



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

DATE: Thursday, June 2, 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.

A G E N D A

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

II. Consent Items

- A. Minutes of the May 5, 2005 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Extend the SMARTWare Services Contract with Mark Montalvo, Network Technologies
- 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 Continuation of the Youth Development and Crime Prevention Program
- F. Approval to Apply for Targeted Assistance Discretionary Grant Funds to Serve Elderly Refugee, Program Year 2005-2006

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 (Kim Peck)

925 Del Paso Blvd.
Sacramento, CA 95815

Main Office
916-263-3800

Head Start
916-263-3804

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

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

2. Approval of Resolution Regarding Retiree Health Insurance Program (Kathy Kossick)
3. Approval to Participate in the California Access to Recovery Effort (CARE) Program (Robin Purdy)

B. WORKFORCE INVESTMENT ACT

1. Approval of Funding Extension Recommendations for the WIA, Title I, Youth Program, for FY 2005-2006 (Christine Welsch)
2. Approval to Extend Workforce Investment Act, Title I, Adult and Dislocated Worker Subgrant Agreements (Robin Purdy)

C. HEAD START

1. Approval of Fiscal Year 2005-2006 Head Start/Early Head Start Grant Application (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of the 2006-2007 Community Services Block Grant Community Action Plan (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS

1. Approval of the Three-Year Plan for Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Programs, PY 2005-2006 (Robin Purdy)
2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Programs, Program Year 2005-2006 (Roy Kim)

IV. Information Items

- A. Volunteer Income Tax Assistance (VITA) Project Statistics (Robin Purdy)
- B. Fiscal Monitoring Reports
 - Galt Community Concilio
 - Paratransit, Inc.
 - Service Employees International Union, Local 250
 - Transitional Living and Community Support
 - Traveler's Aid Society of Sacramento, Inc.
- C. Update on Partnership For Prosperity (Kathy Kossick)

- D. Third Quarter One Stop Career Center Performance Reports, Fiscal Year 2004-2005 (Robin Purdy)

V. Reports to the Board

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

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 26, 2005

ITEM II-A - CONSENT

MINUTES OF THE MAY 5, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 5, 2005 regular 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
(As corrected 6/2/05.)

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

May 5, 2005
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:17 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

Members Absent:

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

~~Don Nottoli, Member, Board of Supervisors~~

~~Bonnie Pannell, Councilmember, City of Sacramento~~

Recognition of Long Term Employee: Mario Montes was presented with a gift in recognition of his years of service to SETA. Ms. Scherman recounted how she first met Mario at the Galt Career Center. Mr. Nottoli also spoke of his experiences working with Mario.

- Recognition of Former Community Action Board Member: Cliff Bales

Ms. Kossick stated that Mr. Bales has been on the CAB since 1990 and has been a very gracious and faithful volunteer. Mr. Bales was presented with a plaque in honor of his membership on the CAB.

II. **Consent Items**

The consent calendar included approval of the minutes of the March 31, 2005 special board meeting, and approval of claims and warrants. There were no questions or comments.

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

Voice Vote: Unanimous approval.

III. **Action Items**

A. GENERAL ADMINISTRATION/SETA

1. Approval of Out-State Travel to Attend the Pathways to Adulthood 2005: National Independent Living Transitional Living Conference in Atlanta, Georgia

Ms. Walker reviewed this item. There were no questions or comments.

Moved/Pannell, second/Scherman, to approve out-of-state travel for Ken Broughton, Employment Service Specialist, to attend Pathways to Adulthood 2005: National Independent Living Transitional Living Conference on May 18-20, 2005 at an approximate cost of \$1,500.

Voice Vote: Unanimous approval.

2. Approval to Extend Lease Agreement for Sacramento Works Hillsdale Career Center

Ms. Purdy reviewed this item and answered questions. Legal Counsel will prepare the extension.

Moved/Pannell, second/Nottoli, to approve the renewal of the leased space for 5655 Hillsdale Blvd., Suite 8 for an additional 5 years.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve the Resource Allocation Plan for Fiscal Year 2005/2006

This is a concurrence item with Sacramento Works. The resource allocation plan went to the Executive Committee for approval and is forwarded to this board.

The allocations have gone up over \$600,000; Ms. Purdy read off the increases to the various allocations. Staff anticipates a decrease in the discretionary grants and the rapid response allocations.

Moved/Scherman, second/Pannell, to concur with Sacramento Works, Inc. to approve the following Resource Allocation Plan for FY2006, as outlined in the board packet.

Voice Vote: Unanimous approval.

2. Approval to Deobligate WIA 15% Nurse Workforce Initiative Funding From San Joaquin County Employment and Economic Development Department

Ms. Cindy Sherwood-Green reviewed this item. The funds will be returned to SETA and utilized in other case management services. The funds have to be used for services, case management and support services.

Moved/Pannell, second/Scherman, to approve the deobligation of WIA 15% Nurse Workforce Initiative funds from San Joaquin County Employment and Economic Department in the amount of \$64,611.

Voice Vote: Unanimous approval.

3. Approval to Accept Workforce Investment Act (WIA) 15% Discretionary and Wagner-Peyser Act 10% Funding for a Nurses Training Project

Ms. Cindy Sherwood-Green reported that SETA received \$800,000 for a 24-month project for the healthcare industry. The goal is to increase the nurse training capacity by training 60 new nurses and recruit 20 immigrants that have patient care and have experienced a difficult time finding employment.

Moved/Scherman, second/Nottoli, to accept the WIA 15% and Wagner-Peyser 10% funding in the amount of \$800,000 and authorize the execution of subcontracts with Los Rios Community College for \$360,000 to train 40 nurses and CSU, Sacramento for \$180,000 to train 20 nurses.

Voice Vote: Unanimous approval.

4. Appointment of Required Partner Members to the Sacramento Works, Inc. Board

Applications for two of the required partner seats were received from Mr. Mike Micciche and Mr. Bruce Wagstaff. Both applicants have many years of experience in workforce development.

Moved/Waters, second/Scherman, to appoint Mr. Mike Micciche and Mr. Bruce Wagstaff to the vacant required partner seats on the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

5. Approval to Terminate WIA, Title I, Youth Funds Contract with the Stanford Home for Children (Older Youth), Program Year 2004-2005

Ms. Purdy reviewed this item. The termination of this contract is at the request of Stanford Home for Children. The returning funds (\$8,024) will go back to the WIA youth funds and will be used in next year's program.

