



Sacramento  
Employment and  
Training  
Agency

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, September 1, 2005

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

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

**GOVERNING BOARD**

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

BONNIE PANNELL  
Councilmember  
City of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Councilmember  
City of Sacramento

KATHY KOSSICK  
Executive Director

925 Del Paso Blvd.  
Sacramento, CA 95815

Main Office  
916-263-3800

Head Start  
916-263-3804

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

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: Joanne Dixon (10 years) and Betsy Uda (15 years)
- II. Consent Items**
  - A. Minutes of the August 4, 2005 Regular Board Meeting
  - B. Approval of Claims and Warrants
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. Adoption of Resolution Modifying the Salary Range for the Classification of Program Coordinator (Rod Nishi)
    - 2. Approval to Remove the Program Coordinator Position from the Unrepresented Confidential and Management Unit and to Add the Position to the Supervisory Bargaining Unit (Rod Nishi)
    - 3. Approval of Compensation Package for Executive Director (Kathy Kossick)

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

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Sacramento Works, Inc. Board Member (Kathy Kossick)

**C. HEAD START**

1. Approval to Enter into Subgrant with U. C. Berkeley Investigators to Implement Early Childhood Math Curriculum in Head Start (Norma Johnson)
2. Approval to Continue Participation with the Child and Adult Care Food Program (Norma Johnson)

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Appointment of Low-Income Sector Representative to the Community Action Board (Cindy Sherwood-Green)
2. Approval to Release the Community Services Block Grant Request for Proposals for 2006 (Cindy Sherwood-Green)

**E. REFUGEE PROGRAMS**

1. Approval of Staff Funding Recommendations for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Programs, Program Year 2005-2006 (Roy Kim)

**IV. Information Items**

- A. Fiscal Monitoring Reports
- Asian Resources, Inc.
  - Crossroads Diversified Services, Inc.
  - Department of Human Assistance
  - Los Rios Community College District
  - Slavic Community Center
- B. Dislocated Worker Update (William Walker)

**V. Reports to the Board**

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

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

Unrepresented Position: Program Coordinator

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

**CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION**

Pursuant to Government Code Section 54956.9

Claimant: Jeffrey Malik Brown

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, AUGUST 25, 2005**

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 4, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 4, 2005 regular SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

Minutes/Synopsis

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

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

August 4, 2005  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Waters called the meeting to order at 10:20 a.m.

**Members Present:**

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

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

Don Nottoli, Member, Board of Supervisors

Bonnie Pannell, Councilmember, City of Sacramento

Sophia Scherman, SETA Governing Board; Public Representative

- Recognition of Long-Term Employees: Ms. Marsha Strode and Ms. Angela Stevens were presented with gifts in recognition of years of service to SETA.

**II. Consent Items**

The consent calendar included approval of the minutes of the July 7, 2005 regular board meeting, and approval of claims and warrants for the period 6/30/05 to 7/28/05. There were no questions 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. Adoption of Resolution Modifying the Salary Range for the Classification of Program Coordinator – and -
2. Approval to Remove the Program Coordinator Position from the Unrepresented Confidential and Management Unit and to Add the Position to the Supervisory Bargaining Unit

Mr. Rod Nishi reviewed this item. In August 2004, the agency came forward with an item to modify salary ranges for Program Coordinator and Purchasing Analyst. The salary modification was approved for the Purchasing Analyst position. The issue of the appropriate placement in the bargaining unit for the Program Coordinator position was raised at that time. He recommends these two board items which are products of the agreement between the union and the agency. The three incumbents would be moved to the Supervisory Unit from the unrepresented confidential unit. Mr. Nishi reviewed the various compensation changes that would occur with the adoption of the two items.

The step increases on the resolution is a 5% increase to the salary range as it existed in 2004 plus the additional 2% COLA that occurred in July of this year. This is a 7% total increase.

Donna Hubbs spoke before the board.

Ms. Kossick stated that this issue has been discussed since last August. Duties have been reviewed by the union. A tentative agreement was signed pending board approval with the understanding that the duties and responsibilities are not confidential.

Mr. Thatch stated that this is a bargaining issue and it is within the Board's prerogative not to agree. He suggested continuing this item to the next meeting in order to have a closed session with the labor negotiator.

Mr. Don Nottoli asked that this item be reviewed in closed session; he has several questions. Ms. Collin stated that it troubles her that there are not classified or confidential people in bargaining units. She wants to know about the differentiation of duties. Mr. Thatch will report back on these issues.

