



Sacramento
Employment and
Training
Agency

**SPECIAL 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: Monday, November 21, 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**
 - Recognition of Long-Term Employee: Edwina Minor (15 years)
- II. Consent Items**
 - A. Minutes of the October 6, 2005 Regular Board Meeting
 - B. Approval of Claims and Warrants
- III. Action Items**
 - A. GENERAL ADMINISTRATION/SETA**
 - 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick)
 - 2. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Rick Pryor)

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”

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

B. WORKFORCE INVESTMENT ACT

1. Appointment of Required Partner Member to the Sacramento Works, Inc. Board (Kathy Kossick)

C. HEAD START

1. Approval of Modifications to the Bylaws of the Sacramento County Head Start/Early Head Start Policy Council (Norma Johnson)
2. Approval of Out-of-State Travel to Attend the Head Start Director's Institute (Norma Johnson)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Waiver of Mandatory Offeror's Conference Provision of CSBG RFP (Greg Thatch)

E. REFUGEE PROGRAMS

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

IV. Information Items

- A. Quarterly Head Start Update (Norma Johnson)

- B. Fiscal Monitoring Reports (Rick Pryor)
- Elk Grove Unified School District
 - Sacramento City Unified School District
 - Southeast Asian Assistance Center, Inc.

- C. Dislocated Worker Update (William Walker)

- D. Annual Workforce Investment Act Report: 2004-2005 (Robin Purdy)

V. Reports to the Board

- A. Chair

- B. Executive Director

- C. Counsel

D. Members of the Board

E. Public

VI. Adjournment

DISTRIBUTION DATE: MONDAY, NOVEMBER 14, 2005

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 6, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 6, 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

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

Thursday, October 6, 2005
10:00 a.m.

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

Members Present:

Illia Collin, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, SETA Governing Board; Public Representative
Don Nottoli, Member, Board of Supervisors

Member Absent:

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

- Recognition of Long-Term Employees: Ms. Linda Oliver, Ms. Lisa Ball, and Ms. Donna Elmore were presented with a gift in appreciation of their years of service to SETA.

II. Consent Items

The consent calendar included approval of the minutes of the September 1, 2005 regular board meeting, and approval of claims and warrants for the period 8/25/05 – 9/29/05. There were no corrections or comments.

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

Voice vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Compensation Package for Executive Director: To be heard later in the meeting.
2. Approval to Accept Third Year Funding (FY 2005-2006) in the Amount of \$73,500 for the Disability Program Navigator Project

Ms. Melissa Noteboom reviewed this item that accepts third year funding for this program, part of which will be subcontracted to Crossroads. Currently there are two navigators on staff, Esperanza Lindsey and Ellen Franz and training has begun for other navigators. The Mark Sanders Career Center will have a kickoff event in recognition of October as Disability Awareness Month. Ms. Noteboom reviewed the various job fairs that are being held over the month.

Moved/Scherman, second/Pannell, to accept the amount of \$73,500 from the State of California, Employment Development Department for the Disability Program Navigator Project for Fiscal Year 2005-2006.

Voice vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works, Inc. Board Members

Ms. Kossick reported that the Sacramento Works Executive Committee reviewed eight applications for the private business sector slots. The Committee was looking at the applicant's ability to work well with the board. The Committee recommended five applicants: Nancy Bernardi, Gary King, Terry Wills, Tim Ray and Lynn Conner. The first four names are being recommended for appointment to the board.

Moved/Scherman, second/Pannell, to appoint Nancy Bernardi, Gary King, Terry Wills and Tim Ray to Private Business sector seats on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice vote: Unanimous approval.

2. Approval to Implement the Self-Sufficiency Calculator in Sacramento County

Ms. Robin Purdy stated that a presentation on what this calculator does will be provided in November. This is being done in partnership with Community Services Planning Council, Child Action and other groups. This is an online tool that can be used by to identify for customers their income, expenses, and what it costs to live in our community. This assists the customer to identify how much they need to live in the area. It also identifies what types of public support the customer is eligible for if needed.

Moved/Nottoli, second/Scherman, to approve the implementation of the Self-Sufficiency Calculator in Sacramento County.

Voice vote: Unanimous approval.