Moved/Pannell, second/Nottoli, to terminate Stanford Home for Children's \$8,024 WIA, Title I, Older Youth contract. Staff will return to the Board with a recommendation on reallocating these funds for the next program year.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out-of-State Travel to Attend the New Education Manager's Orientation

Ms. Norma Johnson reviewed this item which requests out-of-state travel for Denise Lee to attend training specifically targeting new managers in education

Moved/Nottoli, second/Scherman, to approve out-of-state travel for Denise Lee to attend the New Education Manager's Orientation in Dallas, Texas, June 21-23, 2005, at an amount not to exceed \$1,200.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

- A. Fiscal Monitoring Report: No questions.

- B. Head Start Quarterly Report

Ms. Norma Johnson reviewed the quarterly report. The PRISM review team included 40 people from around the country. The review went very well. There were over 2,000 items included in the review. There were no findings in the fiscal review. This is only the third program in 12 years to have zero findings.

Ms. Denise Lee is the new manager for Head Start Operations.

Ms. Johnson reviewed the quarterly report She spoke of the incident at Countrywoods Estates. Ms. Pannell stated that she is working with the owners to install security cameras in order to prevent another occurrence.

Opening of Nedra Court, May 18, 10-11:30 a.m. The invitation was distributed.

Mr. Nottoli stated that the letter included in the quarterly report was very heartfelt.

V. Reports to the Board

- A. Chair: Mr. Nottoli was complemented on his tie.
- B. Executive Director: Board members were invited to the Cinco de Mayo luncheon in the atrium.
- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman welcomed Ms. Kossick back.

- E. Public: Ms. Juanita Sendejas Lopez distributed Strategies for Success which was developed between SETA and Manpower that was written to assist school district layoffs.

Yolanda Perez, Elk Grove Unified School District, spoke of a youth project mapping project. They distributed information on the mapping project. The pocket packets were printed so that the kids can keep it in their pockets and their purse. It's a very convenient size.

Mr. Nottoli suggested that there be plenty of copies of this mapping project because lots of people will need extra copies Ms. Sendejas Lopez stated that most of the money went to the youth participants and they are looking at outside sources for the printing costs. Ms. Sendejas Lopez stated that the Youth participants learned how to use the career centers.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code §54956.8

Property: 60 Nedra Court, Sacramento, CA

Negotiating Party: EPO Development, LLC

Under Negotiation: Lease rates and term

- VII. Adjournment** The meeting was adjourned into closed session 11:10 a.m. Mr. Thatch stated that there would not be a report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/29/05 through 5/26/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM II-C - CONSENT

APPROVAL TO EXTEND THE SMARTWARE SERVICES CONTRACT WITH MARK MONTALVO, NETWORK TECHNOLOGIES

BACKGROUND:

In December of 2003, the Sacramento Employment and Training Agency purchased the SMARTware Client Tracking and Case Management System from the Shasta County Private Industry Council. Since that purchase, SETA has provided both administrative and technical support to the five SMARTware Users throughout the State including Riverside County, Napa County, East Bay Works, Golden Sierra Job Training and the Yolo County Department of Employment and Social Services. In order to continue the level of software maintenance, code support, troubleshooting as well as the day to day technical support that is required by our customers, SETA has entered into a Services Contract with Mark Montalvo, Network Technologies. Mark will also provide help desk support for SETA's Information Systems staff to support our local users within the Sacramento Works Career Center System. SETA staff is requesting that this Services Contract be extended for another year. The total cost of this Service Contract is not to exceed \$41,560.

RECOMMENDATION:

Approve the extension of this Service Contract with Mark Montalvo, Network Technologies, in the amount not to exceed \$41,560 for the period July 1, 2005 through June 30, 2006.

ITEM II-D -CONSENT

APPROVAL TO SUBMIT A PROPOSAL TO BECOME AN EMPLOYMENT NETWORK UNDER THE TICKET-TO-WORK AND SELF-SUFFICIENCY PROGRAM

BACKGROUND:

The Social Security Administration (SSA) and Maximus, the SSA's contracted Program Manager for the Ticket to Work program, are soliciting proposals for the "Employment Network (EN) Ticket-to-Work (TTW) and Self-Sufficiency Program."

The Ticket to Work program was implemented by the SSA in December 2001. Its intent is to expand access to services for Social Security Disability Income (SSDI) beneficiaries and disabled or blind Supplemental Security Income (SSI) beneficiaries to help them obtain, enter or maintain employment. Under the program, SSDI or SSI beneficiaries are assigned "tickets" which allow them to obtain employment or support services from an EN. Currently, there are approximately 118,000 "ticket" holders residing in Northern California.

SETA has an ongoing commitment to serve the hardest-to-serve customers, including people with disabilities. About 4% of all Sacramento Works Career Center (SWCC) customers are people with disabilities, but nearly 9% of customers enrolled in intensive services are people with disabilities. In part, this is due to SETA's

- priority of service for people with disabilities and other hard-to-serve populations,
- strong partnerships with disability-service agencies like Crossroads Employment Services,
- physical accommodations like adaptive workstations (public-accessed voice-activated software systems at four SWCCs: Citrus Heights, Broadway, Franklin and Mark Sanders), and
- regional trainings for one stop staff, including Disability Access: Working with Special Populations and Legacy Disability Sensitivity Training.

In October 2004, SETA was awarded \$53,000 from the Employment Development Department to fund the Advanced Navigator Training Pilot Project. The grant included funding for: 1) SETA staff to coordinate SETA's application for EN status, implement a business plan, and be SETA's single point of contact for the SWCC system, and 2) a subcontract with Crossroads Employment Services to provide expertise on employment services, Social Security Work Incentives and access to services for people with disabilities, and 3) marketing, promoting and other costs related to the preparation, certification or operation of an Employment Network.

Crossroads Employment Services is an approved Employment Network for the Ticket to Work program and SETA is requesting approval to submit a proposal to become an EN.

If approved, SETA and Crossroads will share responsibility for the coordination and delivery of appropriate employment and support services to TTW participants through the Sacramento Works Career Center system. The Ticket to Work program is a performance based program, where all payments occur after completion of services and are based on earnings through employment. SETA will utilize Workforce Investment Act funds to provide employment services to the disabled community. All TTW revenue will be considered program income.

RECOMMENDATION:

Approve the submission of a proposal to the Social Security Administration (SSA) and Maximus for SETA to become an Employment Network under the Ticket-to-Work and Self-Sufficiency Program.