Ms. Hubbs requested that the 5% supervisory increase be approved. Mr. Thatch asked that the Board not approve this item and to review the entire matter before the next meeting.

Moved/Collin, second/Pannell, to continue III-A-1 and III-A-2 to the September 1 meeting.

Voice Vote: Unanimous approval.

3. Approval of 2005-2006 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick stated that this document was distributed with the board packet. Ms. Kossick read the suggested raises to the health benefits and salary rates.

Moved/Pannell, second/Nottoli, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2005-2006 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

4. **TIMED ITEM 10:00 a.m. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2005 –2006

Mr. Thatch reminded the board that the public hearing opened in June has been continued. Mr. Rick Pryor reviewed the budget. SETA's agency budget totals over \$72 million, which is a net increase of over \$200,000 over last fiscal year. Congress is still in the process of reauthorizing WIA and Head Start. Retirement rates increased 3% starting July 2005. SETA is exploring a new accounting system that would be separate from the county's COMPASS system.

Moved/Pannell, second/Scherman, to close the public hearing and approve the 2005-2006 agency budget.

Voice Vote: Unanimous approval.

## **B. WORKFORCE INVESTMENT ACT**

1. Approval to Accept a Contract with LEED Sacramento for Workforce Investment Act 15% Funding for a Construction Training Project

Ms. Christine Welsch reviewed this year. In November 2004, an RFP was released for construction training programs. SETA will be a subcontractor of LEED for \$355,000; SETA will be able to hire two staff to work specifically in the construction project.

Moved/Scherman, second/Pannell, to approve entering into a contract with LEED, Sacramento for WIA 15% funds and authorize the Executive Director to execute the contract for \$355,000.

Voice Vote: Unanimous approval.

2. Approval to Submit a Rapid Response Application to the Employment Development Department for Fiscal Year 2005/2006

Mr. William Walker reviewed this item and answered questions.

Moved/Pannell, second/Scherman, to approve the submission of the Rapid Response application for Fiscal Year 2005/2006.

Voice Vote: Unanimous approval.

## **IV. Information Items**

- B. Dislocated Worker Update: Mr. Walker stated that QUALEX, a subsidiary of Kodak, is a photo processing plant. As digital cameras get better, the actual need for developing film is decreasing, resulting in staff layoffs.

Mr. Walker stated that staff have been doing outreach to MCA as to what their employees need. SETA staff will be working with MCA staff to find other employment.

### **III. Action Items (Continued)**

#### **B. WORKFORCE INVESTMENT ACT**

3. Approval of Workforce Investment Act Local Plan Modification, Fiscal Year 2006

Ms. Purdy reviewed the modifications in the local plan. This is an update on our five year plan.

Moved/Nottoli, second/Scherman, to approve the local plan modification to extend the Strategic 5-year Plan for the Sacramento Workforce Investment Area and authorize the Governing Board Chair to sign the local plan.

Voice Vote: Unanimous approval.

Ms. Ginger Brunson was acknowledged for her work on the WIA planning.

4. Approval to Accept CalWORKs Funds from the County Department of Human Assistance and Augment On-the-job training under the Workforce Investment Act (WIA), 2005-2006

Mr. Roy Kim reviewed this item. The County Department of Human Assistance is extending its agreement with SETA for an additional year to pay up to \$200,000 in wages for up to 55 CalWORKs customers who need subsidized employment as part of their Welfare-to-Work plan.

Moved/Scherman, second/Collin, to approve the extension of the agreement with the County Department of Human Assistance, PY2005-2006. In addition, approve staff recommendations to augment WIA OJT subgrantees as shown in a chart included in the board packet.

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

5. Approval to Augment Subgrant Agreements to increase services to Special Populations



Ms. Robin Purdy reviewed this item. These funds will assist to provide services to ex-offenders and non-English speaking customers. Staff requests approval to augment two career center subgrants.

Moved/Scherman, second/Collin, to augment the WIA One Stop Services subgrant agreements for La Familia Counseling Center (\$215,000) and Elk Grove Unified School District (\$195,000).

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

### **C. HEAD START**

1. Approval to Accept Funding from the State Department of Education for an Infant/Toddler/Preschool Child Development Program

Ms. Norma Johnson reviewed this item. Because of financial losses that St. Patrick's has incurred, the State has asked SETA to take over the grant for preschool children. Staff is requesting approval to assume the grant with St. Patrick's as of August 1 for 30 children. We are able to locate these children at the Job Corps and Crossroads centers.