3. Approval to Authorize the SETA Executive Director to Submit, Accept and Enter into Subcontracts for Workforce Investment Act Governor's Discretionary Funds

Ms. Purdy reviewed this item that seeks approval to authorize the Executive Director to submit two proposals in response to the Governor's 15% discretionary funds. One proposal, requesting \$500,000, is for a Success Skills Institute in collaboration with Los Rios and National Economic Development and Law Center and the California Association of Employers. The second proposal, requesting \$300,000, will subcontract with CSUS to continue and increase the efforts to meet the nursing shortage in the county. This program has been developed with CSUS to recruit people with a BS and/or BA degree, and to put them through a Bachelor of Science nursing program. CSUS would be the lead agency and SETA would subcontract for case management services.

Mr. Thatch stated that there is concern about the sole source, and asked that the motion be contingent upon legal counsel review. Legal Counsel may need to come back and request that the board make a sole source finding.

Moved/Pannell, second/Scherman, to authorize the SETA Executive Director, contingent upon legal counsel review, to submit and accept WIA Governor's Discretionary grant funds from the State of California, Employment Development Department and to execute contracts with the State of California and California State University, Sacramento.

Voice vote: Unanimous approval.

**VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957:
PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR**

The board went into closed session at 10:35 a.m. Back into open session at 10:39 a.m. Mr. Thatch reported that no action was taken in closed session.

III. Action Items (Continued)

A. GENERAL ADMINISTRATION/SETA

1. Approval of Compensation Package for Executive Director

Ms. Dee Contreras stated that Ms. Kossick has done an outstanding job in the agency. She continues to maintain the stature of the agency and has done a great job overall. The recommendation of the city manager and the county executive is that Ms. Kossick receives a 6% salary increase to \$127,200 per year. This increase is a result of a recent management salary survey; Ms. Kossick agreed to a lower salary increase than was recommended.

Moved/Pannell, second/Nottoli, to approve the compensation package for the Executive Director.

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

Moved/Nottoli, second/Scherman, to continue Items III-C-1 and III-E-1 to the November 3, 2005 meeting.

Voice Vote: Unanimous approval.

Ms. Collin and Ms. Scherman left the meeting and a quorum was lost.

C. HEAD START

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

D. COMMUNITY SERVICES BLOCK GRANT – No items.

E. REFUGEE PROGRAMS

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

IV. Information Items

- A. Fiscal Monitoring Reports

No additional report.

- B. Dislocated Worker Update

Mr. Walker reported on Fidelity National Agency, a call center that will be closing its door. Staff have not yet received a WARN notice for Good Guys.

V. Reports to the Board

- A. Chair: No report.

- B. Executive Director: Ms. Christine Welsch spoke of the Women in Construction Nontraditional Fair scheduled for October 20 at the Plumber's Union.

Mr. Robert Silva invited board members to the annual Head Start Awareness Day on October 21, which is also the 40th birthday of Head Start. Mr. Silva asked that if members are interested in attending to call him and arrangements will be made for parking.

- C. Counsel: No report.

- D. Members of the Board: No report.

E. Public

Ms. Elnor Tilson, Travelers Aid, spoke before the board and asked to submit a proposal for CSBG. She did not receive the notification for the mandatory offeror's conference. Ms. Collin stated that the board cannot take action and will refer to staff to look at the paper trail to see if notices were mailed out.

Ms. Sherwood-Green stated that for some reason, Travelers Aid was not on the RFP mailing list. Also, this is the first time the Community Action Board required the mandatory offeror's conference.

Ms. Collin suggested that Ms. Tilson go ahead and submit the proposal.

Mr. Thatch stated that whether or not the proposal will be reviewed, it must be submitted by the deadline.

VII. **Adjournment:** The meeting was adjourned at 10:53 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/30/05 through 10/27/05, and all expenses appear to be appropriate.

ITEM III-A - 1 - ACTION

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 4, 2005.

ITEM III-A-2-ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY, VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT ACCIDENT

BACKGROUND:

The Agency insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2005.

Currently SETA's broker, Gallagher–Heffernan, is exploring various markets to secure the necessary coverage for SETA and will present an oral report at the meeting.

If final quotations are not available on November 3, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

ITEM III-A – 3 - ACTION

ADOPTION OF RESOLUTION MODIFYING THE SALARY RANGE FOR THE CLASSIFICATION OF SENIOR PERSONNEL ANALYSTS (SUPERVISORY)

BACKGROUND:

Since January 2000, the SETA Human Resources Department has not filled the Personnel Manager position. The Senior Personnel Analysts have expanded their duties and responsibilities since this time. They have added case management of workers' compensation claims and conducting fact findings for workplace misconduct to their duties and responsibilities.

In the past 5 years, five individuals have left the position of Sr. Personnel Analyst for the City and County of Sacramento's personnel positions. A survey of salaries and benefits indicate that salaries are higher, as well as providing for upward mobility.

