



Sacramento  
Employment and  
Training  
Agency

GOVERNING BOARD

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

BONNIE PANNELL  
Councilmember  
City of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Councilmember  
City of Sacramento

KATHY KOSSICK  
Executive Director

925 Del Paso Blvd.  
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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, November 3, 2005

**TIME:** 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**A G E N D A**

- I. Call to Order/Roll Call/Pledge of Allegiance**
  - Recognition of Long-Term Employees: Rozina Baldwin and Christine Lucas, (10 years); Maria Steele and 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)

***“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: FRIDAY, OCTOBER 27, 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 40<sup>th</sup> 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.



# **BYLAWS OF THE SACRAMENTO COUNTY**

## **HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

Policy Council First Reading: 8/23/05  
Policy Council Final Approval: 9/27/05  
Governing Board Approval:

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**BYLAWS FOR THE SACRAMENTO COUNTY  
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

**ARTICLE I**

*Name*

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

**ARTICLE II**

*Purpose, Powers, Duties and Functions*

**Section 1: Purpose**

The purpose of the ~~Policy Council~~ (PC) shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the ~~Policy Council~~ (PC) shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status of the low-income population.

**Section 2: Powers, Duties and Functions**

The ~~Policy Council~~ (PC) must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;
- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities; ~~and~~.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the ~~Policy Council~~ (PC) must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
  - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
  - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
  - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
  - 4. The program's philosophy and long- and short-range program goals and objectives.
  - 5. The selection of delegate agencies and their service areas.
  - 6. The composition of the ~~Policy Council~~ (PC) and the procedures by which policy group members are chosen.
  - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.

8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
  9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.
  10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
  11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
  12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the ~~SETA-Operated Program (SOP)~~ may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the ~~Policy Council (PC)~~ on an annual basis.)
  13. ~~Policy Council (PC)~~ reimbursement for reasonable expenses incurred by members conducting ~~Policy Council (PC)~~ business.
  14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
  15. Internal dispute resolution. ~~Policy Council (PC)~~ must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
  16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the ~~Policy Council (PC)~~, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

**ARTICLE III**  
Membership

**Section 1: Parent Representatives**

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the ~~SETA-Operated Program (SOP)~~ (PAC)
  - Three (3) Representatives from Sacramento City Unified School District
  - Two (2) Representatives from San Juan Unified School District
  - Two (2) Representatives from Elk Grove Unified School District
  - Two (2) Representatives from Del Paso Heights Unified School District
  - Two (2) Representatives from Meadowview Community Action (MCA)
  - Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
  - Two (2) Representatives from Home Base Option
  - One (1) Representative from EHS - ~~SETA-Operated Program (SOP)~~
  - One (1) Representative from EHS - Sacramento City Unified School District
  - One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of children currently enrolled in the Head Start Program.

**B. Community Representatives**

Additional ~~Policy Council (PC)~~ members will include:

- One (1) Representative elected by the ~~Committee~~ Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent.
- Three (3) Past Parent Representatives - elected by the outgoing ~~Policy Council (PC)~~. The Past Parent elected to the ~~Policy Council (PC)~~ may not have a child/children enrolled in the Head Start/~~Early Head Start~~ EHS Program. There will be three (3) Past Parent alternate positions.
- One (1) Outgoing ~~Policy Council (PC)~~ Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- Two (2) Foster Parent Representatives - elected by the outgoing ~~Policy Council (PC)~~. These representatives must be a current or past parent of SOP or a ~~Delegate~~ Agency. There will be two (2) Foster Parent alternate positions.
- Two (2) Grandparent Representatives - elected by the outgoing ~~Policy Council (PC)~~. These representatives must be a current or past parent of SOP or a ~~Delegate~~ Agency. There will be two (2) Grandparent alternate positions.

## Section 2: Alternates

Each representative holding membership on the ~~Policy Council (PC)~~ shall additionally be entitled to have one alternate. An alternate shall be elected/selected by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the ~~Policy Council (PC)~~ only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the ~~Policy Council (PC)~~ Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the ~~Policy Council (PC)~~.
- E. Alternates are excluded from attending the following conferences: The National Head Start Association Parent Training Conference, the Region IX Head Start Association Annual Conference, the National Head Start Association Conference (NHSA).

## Section 3: Other Provisions

- A. At least 51% of the voting membership of the ~~Policy Council (PC)~~ shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The ~~Policy Council (PC)~~ may establish and select additional voting delegates who shall serve as community representatives of the ~~Policy Council (PC)~~ by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the ~~Policy Council (PC)~~. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the ~~Policy Council (PC)~~ except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the ~~Policy Council (PC)~~.