Mr. Nottoli inquired if there was a possibility that the slots will be extended? The interim contract will be turned into a final grant with the State Department of Education. Mr. Nottoli asked if there a way of having the program relocated in the old town Florin area. Ms. Johnson stated that as a result of a recent needs assessment, additional services need to be in the Elk Grove School District and the Citrus Heights area. Mr. Nottoli stated that there is block grant funding to assist SETA in locating a child care center in the old Florin town area. Ms. Collin agreed to try to relocate a child care center in this area.

Moved/Nottoli, second/Collin, to approve the agreement with the California Department of Education for \$308,000 to serve 30 infants/toddlers/preschool children and authorize the Executive Director to sign the agreement.

Voice Vote: Unanimous approval.

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

1. Appointment of Low-Income Sector Representative to the Community Action Board

Moved/Pannell, second/Collin, to continue this item to the September 1, 2005 meeting.

Voice Vote: Unanimous approval.

### **E. REFUGEE PROGRAMS**

1. Declaration of Non-Responsive Proposal for the Refugee Employment

## Social Services (RESS) Program, Program Year 2005-2006

Mr. Roy Kim stated that SETA received 26 proposals and only one was not in compliance with the RFP (Slavic Community Center). The RFP required that those submitting a proposal follow a certain process. Ms. Collin asked if there are other groups that will be serving this community and Mr. Kim stated that he believes that there will be other programs that will serve this population. Mr. Long Nguyen was acknowledged for his work on this program.

Moved/Collin, second/Scherman, to declare the submission of the revised Subgrant Agreement (Proposal 26) by the Slavic Community Center, Inc. as non-responsive to the RESS/TA Request for Proposals.

Voice Vote: Unanimous approval.

### **IV. Information Items**

A. Fiscal Monitoring Reports: No questions or comments.

C. Head Start Quarterly Report

Ms. Norma Johnson clarified that MCA has laid off three central office staff but none of the teaching staff. SETA Head Start has teaching staff vacancies and once we know which staff will be laid off at MCA, these individuals will be offered employment opportunities with SETA.

Staff have been going through a number of reviews, all of which received positive results. A report from the PRISM review will be presented to the board.

A report regarding the progress of children in Head Start was reviewed. The progress of the children has been very good.

Ms. Johnson reviewed some of the Federally proposed changes to the Head Start program.

The Family Day at the Park will be at Discovery Park this year on Friday, October 7. The different location was needed because we have outgrown William Land Park. This is the 40<sup>th</sup> year of Head Start and there will be special events planned.

### **V. Reports to the Board**

A. Chair: No report.

B. Executive Director

Ms. Kossick provided a healthcare brochure that was developed to show the employment and training opportunities in the healthcare industry.

Ms. Kossick spoke of an issue regarding a compensation cap compliance issue. Over the last several years, there have been certain public employees that have received exorbitant salaries and have had large travel bills. Congress has enacted a new compensation cap for staff. This means that several of our delegate agencies may have problems with this. The cap is now at \$162,000. Ms. Kossick stated that even with her, when you add up benefits, salary, retirement, workers comp, the compensation above the cap would have to be charged to another funding source. This will be an issue in the future because it includes all compensation: workers comp, social security, auto allowance, retirement. The intent of the new law was to put a cap on salary, not particularly the other compensation. This issue will be explored more completely. The author of the bill will be asked to consider changing the word compensation to salary.

C. Counsel: No report.

D. Members of the Board

Ms. Collin stated that she would like further information on the poverty rates map. She wants to know if there is any explanation on the poverty rates, especially in certain ZIP codes. Why is there such high poverty rates in those ZIP codes? Ms. Pannell asked that the census chart be added to the CSBG Community Action Plan.

E. Public

Ms. Juanita Sendejas Lopez thanked the Board for the continued support of their program at Elk Grove, especially to assist the ex-offenders. A chart was distributed that includes a list of 47 employers that have received services through their career center.

VI. **Adjournment:** The meeting was adjourned at 11:40 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/29 through 8/24/05, and all expenses appear to be appropriate.

RECOMMENDATION:

That the board approve the expenditures as appropriate.

ITEM III-A - 1 – ACTION

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

BACKGROUND:

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

The Program Coordinator job classification was created in August 1997.