ITEM II-E - CONSENT

APPROVAL TO SUBMIT A PROPOSAL TO THE US DEPARTMENT OF JUSTICE FOR THE CONTINUATION OF THE YOUTH DEVELOPMENT AND CRIME PREVENTION PROGRAM

BACKGROUND:

For the past four years, the Youth Development and Crime Prevention (YDCP) program has served very high-risk youth. YDCP's target population is youth engaged in/or at risk of involvement in the criminal justice system, emancipating foster youth, and/or youth with substance abuse or mental health issues. Staff from the three disciplines – employment, alcohol and drug counseling and mental health services— collaborates to provide services through the Sacramento Works Career Centers. Youth Employment Specialists from SETA and Sacramento Chinese Community Services Center coordinate with Youth Advocates from the AOD/MH providers to deliver the services.

This concept has proved to very successful in providing positive alternatives to high-risk youth. Over 120 youth have been served in the YDCP program. Some highlights were:

- ✖ 75% of the participants were offenders – only 10% re-offended**
- ✖ Most of the youth have had some work experiences during the year, while participating in counseling, school, and/or Youth Action Teams.**
- ✖ Youth made significant progress in educational achievement including:**
- ✖ Less than 1% dropout rate**
- ✖ 10% entering college.**

Last fall, Congressman Matsui designated Congressional Earmark funds to continue this very successful program. This one-year allocation of \$493,322 will be from the U.S. Department of Justice.

Staff is recommending approval of the submission of a proposal to serve 90 youth (ages 14 to 18) and to continue contracting for services with Sacramento Chinese Community Service Center. SETA staff provides program management, coordination of the service delivery, and direct youth development services. Sacramento Chinese Community Service Center will coordinate Work Experience activities, outstation staff at the SWCC, assist in the delivery of youth development activities and assist in the delivery of Youth Action Teams. Services will be provided at three Sacramento Works Career Centers – Franklin, Hillsdale and Rancho Cordova.

RECOMMENDATION:

- Approve the submission of a proposal to the U.S. Department of Justice for \$493,322 for the continuation of the Youth Development and Crime Prevention program.

- Subcontract with Sacramento Chinese Community Service Center for approximately \$265,089 to support staffing, Work Experience and Youth Action Team activities, and
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

SACRAMENTO YOUTH DEVELOPMENT AND CRIME PREVENTION PROGRAM

PROJECT ABSTRACT

The goal of the Sacramento Youth Development and Crime Prevention (YDCP) program is to reduce at-risk youth's criminal involvement by providing comprehensive employment and counseling services. Currently, in Sacramento County there are over 6,000 youth between the ages of 12 and 18 in out-of-home placement (1,896 in foster care and over 5,000 in the probation system). Many youth are required to seek counseling or employment services, yet access is difficult. Sacramento YDCP seeks to meet this need through intensive case management and mobilizing partnership services with the Sacramento Works Career Center system, Probation Department, Sacramento County Alcohol and Other Drug Division and Children's Mental Health Access services. YDCP and the Sacramento Works system services focus on youth development, building on the strengths of youth through leadership development and work skills activities. The YDCP project will connect 90 at-risk youth with employment, support and social services and after-school activities for one year. Progress will be measured by youth participation rate, participants' meeting benchmark goals for education, work preparation or work experience/leadership activities and reduction of re-entry or entry into the juvenile justice system.

ITEM II-F-CONSENT

APPROVAL TO APPLY FOR TARGETED ASSISTANCE DISCRETIONARY GRANT FUNDS TO SERVE ELDERLY REFUGEES, PY2005-2006

BACKGROUND:

The Office of Refugee Resettlement (ORR) recently released a funding opportunity for services to older refugees. The State Refugee Programs Bureau (RPB) will be submitting a single state application to ORR.

The maximum application amount is \$200,000. If funded, RPB will allocate funds to refugee-impacted counties, including Sacramento County, to deliver services in the following two specific areas:

- Linking older refugee with local Area Agencies on Aging
- Citizenship and naturalization

Preliminary estimates are that Sacramento County would receive approximately 27% of the funds awarded. In order to prepare the state application, RPB is requesting that SETA provide a summary of the local project.

SETA invited local refugee service agencies to a planning meeting to discuss the proposed project. Services are proposed to be delivered through a consortium of service providers, comprised of six (6) agencies: Asian Resources, Inc., Grant Joint Union High School District, Sacramento City Unified School District, Sacramento Lao Family Community, Slavic Assistance Center and Southeast Asian Assistance Center. If funded, Southeast Asian Assistance Center will act as the fiscal agent.

RECOMMENDATION:

Approve the submission of an application for Targeted Assistance Discretionary Grant Funds to serve elderly refugees, PY2005-2006.

ITEM III-A - 1 - ACTION

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

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with final adoption of the Agency budget in September. The June budget is a proposed budget to provide authority to operate in the new fiscal year.

As funding becomes more definite in several programs, the final budget presented on August 4 will reflect actual available funding. The County has requested SETA's final budget be submitted in August.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

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.

ITEM III-A- 2-ACTION

APPROVAL OF RESOLUTION REGARDING RETIREE HEALTH INSURANCE PROGRAM

BACKGROUND:

The County of Sacramento recently adopted a resolution funding retiree health and dental premiums for the period July 1, 2005 through December, 2006.

As a Special District, SETA employees participate in the health and dental programs offered by the County. However, the SETA Governing Board must act upon funding for retiree health and dental subsidies.

The Executive Director is recommending that the Board take into consideration all the factors outlined in the attached report prior to taking action to implement a health and dental benefit contribution for eligible retirees in fiscal year 2005-2006.

RECOMMENDATION:

Review the attached report and take appropriate action.

RESOLUTION NO. 2005-2

Adopted by the Sacramento Employment and Training
Agency Governing Board on
June 2, 2005

A RESOLUTION ADOPTING FUNDING THE RETIREE HEALTH BENEFIT PROGRAM

WHEREAS, this Board in response to the SCERS Board finding that no monies are available from SCERS earnings for funding the non-vested medical and dental coverage program for Fiscal Year 2005-2006; and

WHEREAS, the expiration date of the Sacramento County Retiree Health Care Benefits Program for Fiscal Year 2004-05 is June 30, 2005; and

WHEREAS, this resolution does not create a contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, or dependents for medical and/or dental benefits or subsidy at any particular level, or at all in future years; and

WHEREAS, the Sacramento Employment and Training Agency is a joint powers agency comprised of the County of Sacramento and the City of Sacramento and is, therefore, treated as a Special District by SCERS; and

WHEREAS, the projected annual cost of coverage for current eligible retirees and those retiring in Fiscal Year 2005-2006 is between \$71,424 and \$86,000; and

1. The 46 active retirees who are currently receiving health and/or dental benefits; and those individuals who would be eligible to retire and obtain health and dental benefits under the County policy, shall be eligible to receive health and welfare contributions under the Resolution for Fiscal Year 2005-2006. Such contributions shall be based on years of service as follows:

a. Less than 10 years (annuitants prior to 7/1/04)	\$ 122
b. 10 years but less than 15 years	\$ 152
c. 15 years but less than 20 years	\$ 182
d. 20 years but less than 25 years	\$ 212
e. 25 or more years	\$ 244

 - f. Dental benefits for all retirees shall be a monthly contribution not to exceed \$25.
2. The Board, by reference, incorporates and adopts the provisions of the Sacramento County's Retiree Health Insurance Program Administrative Policy governing coverage eligibility, election period, and waiver of coverage.
3. Individuals ineligible to receive health and dental benefits under the County Policy shall be ineligible to receive the health and/or dental benefits provided under this resolution.