## Section 4: ~~Region IX Head Start Association Representatives~~

~~One representative and one alternate shall be elected by the incoming Policy Council to serve as the parent representative to the Region IX Head Start Association. Representative must have a child currently enrolled in the program.~~

#### Section 5 4: Terms

The ~~Policy Council (PC)~~, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the ~~Policy Council (PC)~~ until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

#### Section 6 5: Attendance

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two consecutive regular meetings without an excused absence or missing a total of three meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the Social Services/Parent Involvement (SS/PI) Coordinator, ~~Policy Council (PC)~~ Board Chair, or the Clerk of the Boards, prior to the meeting, if known, for an alternate to attend.

- B. **Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the ~~Policy Council (PC)~~ Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the ~~Policy Council (PC)~~ Executive Committee shall have the sole decision to reinstate.

1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the ~~Policy Council (PC)~~ Chair within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.

- C. **Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.



- D. **Policy Council/Policy Committee Business**: Members conducting ~~Policy Council (PC)~~/Policy Committee business and not at the ~~Policy Council (PC)~~ meeting, shall be neither present nor absent, but rather identified as “~~Policy Council (PC)~~/Policy Committee.”

#### Section 7 6: Removal

A ~~Policy Council (PC)~~ member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

### **ARTICLE IV** Meetings

#### Section 1: Meetings

A. **Annual Meeting**

The annual meeting of the ~~Policy Council (PC)~~ shall be held on the fourth Tuesday in November of each year. If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the ~~Policy Council (PC)~~ shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the ~~Policy Council (PC)~~ may be called at anytime by the SETA Governing Board, ~~Policy Council (PC)~~ Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the ~~Policy Council (PC)~~.

D. **Quorum**

For the purpose of transacting the business of the ~~Policy Council (PC)~~ at any annual, regular or special meeting, a quorum of the ~~Policy Council (PC)~~ shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the ~~Policy Council (PC)~~ shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

## Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

### A. Annual and Regular Meetings:

Notice of annual and regular meetings of the ~~Policy Council~~ (PC) shall be in writing, provided to all members of the ~~Policy Council~~ (PC), and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

### B. Special Meetings:

Members of the ~~Policy Council~~ (PC) must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the ~~Policy Council~~ (PC), excepting that business and/or discussion for which the special meeting was called.

### C. Emergency Meetings:

The ~~Policy Council~~ (PC) may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the ~~Policy Council~~ (PC) determines that an emergency situation as defined in the Ralph M. Brown Act exists.

### D. Committees Meetings:

Members of the ~~Policy Council~~ (PC) must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member (or alternate) missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC

business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

### Section 3: **Open Meetings**

The ~~Policy Council (PC)~~ shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

### Section 4: **Mailing Address**

Notices to all meetings of the ~~Policy Council (PC)~~ shall be in writing and delivered personally or by mail to the ~~Policy Council (PC)~~ members' addresses, as recorded in the ~~Policy Council (PC)~~ records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to ~~Social Services/Parent Involvement~~ SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

### Section 5: **Rules of Procedure**

Except as specifically provided herein, Robert's Rules of Order<sup>1</sup> shall govern procedures in all meetings of the ~~Policy Council (PC)~~. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these ~~Bylaws~~ or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

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<sup>1</sup> Robert's Rules of Order: Simplified and Applied, 2<sup>nd</sup> ed., Copyright, 2001.

## Section 6: Nominations/Elections

~~Policy Council (PC)~~ Board Members or candidates must be present to be nominated or elected.

## Section 7: Voting

Each ~~Policy Council (PC)~~ Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the ~~Policy Council (PC)~~ may be taken only by a majority vote of all of the ~~Policy Council (PC)~~ members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

## Section 8: Meeting Reimbursement

Each ~~Policy Council (PC)~~ member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of \$25.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. ~~Policy Council (PC)~~ (regularly scheduled, annual, emergency and special meetings)
  2. Interview/screening/exam panels
  3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
  4. PRISM Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
  5. Program Area Committees
  6. Community Partnership Advisory Committee (CPAC)
  7. Health Services Advisory Committee (HSAC)
  8. Ad Hoc (special) Committee meetings
  9. Community Action Board meetings (CAB)
  10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for

attending meetings. A lunch reimbursement or meal will be provided if meetings exceed four (4) hours and/or member attends more than one meeting.

## **ARTICLE V**

### **Officers**

#### **Section 1: Officers**

The Officers of the ~~Policy Council~~ (*PC*) shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

#### **Section 2: Election and Term of Office**

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated ~~Policy Council~~ (*PC*) by a plurality vote of the ~~Policy Council~~ (*PC*) members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

#### **Section 3: Duties of Officers**

The duties of the ~~Policy Council~~ (*PC*) officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the ~~Policy Council~~ (*PC*) that are not in conflict with these Bylaws.