RECOMMENDATION:

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

RESOLUTION NO. 2005-3

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

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

<u>STEP A</u>	<u>STEP B</u>	<u>STEP C</u>	<u>STEP D</u>	<u>STEP E</u>
\$20.30	\$21.32	\$22.39	\$23.51	\$24.69

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

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_

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

Attest:

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

## ITEM III-A – 2 - ACTION

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

#### BACKGROUND:

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

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

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

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

#### RECOMMENDATION:

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

ITEM III-A – 3 – ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Board will consider the Compensation Package of the SETA Executive Director.

RECOMMENDATION:

Take appropriate action regarding the compensation package for the Executive Director.



ITEM III-B - 1 – ACTION

APPOINTMENT OF SACRAMENTO WORKS, INC. BOARD MEMBER

BACKGROUND:

There are two Private Business sector seats now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of two members.

Enclosed under separate cover are copies of the applications received from the nominees for the Private Business sector seats. Legal counsel has reviewed all applications.

The Sacramento Works Executive Committee met on Monday, August 22 to review the applications and to provide a recommendation to this Board. This committee recommends the appointment of Ms. Nancy Bernardi.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the applications, and appoint one Private Business sector appointment to the Workforce Investment Board operating as Sacramento Works, Inc.

ITEM III-C – 1 – ACTION

APPROVAL TO ENTER INTO SUBGRANT WITH U. C. BERKELEY INVESTIGATORS  
TO IMPLEMENT EARLY CHILDHOOD MATH CURRICULUM IN HEAD START

BACKGROUND:

U. C. Berkeley was recently awarded a research grant from the Department of Health and Human Services/Administration for Children and Families to implement an early literacy math curriculum. SETA Head Start preschool and San Juan Unified School District state preschool were selected as partners to pilot the curriculum. U. C. Berkeley has also partnered with Vanderbilt University to implement the curriculum in the Nashville, Tennessee Head Start Program.

The project will be three years of implementation and two years follow-up. Berkeley has allocated funds in the grant to cover all costs of training (including substitutes) averaging approximately \$25,000 per year totaling \$75,000 for the three year implementation.

Ms. Norma Johnson will be available to answer questions.

BACKGROUND:

Provide the Executive Director authority to sign an agreement/subgrant, pending Legal Counsel review, with U. C. Berkeley Principal Investigators to implement the Early Childhood Math Literacy Curriculum in the Head Start program.

## ITEM III-C – 2 - ACTION

### APPROVAL TO CONTINUE PARTICIPATION WITH THE CHILD AND ADULT CARE FOOD PROGRAM

#### BACKGROUND:

The Sacramento Employment and Training Agency Head Start Program participates in the Child and Adult Care Food Program (CACFP). This is one of several publicly funded programs, wholly/partly funded by Federal, State, or local dollars in which the Agency participates. Last year, the CACFP accounted for \$1,105,023 of Head Start revenues.

In recent years, the CACFP experienced problems with financial accountability and program integrity that received national media coverage and generated Congressional calls for program changes. As a result, Congress passed Public Law 106-224, the Agricultural Risk Protection Act (ARPA), which mandated a number of changes to program eligibility for organizations such as SETA.

As a result of these new requirements, SETA Head Start will need to establish a method of collecting relevant information from all of the agency principals, in order to fill out the required certifications during the reapplication process to the CACFP. A detailed renewal agreement has been prepared by staff, which requires the chairperson's signature.

#### RECOMMENDATION:

Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chairperson to sign the renewal application.

ITEM III-D – 1 - ACTION

APPOINTMENT OF LOW-INCOME SECTOR REPRESENTATIVE TO THE  
COMMUNITY ACTION BOARD

BACKGROUND:

SETA's Community Action Board is a tri-partite advisory body to the Governing Board on matters concerning the Community Services Block Grant and is composed of public officials, representatives of private organizations and of the poor.

There is one low-income sector vacancy on the Community Action Board. It is recommended that your board consider the application for Community Action Board membership from Minerva Gillette to fill the vacancy. Ms. Gillette has been a member of the Head Start Policy Council. A copy of Ms. Gillette's application will be sent under separate cover.

RECOMMENDATION:

Appoint Ms. Minerva Gillette as a Low-Income Sector member of the Community Action Board.

## ITEM III-D – 2- ACTION

### APPROVAL TO RELEASE THE COMMUNITY SERVICES BLOCK GRANT REQUEST FOR PROPOSALS FOR 2006

#### BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California Department of Community Services and Development (CSD) that relies on public testimony about unmet community needs.