PASSED AND ADOPTED by the Sacramento Employment and Training Agency Governing Board, State of California, this 2nd day of June 2005, by the following votes:

AYES:

NOES:

ABSENT:

Robbie Waters, Chairperson

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A - 3 - ACTION

APPROVAL TO PARTICIPATE IN THE CALIFORNIA ACCESS TO RECOVERY EFFORT (CARE) PROGRAM

BACKGROUND

In March 2004, the federal Substance Abuse and Mental Health Services Administration released a \$100 million competitive grant for the Access to Recovery (ATR) Program. This Presidential initiative allows people in need of substance abuse treatment to make individual choices in their path to recover that reflect their personal values. The Department of Alcohol and Drug Programs (ADP) designed California's ATR application and in August 2004 was awarded \$7.6 million annually for three years for the California Access to Recovery Effort (CARE).

The overall goals and objectives of the CARE program are to:

- ✓ Significantly reduce California's youth treatment gap by providing vouchers for treatment and recovery support services to substance abusing youth ages 12-20 in Los Angeles and Sacramento Counties.
- ✓ Ensure individual consumer choice by expanding the number and types of service providers from which clients may choose;
- ✓ Engage and include faith-based and other nontraditional providers in the CARE program network; and;
- ✓ Ensure youth receive safe and effective services by increasing provider competencies for serving youth and implementing a performance-based system.

The State CARE program is soliciting community agencies to participate by application to offer the above services to youth customers who are in need of drug and alcohol counseling. Assessment centers already approved by the State AOD will be the point of contact for the customer. A plan is developed by an Assessment Coordinator that could involve a variety of supportive recovery services. When a youth is referred by voucher to the registered provider for these services, payment will be given to that agency.

SETA is seeking approval to apply to the California Department of Alcohol and Drug Programs and the Substance Abuse and Mental Health Services Administration to be registered as a Treatment and Recovery Support Service Provider. The services would be in the categories of "Educational" and "Employment," per definition in the CARE Program Overview Provider Orientation Manual. The rates for these services are reimbursable at \$42 per individual session or \$10 per individual in a group session (both individual and group sessions must be between 60-90 minutes).

RECOMMENDATION:

Approve the application and participation in the Sacramento California Access to Recovery Effort (CARE) program.

ITEM III-B-1- ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WIA, TITLE I, YOUTH PROGRAM, FOR FY 2005-2006

BACKGROUND:

In 2003 the Sacramento Works Youth Council implemented a collaborative approach to youth service delivery. The intent of the collaborative approach is to enhance the program funding, resources and services available to the community. The WIA Youth Collaboratives are required to include active membership and participation from:

- Educational Institutions
- Sacramento Works One Stop Career Centers (SWCC) and,
- Community Based Organizations

The Youth Council also required that Youth Collaboratives adhere to Youth Development Principles and include the following required WIA program elements:

- ✓ Universal services for all youth through Youth Specialists co-located at Sacramento Works One Stop Career Centers;
- ✓ Summer employment opportunities that directly link to academic and occupational learning;
- ✓ Paid and unpaid work experience including internships and job shadowing;
- ✓ Occupational skills training;
- ✓ Leadership development opportunities;
- ✓ Support services;
- ✓ Adult mentoring for one (1) year or more;
- ✓ Follow-up services for one (1) year or more after program completion, and
- ✓ Comprehensive guidance and counseling including alcohol and drug abuse.

Current Collaborative System

The Youth Council elected to continue the current collaborative delivery system design based on the following:

- ➔ In fall 2004, the Youth Council Planning and Indicator Workgroup held public hearings to gather input on the gaps in the current youth system and the available resources. Based on the data and testimony collected and the available resources, it was determined that the WIA Youth program is serving the most appropriate neighborhoods and targeting those youth most in need of WIA services.
- ➔ The WIA Reauthorization was pending throughout most of 2004. WIA Reauthorization was approved by the House of Representatives in March, 2005 and should be acted on in the Senate HELP Committee on May 18, 2005. Once it is reauthorized by both bodies, a congressional conference committee will finalized the language affecting the youth allocations and target populations.

There is language in both bills that would change the target population to focus more on out of school youth and limit the amount of funds that can be used to serve younger youth. It is expected that the conference committee will resolve these issues over the next few months. Any changes to the target population would occur in the 2006-2007 fiscal funding.

The Youth Council elected to continue current programs based on their performance. Over the six months, the Youth Council will continue to work with local youth providers to design a new service delivery system that will meet both the WIA requirements and the needs of Sacramento's youth.

Performance

The Planning and Indicator Workgroup of the Youth Council reviewed the WIA Youth program performance by:

- ✱ Reviewing the agency's quarterly program monitoring reports.
- ✱ Reviewing the SMARTware data for youth served in both the Universal services at the career centers and those that are case managed through the Individualized program delivery system.

Additional Priorities and Gaps in current system

The Youth Council also elected to integrate three priorities into the current collaborative service delivery system:

- ❶ Youth Development and Crime Prevention program serving youth at risk of criminal behavior.
- ❷ Work Scholarship Initiative designed to provide structured after-school academic enrichment, mentoring and employment with a major Sacramento employer.
- ❸ Youth Service Provider Network (YSPN) providing training to staff and subgrantees funded with WIA Youth funds on Youth Development principles.
- ❹ During the public hearing process, the Youth Council received considerable positive feedback on the value of the Universal Youth Specialists. Two of the larger career centers – Franklin and Hillsdale - do not have Universal Youth Specialists. The Youth Council made it a high priority to fill this gap.