	City of Sacramento	County of Sacramento
Personnel Technician	\$38,038 – \$57,056	\$46,709 – \$56,751
Personnel Analyst	\$46,400 – \$69,600	\$54,894 – \$66,711
Sr. Personnel Analyst	\$53,948 – \$80,922	\$66,398 – \$80,700
Personnel Manager	\$73,261 – \$109,091	\$75,356 – \$91,580

The salary range of the SETA Sr. Personnel Analyst is \$42,366 – \$51,490. The proposed salary range would provide the incumbents with a salary range of \$47,314 - \$57,504. This would maintain the internal integrity of those with equal responsibilities and span of control, and will assist in retention efforts.

This action would improve our recruitment efforts to attract qualified candidates in the future as well as provide the incumbents with an increase in salary with correlating duties and responsibilities.

RECOMMENDATION:

Adopt the resolution modifying the salary range for the classification of Senior Personnel Analyst (Supervisory).

RESOLUTION NO. 2005-07

WHEREAS, it is necessary to adjust the salary for the classification of Sr. Personnel Analyst (Supervisory);

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>
\$22.66	\$23.79	\$24.98	\$26.23	\$27.54

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 third day of November, 2005, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Nancy L. Hogan
Clerk of the Boards

ITEM III-B – 1 – ACTION

APPOINTMENT OF REQUIRED PARTNER MEMBER TO THE SACRAMENTO
WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 37-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation, and public assistance. One required partner seat has become vacant due to the retirement of Mr. Jack Padley, Chief, Northern Job Service Division for the Employment Development Department. Staff has received an application from Ms. Diane Ferrari for this public employment service seat.

Ms. Diane Ferrari has been involved in the Sacramento Works, Inc. Employer Outreach Committee since 2003. Ms. Ferrari is a regional manager for the Employment Development Department.

Ms. Ferrari's application and resume are being sent under separate cover. Legal counsel has reviewed the application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. Diane Ferrari, regional manager for the Employment Development Department to the vacant required partner seat on the Sacramento Works, Inc. Board of Directors.

ITEM III-C-1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met three times to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

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

A public hearing was opened at the August 23, 2005 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their September 27, 2005 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws as attached.

ITEM III-C-2 – ACTION

APPROVAL FOR OUT-OF-STATE TRAVEL TO ATTEND THE HEAD START
DIRECTOR'S INSTITUTE

BACKGROUND:

The Department of Health and Human Services, Administration for Children and Families, Head Start bureau is hosting a Director's Institute and Research to Practice Symposium from Monday, November 28, 2005 to Friday, December 2, 2005 in Arlington, VA. Topics will include an overview of national priorities; integration of self assessment, training assistance plans and service areas and implementation of research-based practices in Head Start and Early Head Start. The Acting Associate Commissioner, Frank Fuentes, is encouraging participation and attendance through a personal letter of invitation. The Directors Institute is every 7-8 years and the information received is invaluable for Head Start Directors and Managers. It also provides an opportunity to meet with staff from the National office on current priorities and anticipated changes to federal policy and procedures.

Two staff persons are currently funded in the Head Start T&TA budget to attend the Director's Institute. Sufficient T&TA funds are available in the Miscellaneous Travel line item to allow two additional managers to attend the Institute.

Estimated Cost is \$1,500 per person.

RECOMMENDATION:

Approve two additional managers to attend the Head Start Director's Institute and Research to Practice Symposium in Arlington, VA from Monday, November 28, 2005 to Friday, December 2, 2005.

ITEM III-D - 1 - ACTION

APPROVAL OF WAIVER OF MANDATORY OFFEROR'S
CONFERENCE PROVISION OF CSBG RFP

BACKGROUND:

At the last meeting of your Board on October 6, 2005, representatives of Travelers Aid appeared to request a waiver of the mandatory offeror's conference provision contained in the CSBG Request for Proposals (RFP). Travelers Aid explained that, contrary to previous years, it did not receive a copy of the Notice regarding release of the RFP. As a result, it did not become aware of the release of the RFP until after the Mandatory Offeror's Conference, which it did not attend.

Staff explained that this occurred as the result of a staff error resulting from the relocation of Travelers Aid's offices. As a result of the move, Travelers Aid's old address was removed from the mailing list for RFP recipients. Unfortunately, the new address was not added to the list, resulting in mailing of notices to current providers on the list, but not to Travelers Aid. This mailing notice is a courtesy provided by staff to current providers, but is not a component of the formal RFP notification procedures.

