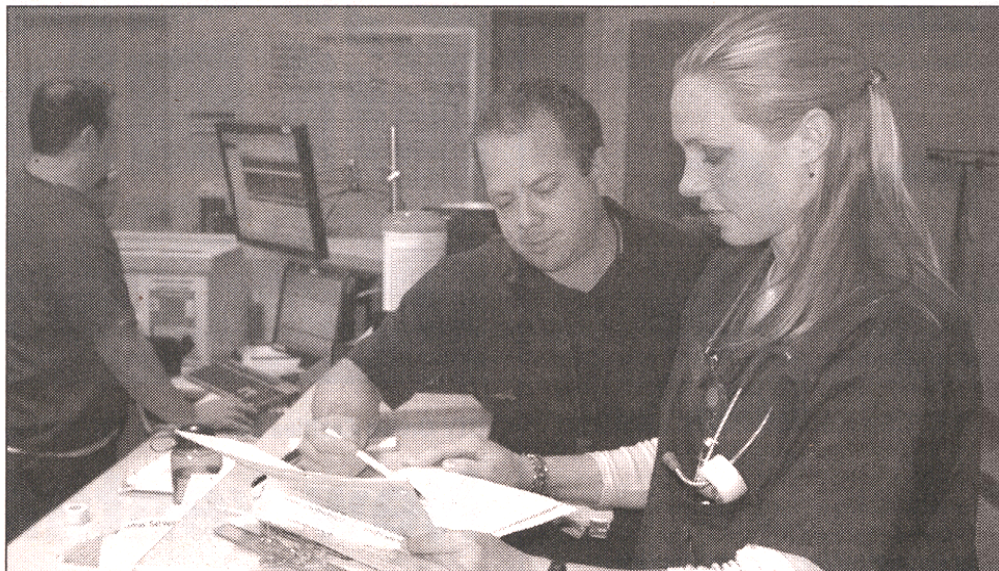
Roughly 350 new nurses graduate from various local programs each year, not enough to fill the vacancies, let alone replace the newly retired.

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 - 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.