The good news:

- Over 600 youth are served annually in the WIA Individualized program
- Over 5,000 youth received "Universal" services at the Sacramento Works Career Centers by the WIA Youth Specialists and other career center staff
- The Sacramento Works Career Centers are working to become more "youth friendly"
- Through our partnership with outstanding youth providers, the Sacramento Works WIA Youth program met and/or exceeded the WIA Performance Standards
- The concept of collaboration and coordination of a youth delivery system increased the amount and quality of services to youth in the community.

- The YDCP program was awarded U. S. Department of Justice funding beginning in October 2005.

The current WIA program year ends June 30, 2005. Annual performance reports will be completed and ready for review by August 2005. Given the funding approval process to both the Workforce Investment Board and the SETA Governing Board, staff is recommending the continuation of program services subject to the fourth quarter performance review.

This funding recommendation is based on an estimate that \$2,230,913 will be available for subgrants in FY 2005-2006. Staff is recommending the following allocation:

Older Youth	\$ 873,028
Younger Youth	\$1,332,885
Other Priorities	\$ 25,000

The staff funding recommendation is attached.

The Workforce Investment Board (WIB) is taking action on this item on June 1, 2005.

RECOMMENDATION:

Concur with the WIB and approve staff recommendation funding 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.

Sacramento Employment and Training Agency						
Workforce Investment Act Title I, Youth Progam 2005-2006						
Older Youth		\$		873,028		
Youth Council Recommendation for Funding Year						
Collaborative Name	One Stop	Lead Agency	\$ Amount	Universal	Individualized	# of Slots
EMPOWER - Employment-Mentoring-Peer Support-Occupational Skills-WEX-Resource	Lemon Hill	Sacramento City U.S.D.	\$ 179,800	\$ 55,000	\$ 124,800	26
Older Youth Collaboration For Success	La Familia	La Familia Counseling Center, Inc.	\$ 148,318	\$ 23,567	\$ 124,751	26
Together We Succeed	Broadway	Asian Resources, Inc.	\$ 207,495	\$ 17,477	\$ 190,018	48
WRAP group	Citrus Heights	San Juan Unified School District	\$ 144,632	\$ 30,000	\$ 114,632	29
**Rancho Cordova Youth Collaborative	Rancho Cordova	Sacramento Chinese Community Service Center	\$ 94,282	\$ 51,000	\$ 43,282	10
Universal Youth Specialist	Franklin	Sacramento Chinese Community Service Center	\$ 48,500	\$ 48,500		
Universal Youth Specialist	Hillsdale	San Juan Unified School District	\$ 50,000	\$ 50,000		
			\$ 873,028	\$ 275,544	\$ 554,202	139

** Funding only from 7/1/05 to 9/30/05 when it will transition to Dept. of Justice funding

Sacramento Employment and Training Agency Workforce Investment Act Title I, Youth Program 2005-2006						
Younger Youth		\$	1,332,885			
Youth Council Recommendation for Funding						
Collaborative Name	One Stop	Lead Agency	\$ Amount	Universal	Individualized	# of Slots
City of Sacramento, WIA Youth Program	La Familia	City of Sacramento/Dept. of Parks and Rec.	\$ 126,305	\$ -	\$ 126,305	31
GRADs Collaborative	Citrus Heights	San Juan Unified School District	\$ 255,787	\$ 33,000	\$ 222,787	56
Grant	Urban League	Grant Joint Union High School District	\$ 159,990	\$ 39,990	\$ 120,000	25
Path To Success	Galt	Galt Joint Union High School District	\$ 191,883	\$ 33,483	\$ 158,400	33
South County Youth Works	South County	Elk Grove U.S.D./Adult Education	\$ 211,557	\$ 55,000	\$ 156,557	46
Together We Succeed	Broadway	Asian Resources, Inc.	\$ 96,651	\$ 17,477	\$ 79,174	25
Younger Youth Collaboration for Success	La Familia	La Familia Counseling Center, Inc.	\$ 181,770	\$ 23,566	\$ 158,204	49
**Youth Development & Crime Prevention	Franklin	Sacramento Chinese Community Service Center	\$ 28,343	\$ -	\$ 28,343	6
**Youth Development & Crime Prevention	Hillsdale	SETA	\$ 30,600		\$ 30,600	6
Work Scholarship Initiative	Burbank H.S.	SETA	\$ 50,000		\$ 50,000	20
		Total	\$ 1,332,885	\$ 202,516	\$ 1,130,369	297
** Funding only from 7/1/05 to 9/30/05 when it will transition to Dept. of Justice funding						
Other Priorities			\$ Amount			
Youth Services Provider Network			\$ 15,000			
Youth Council Initiative			\$ 10,000			

Total Recommendation **\$ 2,230,913**

ITEM III-B – 2 – ACTION

APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT AND DISLOCATED WORKER SUBGRANT AGREEMENTS

BACKGROUND:

At the May 2005 meeting, the SETA Governing Board concurred with the Sacramento Works, Inc. action to allocate Workforce Investment Act resources to the following activities for Fiscal Year 2006:

Activity	Recommendation for FY2006 % of Total Allocation	\$ WIA Available FY2006	\$ WIA Increase/ Decrease from last year
One Stop Services	39%	\$2,669,372	\$250,746
On-the-Job Training	13%	889,790	83,581
Scholarships/Workforce Skills Preparation	26%	1,779,581	167,164
Board Initiatives	3%	205,336	19,288
One-Stop Support	11.4%	780,278	73,295
Administration	7.6%	520,185	48,863
Totals	100%	\$6,844,542	\$642,937

The FY2006 Resource Allocation Plan percentages allocated to each activity remain unchanged from FY2005.

Staff has reviewed the performance for all agencies funded with WIA Adult and Dislocated Worker funds and has evaluated them based on:

- Ability to recruit and enroll adults and dislocated workers
- Services to special populations
- Entered employment rates
- Wage at placement
- Job retention rates
- Wage gain and wage replacement

The SWCC One Stop Services Core Service Reports and Performance Measure Reports for One Stop Services and On-the-job-training for Fiscal Year 2005 are attached under separate cover.

ONE STOP CAREER CENTER PERFORMANCE

Core Services Outcomes:

In the first nine months of Fiscal Year 2005 (July 2004 to March 2005) 29,615 job seekers received 113,744 core services through the Sacramento Works Career Center

system. The average cost per customer was \$157.06 and the average cost per core service was \$40.89.

Intensive and Training Services Outcomes:

Through the first nine months of Fiscal Year 2005, 66% of adults and 79% of dislocated workers enrolled in intensive or training services were employed in the quarter after they exited. 84% of adults and 91% of dislocated workers retained their jobs for at least six months. The average wage gain for adults enrolled in the program, measured over a period of six-months, was \$5,192.