Travelers Aid has timely submitted a proposal and has requested that it be excused from its failure to attend the Mandatory Offeror's Conference. In considering this request, your Board is advised that, in addition to above facts, the RFP contains two relevant provisions.

1. The RFP contains language to the effect that the Offeror's Conference is mandatory on the cover sheet and contains a statement, in bold print, that proposals will only be considered from those entities attending the mandatory offeror's conference. This statement, although in bold, is not highlighted in capital letters or separated from its text as are other notices within the RFP. This discrepancy, however, appears to have played no role in Travelers Aid's failure to attend the Offeror's Conference, since it did not obtain a copy of the RFP until after the conference was held.
2. As with all RFP's, the RFP includes the following language in the Limitation Section: "SETA reserves the right to accept or reject any or all proposals received in response to this request, to negotiate with all qualified sources, or to cancel in part or in its entirety, the Request for Proposals if it is in the best interest of SETA to do so."

Based on the above facts, it appears that your Board has several options:

1. Waive the failure of Travelers Aid to appear at the Offeror's Conference as a result of staff error, exercise your authority to "accept" the proposal,

notwithstanding the failure to appear, and direct staff to evaluate Travelers Aid's proposal in conjunction with its review of all proposals timely submitted.

2. Honor the language of the RFP precluding evaluation of the proposal from an entity that did not appear at the Offeror's Conference, reject the request for waiver and direct staff not to evaluate Travelers Aid's proposal.
3. Cancel the RFP in its entirety and direct staff to reissue the RFP.

RECOMMENDATION:

That, given the unique circumstances here, and your Board's latitude to accept or reject proposals, excuse the failure of Travelers Aid to attend the Offeror's Conference and direct staff to evaluate its proposal in conjunction with staff's evaluation of all other timely submitted proposals.

ITEM III-E – 1 - ACTION

ACCEPTANCE OF TARGETED ASSISTANCE DISCRETIONARY (TAD) FUNDS TO SERVE LONG-TERM REFUGEES, AND APPROVAL TO AUGMENT TARGETED ASSISTANCE SUBGRANTS, PY 2005-2006

BACKGROUND:

The State Refugee Programs Branch (RPB) was recently informed that the federal Office of Refugee Resettlement (ORR) has approved continuation funding for the Targeted Assistance Discretionary Grant, FFY 2005.

Sacramento County has been allocated \$95,573 to provide employment services to long-term refugees residing in the United States for over 60 months. SETA plans to provide the following services:

- ✓ Vocational English-as-Second Language (VESL)/On-the-Job Training (OJT)
- ✓ Stand alone Employment Services (ES)

VESL/OJT and ES are services that are currently provided with TA Formula Funding to newly arriving refugees. Staff is recommending augmenting service providers funded under the Targeted Assistance program's VESL/OJT and ES components. A total of \$12,466 will be reserved for Administrative costs.

RECOMMENDATION:

Accept Targeted Assistance Discretionary Grant funds to serve long-term refugees, PY2005-2006.

Approve augmenting Targeted Assistance Subgrants, PY05-06, as shown on the attached chart.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
REFUGEE PROGRAM**

Staff funding augmentation Recommendations, PY 2005-2006

Component: ES Stand Alone

AGENCY NAME	CURRENT FUNDING PY05-06	FUNDING AUGMENTATION RECOMMENDATION PY05-06			
		TA DISCRETIONARY	TOTAL	# TO BE SERVED	
				STANDARD	DISCRETION
Asian Resources	\$97,900	\$7,308	\$105,208	89	7
Grant JUHSD	70,000	7,308	77,308	64	7
Sacramento Lao Family	70,000	7,308	77,308	64	7
Sacramento City USD	58,000	7,308	65,308	53	7
Sacramento Occ. Adv. Res.	58,000	6,264	64,264	61	6
Bach Viet	46,100	6,057	\$52,157	52	6
TOTALS	\$400,000	\$41,553	\$441,553	383	40

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
REFUGEE PROGRAM**

Staff funding augmentation Recommendations, PY 2005-2006

Component: VESL/OJT

AGENCY NAME	CURRENT FUNDING PY05-06	FUNDING AUGMENTATION RECOMMENDATION PY05-06			
		TA DISCRETIONARY	TOTAL	# TO BE SERVED	
				STANDARD	DISCRETION
Grant JUHSD	\$109,200	\$12,154	\$121,354	42	5
Bach Viet	99,200	9,800	109,000	43	4
Asian Resources Sacramento	62,400	9,800	72,200	24	4
Occ. Adv. Res.	99,200	9,800	109,000	42	4
TOTALS	\$370,000	\$41,554	\$411,554	151	17

ITEM IV-A – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND:

A quarterly report for the months of July, August, September of 2005 will be provided under separate cover. Ms. Norma Johnson will be present at the meeting to answer questions.