- A. The Chair of the ~~Policy Council~~ (*PC*) shall preside over all meetings of the ~~Policy Council~~ (*PC*) and implement all policies and programs of the ~~Policy Council~~ (*PC*). The Chair shall act as the official agent of the ~~Policy Council~~ (*PC*) in all matters relating to the ~~Policy Council~~ (*PC*), and shall be the chief spokesperson and public relations officer for the ~~Policy Council~~ (*PC*). The Chair shall have the power to appoint, both in and out of the ~~Policy Council~~ (*PC*), any additional positions as needed with ratification of the ~~Policy Council~~ (*PC*). The Chair shall represent the ~~Policy Council~~ (*PC*) at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the ~~Policy Council~~ (*PC*) at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the ~~Policy Council~~ (*PC*) in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, a meeting will be held within fourteen (14) calendar days to replace both. The Secretary shall preside over the election in this event.

- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the ~~Policy Council's (PC)~~ business. The Secretary shall oversee the Social/Hospitality/Fundraising Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the ~~Policy Council's (PC)~~ business, work with the Staff/Council Secretary and oversee the Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/Fundraising Committee.
- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. *If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.*

**Section 4: Vacancy**

In the event an officer is unable to perform his/her duties, the ~~Policy Council (PC)~~ Chair shall appoint an interim officer until the officer returns to duty or is replaced by a special election to be held within fourteen (14) calendar days. (The appointment of the officer must be made from among the membership of the ~~Policy Council (PC)~~ if an alternate is not eligible.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the ~~Policy Council (PC)~~.

**ARTICLE VI**  
Committees

There is hereby created standing committees of the ~~Policy Council (PC)~~. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of ~~Policy Council (PC)~~ members present without proper public notice. All absentee policies apply to all committees.

**Section 1: Standing Committees**

- **Executive Committee**

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The

Executive Committee shall meet at the discretion of the ~~Policy Council (PC)~~ Chair or ~~Policy Council (PC)~~. Notice of an Executive Committee meeting shall be sent to all ~~Policy Council (PC)~~ members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full ~~Policy Council (PC)~~. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the ~~Policy Council (PC)~~ at the next meeting.

• **Budget/Planning Committee**

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the ~~Policy Council (PC)~~. This Committee shall assist in the development and review of all Head Start budgets for the Head Start funding year and submit their review to the full ~~Policy Council (PC)~~ for approval. A periodic report shall be provided to the ~~Policy Council (PC)~~ on the fiscal status of the Head Start budget.
- B. It is recommended that all ~~SETA-Operated SOP~~ Head Start Budget issues are approved by the ~~Parent Advisory Committee PAC~~ prior to ~~Policy Council (PC)~~ approval. At a minimum, the PAC Budget Committee should review said documents.

• **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the ~~Policy Council (PC)~~. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

• **Social/Hospitality/Fundraising Committee**

Social/Hospitality/Fundraising Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the ~~Policy Council (PC)~~. The duty of this committee shall be to plan for all social activities and to oversee fundraising activities of the ~~Policy Council (PC)~~. It shall be the duty of this Committee to be responsible for all funds raised by the ~~Policy Council (PC)~~ and to report the expenditure of funds raised by the ~~Policy Council (PC)~~.

**Section 2: Program Area Committees**

There is hereby created Program Area Committees of the ~~Policy Council (PC)~~. The following are Program areas: Early Childhood Development and Health Services, Family and Community Partnerships/Training, Monitoring and Evaluation.

- Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services Pprogram area.

- Family and Community Partnerships Committee/Training Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Family and Community Partnerships/Training program area and review the program trainings.
- The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.
- ◆◆ The ~~Early Head Start~~ EHS Committee shall be comprised of one (1) staff and a minimum of two (2) representatives from the ~~Early Head Start~~ EHS program who shall plan, review and oversee program monitoring and evaluation.

~~Policy Council (PC)~~ member representatives shall select ~~one (1)~~ two (2) Program Area Committee to serve on as described above. Under no circumstances shall a ~~delegate representative~~ select more than ~~two (2)~~ three (3). *The Executive Committee shall be counted as a committee.* All ~~Policy Council (PC)~~ members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

**Section 3: Special Committees:**

When necessary to carry on the work of the ~~Policy Council (PC)~~, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

**ARTICLE VII**  
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the ~~Policy Council (PC)~~ present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the ~~Policy Council (PC)~~. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final ~~balloting~~ voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the ~~Policy Council (PC)~~ at least five (5) calendar days prior to the regular, annual or special meeting when ~~balloting voting~~ is to take place.
- D. The notice of intention to ~~ballot~~ vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be ~~balloted~~ voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.



- E. No ~~balloting~~ *voting* on Bylaws amendments may take place excepting at a regular, annual or special meeting of the ~~Policy Council~~ (PC).
- F. Any amendments must also be approved by the SETA Governing Board.
- G.

*Current a/o 7/28/05*

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
<b>TOTALS</b>	<b>\$400,000</b>	<b>\$41,553</b>	<b>\$441,553</b>	<b>383</b>	<b>40</b>

**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
<b>TOTALS</b>	<b>\$370,000</b>	<b>\$41,554</b>	<b>\$411,554</b>	<b>151</b>	<b>17</b>

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

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation	N/A			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	N/A			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	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

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

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

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.