On-the-Job Training Performance:

Each OJT provider is evaluated based on their ability to work with the Sacramento Works One Stop Career Center system to place job seekers in OJT positions that result in unsubsidized employment, job retention and increased wages. OJT providers are evaluated on “real time” criteria and performance is also measured six months after exit.

Through March 31, 2005, OJT enrollments were 84% of planned goals. 87% of customers completing OJT have obtained unsubsidized employment with an annual earnings increase of \$11,456 over the pre-OJT wage.

Workforce Skills Preparation Providers:

Workforce Skills Preparation is an activity that is purchased “off the shelf” by One-Stop staff to provide core and intensive services. Examples of Workforce Skills Preparation services are: Pre-employment Skills Training, Translation/Interpretation, Assessment, and workshops dealing with overcoming barriers to employment. Workforce Skills Preparation training providers are evaluated by one stop staff. Evaluations are based on the ability of the provider to meet the needs of one stop customers.

Extension Recommendation:

SETA has recently received final allocations from the California Employment Development Department for Fiscal Year 2006 indicating an overall increase in funding.

One Stop Services:

The Resource Allocation Plan, approved by Sacramento Works, Inc. and the SETA Governing Board in May, included the following staffing and infrastructure improvements in Fiscal Year 2005:

One Stop	Staffing/Infrastructure Improvement Request	Amount
System wide computer costs	10 Servers	\$60,000

SETA is recommending extending the Sacramento Works One Stop Career Centers currently funded for One Stop Services (see Attachment 1), with the following exceptions and changes:

Sacramento County Office of Education: SETA has assumed responsibility for the operation of SWCC – Rancho Cordova so staff is recommending extending the One-Stop Service contract with SCOE at a reduced amount.

Set aside for One-Stop Services and Scholarships: SETA is setting aside \$109,372 in One-Stop Services and \$89,581 in Scholarships, for future allocation.

Efficiency and cost per customer: Staff is recommending increasing the average cost per customer by 10%. However, to maintain efficiency, the One-Stop Services funding recommendation is based on a maximum cost per customer enrolled in One-Stop Services of \$3,000.

On-the-Job Training:

Staff is recommending extending all of the OJT providers for Fiscal Year 2006 (see Attachment 2). One Stop Case Review Teams and OJT providers will continue to ensure that customers are job ready prior to placement in OJT positions.

Workforce Skills Preparation:

Staff is recommending extending all of the Workforce Skills Preparation providers for fiscal year 2006 (see Attachment 3).

RECOMMENDATION:

1. 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
2. Authorize the Executive Director to procure One-Stop Services for the North Sacramento area.

Attachment 1 (page 1)
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Funding Recommendations
FY 2005 - 2006

Host Agency	Current Funding Amount			Staff Funding Recommendations, Funding Year 2005-2006												
				\$ Amount								Number to be served				
	One-Stop Services	Scholarships/ WSP	Total	One-Stop Services				Scholarships/ WSP			Total	Core	Adult Intensive	D.W. Intensive	Cal WORKS Intensive	Total Intensive
				WIA Adult	Dislocated Worker	DHA Adult	Total	Adult	Dislocated Worker	Total						
Asian Resources - Broadway	\$244,000	\$195,000	\$439,000	\$150,000	\$120,000	\$0	\$270,000	\$90,000	\$110,000	\$200,000	\$470,000	2,204	50	40	0	90
San Juan USD - Citrus Heights	175,000	152,214	327,214	120,000	150,000	0	270,000	75,000	80,000	155,000	425,000	2,204	44	56	0	100
La Familia Counseling Center	161,000	85,000	246,000	135,000	40,000	0	175,000	50,000	30,000	80,000	255,000	1,429	45	13	0	58
Sacramento City USD - Lemon Hill	268,750	150,000	418,750	155,000	130,000	0	285,000	75,000	80,000	155,000	440,000	2,327	52	43	0	95
County DHA - Mather	120,000	65,000	185,000	80,000	25,000	0	105,000	45,000	20,000	65,000	170,000	857	31	10	0	41
Elk Grove USD - South County	235,000	150,742	385,742	65,000	130,000	0	195,000	65,000	120,000	185,000	380,000	1,592	21	43	0	64
SCOE - Rancho Cordova	200,000	0	200,000	60,000	60,000	0	120,000	0	0	0	120,000	Facility costs only--Enrollment goals on SETA One-Stop Services page				
Sacramento Urban League	50,000	0	50,000	60,000	0	0	70,000	0	0	0	70,000	571	0	0	0	0
	\$1,453,750	\$797,956	\$2,251,706	\$825,000	\$655,000	\$0	\$1,480,000	\$400,000	\$440,000	\$840,000	\$2,330,000	10,612	243	205	0	449

Attachment 1 (page 2)
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
SETA ONE-STOP SERVICES
Staff Funding Recommendations
FY2005-2006

Host Agency	Current Funding Amount			Staff Funding Recommendations, Funding Year 2005-2006										
				\$ Amount							Number to be served			
	One-Stop Services	Scholarships/ WSP	Total	One-Stop Services			Scholarships/ WSP			Total	Core	Adult Intensive	D.W. Intensive	Total Intensive
				WIA Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total					
SETA - Franklin	\$240,000	\$131,500	\$371,500	\$150,000	\$120,000	\$270,000	\$80,000	\$65,000	\$145,000	\$415,000	2,204	50	40	90
SETA - Galt	100,000	50,000	150,000	60,000	50,000	110,000	25,000	50,000	75,000	185,000	898	20	17	37
SETA - Hillsdale	240,000	200,000	440,000	120,000	150,000	270,000	100,000	120,000	220,000	490,000	2,204	40	50	90
SETA - Mark Sanders	232,000	184,031	416,031	120,000	160,000	280,000	100,000	140,000	240,000	520,000	2,286	40	53	93
SETA - Rancho Cordova	200,000	169,000	369,000	120,000	110,000	230,000	80,000	90,000	170,000	400,000	1,878	40	37	77
Totals	\$1,012,000	\$734,531	\$1,746,531	\$570,000	\$590,000	\$1,160,000	\$385,000	\$465,000	\$850,000	\$2,010,000	9,469	190	197	387

Attachment 2
Sacramento Employment and Training Agency
Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker
ON-THE-JOB TRAINING
Staff Funding Recommendations
FY2005-2006