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Jeffrey Markov **DATE:** October 3, 2005
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove USD

<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	\$ 30,000	01/1/04-12/31/04	01/1/04-12/31/04
CSBG	Family Self-Sufficiency	30,000	01/1/05-12/31/05	01/1/05-08/31/05

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 9/28/05

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			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

Program Operator: Elk Grove Unified School District

Findings and General Observations:

The total costs as reported to SETA from January 1, 2004 to December 31, 2004 and from January 1, 2005 to August 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. Helen Westbury **DATE:** September 14, 2005
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u>				
WIA	OY	\$179,8	07/01/2004-	07/01/2004-06/30/2005
WIA	OSS-Adult	\$148,7	07/01/2004-	07/01/2004-06/30/2005
WIA	Dislocated Worker	\$120,0	07/01/2004-	07/01/2004-06/30/2005
WIA	NWI	\$28,94	07/01/2004-	07/01/2004-06/30/2005
WIA	DHA	\$200,0	07/01/2004-	07/01/2004-06/30/2005

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____
Date of review: Aug. 23, 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		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll		N/A		
8 OJT Contracts/Files/Payment		N/A		
9 Indirect Cost Allocation	X			
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		
13 Program Income		N/A		

Program Operator: Sacramento City Unified School District

Findings and General Observations:

(1) The cumulative WIA costs as reported to SETA for the period July 1, 2004 to June 30, 2005 have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order and there are no adjustments required.

Recommendation:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Laura Leonelli **DATE:** September 29, 2005
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Southeast Asian Assistance Center, Inc.

<u>PROGRA</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
<u>M</u> RESS	SA & CO	\$69,720	10/01/2004-09/30/2005	10/01/2004-08/31/2005

Monitoring Purpose: Initial Follow-up _____ Special _____ Final _____

Date of review: 09/21/2005 and 09/23/2005

Period covered: 10/01/2004-08/31/2005

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	X			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			
13 Program Income	N/A			

Program Operator: Southeast Asian Assistance Center, Inc.

Findings and General Observations:

(1) The total costs as reported to SETA for the period October 1, 2004 to August 31, 2005 have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order and there are no adjustments required.

Recommendations for Corrective Action:

None.

cc: Kathy Kossick
Governing Board

ITEM IV-C – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

Dislocated Worker Information PY 2005/2006

The following is an update of information as of October 25, 2005 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	6/30/05	Qualex Inc. 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	Meadowview Community Action Inc 2251 Florin Road, Suite #156 Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	11/15/05	30	8/25/05
Official	8/01/05	National Imaging Associates, Inc. (NIA) 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	9/30/05 Delivered Material
Official	8/03/05	*Cingular Wireless 10000 Goethe Rd. Sacramento, California	9/27/05	1	9/27/05
Official	9/09/05	Sprint/Nextel 3075 Prospect Park Drive Rancho Cordova, CA. 95670	9/26/05	20	10/03/05
Official	9/15/05	*Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	10/03/05
Unofficial	9/19/05	Fidelity National Agency Sales and Posting 8801 Folsom Boulevard, Suite 230 Sacramento, CA. 95626	10/31/05	40	10/14/05
Official	10/05/05	E-Trade Financial 10951 White Rock Road Rancho Cordova CA 95670	12/16/05 through 4/30/2006	106	Employer Declined Services
Official	10/11/05	Apria Healthcare 4244-A South Market Court Sacramento, CA 95834	01/06/05	74	Pending

Official	10/19/05	*Cingular Wireless 2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	Pending
Official	10/11/05	The Good Guys Store 2121 Arden Way Sacramento, CA 95825	12/03/05	33	Pending
Official	10/11/05	The Good Guys Store 5500 Sunrise Blvd. Citrus Heights, CA	12/01/05	20	Pending
			Total # of Affected Workers	483	

ITEM IV-D – INFORMATION

ANNUAL WORKFORCE INVESTMENT ACT REPORT: 2004-2005

BACKGROUND:

Enclosed under separate cover is the annual report for the Workforce Investment Act Adult and Dislocated Worker Program for Fiscal year 2004-2005.

Staff will provide an oral report and be available to answer questions.

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.