Service Provider	Current Funding Amount, FY2004-2005			Staff Funding Recommendations, FY2005-2006	
	WIA	CalWORKs	Total	\$ Amount	Total Number to be Served
Asian Resources	\$180,000	\$30,600	\$210,600	\$210,000	46
La Familia Counseling Center	180,000	30,400	210,400	175,000	42
Sacramento Chinese	150,000	29,452	179,452	180,000	43
Sacramento Lao Family	150,000	28,800	178,800	180,000	35
Greater Sacramento Urban League	150,000	29,640	179,640	144,790	34
	\$810,000	\$148,892	\$958,892	\$889,790	200

All 201 Funds

Attachment 3
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
WORKFORCE SKILLS PREPARATION SERVICES
Staff Funding Recommendations
FY 2005 - 2006

Agency	Recommendations for Vendor List Funding Year 2005 - 2006		
	Services	Yes	No
Volunteer Legal Services	Expungement/Legal	x	
San Juan USD	Vocational Assessment	x	
Elk Grove USD	Vocational Assessment, Counseling, Financial Literacy, Basic Computer Literacy, Job Readiness/Pre-employment Skills, Small Business Development, In-service Training	x	
Sacramento City USD - Lemon Hill	Job Retention/Life Skills, Financial Literacy, Basic Computer Literacy (Spanish)	x	
Crossroads Diversified Services	Vocational Assessment, Financial Literacy, Job Readiness/Pre-employment Skills, Job Retention/Life Skills	x	
Sacramento Lao Family	Interpretation/Translation, Job Readiness/Pre-employment Skills	x	
Sacramento County Office of Education	Interpretation/Translation, Vocational Assessment, Financial Literacy, Basic Computer Literacy, Job Readiness/Pre-employment Skills, Job Retention/Life Skills, Small Business Development, In-service Training	x	
Vietnam Veterans of California	Job Readiness/Pre-employment Skills	x	
Lee Hecht Harrison	Job Retention/Life Skills	x	
Community Connections Resource Center	Job Readiness/Pre-employment Skills	x	
Sacramento Occupational Advancement Resources	Interpretation/Translation, Vocational Assessment, Counseling, Expungement/Legal, Financial Literacy, Basic Computer Literacy, Job Readiness/Pre-employment Skills, Job Retention/Life Skills	x	
Total		N/A	N/A

Extend all on WSP Vendor List

ITEM III-C-1 - ACTION

APPROVAL OF FISCAL YEAR 2005-2006 HEAD START/
EARLY HEAD START GRANT

BACKGROUND:

This item requests the approval of the Head Start/Earl Head Start grant application for Fiscal Year 2005-2006. The application for Head Start and Early Head Start totals are as follows:

Head Start

Basic Grant	\$38,835,080
Training/Technical Assistance	\$ 361,068
Total:	<u>\$39,196,148</u>

Early Head Start

Basic Grant	\$ 4,656,682
Training/Technical Assistance	\$ 114,584
Total:	<u>\$ 4,771,266</u>

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

The Head Start Policy Council reviewed and approved this item at the April 13, 2005 Policy Council meeting.

RECOMMENDATION:

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).

ITEM III-D - 1 ACTION

APPROVAL OF THE 2006/2007 COMMUNITY SERVICES BLOCK GRANT COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2006/07 Community Services Block Grant Community Action Plan. A locally determined plan for the use of Community Services Block Grant funds is a requirement for funding by the State Department of Community Services and Development (CSD). This two-year draft Plan represents the period January 1, 2006 through December 31, 2007. SETA's contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2006 is not known at this time. Copies of the draft Plan have been made available to the public for their comments.

The draft Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, an analysis of the latest available demographic data and studies, the latest reports on the 2000 census, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

As we plan for the year 2006, the goal of self-sufficiency has become the expected outcome of the programs administered by SETA, funded by the Community Services Block Grant, Workforce Investment Act, Refugee Employment Social Services, and the Targeted Assistance program for refugees.

For the year 2006, SETA continues to focus its CSBG services on frail elderly, the disabled, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, non-custodial parents, and other low-income families with an emphasis on neighborhood-based programs which promote self-sufficiency. Approximately 40% of available funds are planned for Safety-net or one-time emergency services, and 60% are planned for outcome-based services designed to move clients toward self-sufficiency. CSBG services will continue to be closely linked to the One-Stop Career Centers and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

Community input was heard before the Community Action Board on Wednesday, May 11, 2005.

RECOMMENDATION:

Review and approve the 2006/07 Community Services Block Grant Community Action Plan.

ITEM III-E – 1 -ACTION

APPROVAL OF THE THREE-YEAR PLAN FOR REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) PROGRAMS, PY 2005-2008

BACKGROUND:

The RESS and TA Three Year Plan, program year (PY) 2002-2005 will end on September 30, 2005.

Although SETA has not received the RESS and TA allocation for PY 05-06, staff has developed the draft Three Year Plan, PY 2005-2008, to prepare for the continuation of refugee services in Sacramento County. The plan was developed with the input of the public and interested parties involved in the resettlement of refugees in the county.

Sacramento continues to serve refugees in the California Work Opportunity and Responsibility for Kids (CalWORKs), Refugee Cash Assistance (RCA) and General Assistance (GA) programs.

Staff is recommending including the following services in the plan to assist refugees in the County to become self-sufficient:

- Vocational English-as-a Second Language in concurrence with Employment Services (VESL/ES) for cash assistance clients;
- Vocational English-as-a Second Language in concurrence with Vocational Training (VESL/VT) for cash assistance clients;
- Vocational English-as-a Second Language in concurrence with On-The-Job Training (VESL/OJT) for cash assistance clients;
- Direct Employment Services (ES) for non-mandated refugees;
- Social Adjustment and Cultural Orientation (SA & CO) for all refugees;
- Support Services for eligible refugees; and
- SETA Referral/Verification/One-Stop services.

Services will be provided in a manner that is culturally and linguistically compatible with a refugee's culture and language background. Refugee women will have the same opportunities as refugee men to participate in all refugee-funded programs.

In the public input meeting on March 17, 2005, participants identified additional needs for new refugees in the area of health, especially mental health, translation, and transportation. To respond to these concerns, staff is recommending an increase in funding for the Social Adjustment and Cultural Orientation component to address the concerns of the public.

The plan contains:

- + Budget and Goals (staff will submit to the State when final allocation is received).
- + Services Delivery System.
- + Description of Service Components.
- + Description of Labor Market Analysis, Procurement Process, County Monitoring Plan, One Stop Services and State Required Assurances.

For the period October, 2003 to September, 2004, Sacramento County received the highest number of refugees in the State, 2,247 refugees. Of this number, 1,568 are from the former Soviet Union and 626 Hmong refugees from Thailand.

The projected allocation for RESS and TA, PY 05-06 is as follows:

RESS:	\$1,300,000
TA:	\$1,200,000

RECOMMENDATION:

Approve the Three Year Plan for the Refugee Employment Services (RESS) and Targeted Assistance (TA) programs, program year 2005-2008, as described in a separate packet.

ITEM III-E – 2 - ACTION

APPROVAL OF THE RELEASE OF THE REQUEST FOR PROPOSALS (RFP) FOR THE REFUGEE EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA) PROGRAMS, PROGRAM YEAR 2005-2006

BACKGROUND:

The current program year (PY) for the RESS and TA will end on September 30, 2005. Although SETA has not received the RESS and TA allocation for PY 05-06, staff is projecting that funding for services for refugees in Sacramento County will continue at current year levels:

RESS: \$1,300,000

TA: \$1,000,000

TA: \$ 200,000 set-aside for SETA Referral/Verification/One-Stop Services

The purpose of this RFP is to solicit proposals designed to provide Vocational English-as-a Second Language, training, employment and social adjustment and cultural orientation services for refugees who have been in the country for less than sixty (60) months. The solicited services include:

- + Vocational English-as-a Second Language/Employment Services (VESL/ES);
- + Vocational English-as-a Second Language/Vocational Training (VESL/VT);
- + Vocational English-as-a Second Language/On-The-Job Training (VESL/OJT);
- + Direct Employment Services (ES); and
- + Social Adjustment and Cultural Orientation (SA & CO).

It is anticipated that at least 1,200 refugees will be served in the training and employment related components and 1,450 will receive some kind of social services in the SA & CO component.

As stated in the Three Year Plan, PY 05-08, Sacramento County has received input from the Bosnian, Russian and Hmong communities, identifying a need for services in the health area, especially mental health. Staff will be working with the County Department of Health and Human Services to identify programs that can assist refugees in these areas, and is recommending \$245,000 or 19 percent of the estimated RESS funds for the SA & CO component, PY 05-06, an increase of \$48,051 over last year's allocation.

The RFP consists of the five (5) following sections:

- ❶ General Information/Guidelines.
- ❷ Allocation by Funding Sources/Activities, Eligibility Requirements, Allowable Activities and Services, Description of Available Activities.

- ③ Applicant Agency Prequalification Requirements, including Insurance requirements.
- ④ Instructions for Completing the Proposal Application.
- ⑤ Required RFP Response Format.

The program year 2005-2006 is from October 1, 2005 to September 30, 2006.

If funds are available and if contract goals are met, SETA shall have the exclusive option to extend any subgrants awarded for additional periods beginning October 1, 2006 and ending September 30, 2008.

RECOMMENDATION

Approve the release of the Request for Proposals for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year 2005-2006 as described in a separate packet.

ITEM IV-A - INFORMATION

VOLUNTEER INCOME TAX ASSISTANCE (VITA) PROJECT STATISTICS

BACKGROUND:

The Earned Income Tax Credit (EITC) is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

During the past tax season, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), participated in the EITC Project with the IRS, DHA and other partners. Staff was trained and certified by the IRS in tax preparation, so centers could offer free income tax preparation services to SWCC customers.

The partnership prepared tax returns for refunds totaling \$5,482,495. The amount attributable to the EITC was \$3,369,667. SETA prepared tax returns for refunds totaling \$1,220,873, including \$801,733 in refunds generated by Asian Resources, Inc.

SETA would like to acknowledge the following staff for their participation in this project: Espie Lindsey, Kathy Kossick, Robin Purdy, Laura Acuna, Allen Brock, Ginger Brunson, Terri Carpenter, Terri Carruthers, Chi Cheng, Deanna Dykes, Deborah Edwards, Vicki Estrada, Lisa Flores, Warren Hackett, Verlene Kelly, Tammi Kerch, Roy Kim, Melanie Klinkamon, Doris Manship, James McNeal, Robin Miller, Margie Schirling, Wendy Tanner, Tammy Tu-Nguyen, Maria Steele, William Walker, Josie Werner.

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Marylou Powers **DATE:** April 29, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Galt Community Concilio

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/04-12/31/04	01/1/04-12/31/04

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X

Date of review: 3/30/05

AREAS EXAMINED		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		X	X	
4	Disbursement Control				
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	N/A			
12	Equipment Records	N/A			

Program Operator: Galt Community Concilio

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2004 to December 31, 2004 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) One of the Corrective Action Plans submitted by Galt Concilio in response to the Audit Report dated March 24, 2004 was for the Board Treasurer to review and approve the bank reconciliation statements. During our fiscal monitoring, we noted that some of the bank reconciliation statements were initialed by the Treasurer while some were not.

Recommendations for Corrective Action

- 1) Ensure that all bank reconciliation statements are reviewed and approved by the Board Treasurer.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Bill Durant **DATE: May 10, 2005**

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of PARATRANSIT, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 34,000	01/1/04-12/31/04	01/1/04-12/31/04

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final_ X__
Date of review: 4/29/05

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	N/A			
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	N/A			
12	Equipment Records	N/A			

Program Operator: PARATRANSIT, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Joan Braconi **DATE:** May 12, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Service Employees International Union, Local 250

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA	Nurse Workforce Initiative	\$ 200,000	01/1/03-6/30/05	01/1/03-3/31/05

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final_ X__

Date of review: 5/2/05

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	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Service Employees International Union, Local 250

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2003 to March 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

MEMORANDUM

TO: Ms. Jane Ginsberg **DATE:** May 9, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Transitional Living & Comm. Support

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 38,000	01/1/04-12/31/04	01/1/04-12/31/04

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final_ **X**__
Date of review: 4/28/05

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	N/A			
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	N/A			
12	Equipment Records	N/A			

Program Operator: Transitional Living & Community Support

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2004 to December 31, 2004 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

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: May 9, 2005

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/04-12/31/04	01/1/04-12/31/04

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final_ X__
Date of review: Various dates

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	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

ITEM IV-C – INFORMATION

UPDATE ON PARTNERSHIP FOR PROSPERITY

BACKGROUND:

Attached is some information outlining the most recent advances of Partnership for Prosperity.

Staff will be available to answer questions.

ITEM IV-D – INFORMATION

THIRD QUARTER ONE STOP CAREER CENTER PERFORMANCE REPORTS,
FISCAL YEAR 2004-2005

BACKGROUND:

Enclosed under separate cover is a copy of the WIA 3rd quarter Sacramento Works One Stop Career Center performance reports.

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.