On June 2, 2005, the SETA Governing Board approved the 2006/07 Community Action Plan. Although the two-year Plan represents the period from January 1, 2006 through December 31, 2007, funding through SETA's contract with CSD is made annually. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the 2006/2007 Community Action Plan.

Of the CSBG funding expected for the 2006 program year, \$758,500 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the Plan. Fifty percent (50%) of the available funds (\$379,250) are planned for each of the two categories of services, Family Self-Sufficiency, outcome-based services designed to move clients toward self-sufficiency, and emergency Safety-Net services for families in crisis.

For the 2006 program year, additional funding has been allocated to the Safety-Net category because of the great demand for services requested by families to offset the rising cost of many basic needs, such as utilities and rental housing. The RFP includes a new opportunity for proposers to apply for \$50,000 of the available Safety-Net funds to assume a direct services project currently operated by SETA staff.

At the recommendation of the Community Action Board, proposers will have a greater responsibility to describe and document collaborative partnerships in the 2006 RFP. This will be accomplished by the submission of signatures of an authorized representative of the collaborating agency on a required form included in the RFP that verifies the manner of collaboration.

The process and criteria for selecting agency partners to help implement SETA's Community Action Plan are outlined in the draft CSBG Request For Proposals (RFP) for the 2006 Fiscal Year sent under separate cover.

#### RECOMMENDATION:

Approve the CSBG Request For Proposals for 2006.

ITEM III-E – 1 - ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR THE REFUGEE  
EMPLOYMENT SOCIAL SERVICES (RESS) AND TARGETED ASSISTANCE (TA)  
PROGRAMS, PROGRAM YEAR 2005-2006

BACKGROUND:

On June 2, 2005, the Board approved the release of a Request For Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year (PY) 2005-2006.

On July 6, 2005, SETA received 27 proposals, 26 were responsive and one (1) was declared by the Board on August 4, 2005 as non-responsive (Slavic Community Center). The twenty six (26) proposals were submitted by eleven (11) applicants and requested \$3,669,404 (projected available funds \$2,300,000). The following services will be provided to refugees who are within five (5) years of their arrivals in the United States :

Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) for cash clients.

8 proposals. Requested: \$1,976,057.

Projected available funds: \$1,195,000 (\$965,000 from RESS; \$230,000 from TA).

Vocational English-as-a-Second Language combined with Vocational Training (VESL/VT) for cash clients.

1 proposal. Requested: \$89,100.

Projected available funds: \$90,000.

Vocational English-as-a-Second Language combined with On-the-job Training (VESL/OJT) for cash clients.

4 proposals. Requested: \$ 500,632.

Projected available funds: \$370,000.

Direct Employment Services (ES) for refugees who are no longer on public assistance.

6 proposals. Requested: \$701,460.

Projected available funds: \$400,000.

Social Adjustment and Cultural Orientation (SA & CO) for all refugees.

7 proposals. Requested: \$402,153.

Projected available funds: \$245,000.

All 26 proposals were evaluated by a Reader's Team which included SETA staff and staff from the California Department of Social Services, Office of Refugee Programs Bureau.

The following criteria were used to evaluate all proposals:

- Program Summary
- Program Management
- Service Delivery System
- Budget Summary
- Demonstrated Performance

Proposal scores were combined with past program performance to calculate proposal rankings. Past program performance was provided by the SETA Refugee Program Monitoring reports and Fiscal Monitoring reports, or references provided by non-SETA-funded applicants.

On August 10, 2005, a public hearing was held by the SETA Executive Director, Deputy Director and Department Chiefs. Proposers were given the opportunity to clarify their proposals and answer questions/concerns developed by the Reader's Team.

After the hearing, staff developed funding recommendations that are included in the attached charts.

Since the inception of the Refugee Services in Sacramento County, SETA has provided two (2) categories of services to refugees:

employment related components such as Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) or On the-job Training (VESL/OJT) or Vocational Training (VESL/VT) for refugees on cash assistance; or direct Employment Services (ES) for non cash refugees; and, non-employment services such as Social Adjustment and Cultural Orientation (SA & CO) for all refugees which includes Translation/Interpretation, Crisis Intervention, Individual/Group Counseling, and Information/Access to other existing services.

SETA requires all providers funded for employment related services to provide the following services to participants enrolled in their programs:

Support services such as Transportation, Child Care, Ancillary Expenses, Translation Services, and Referral for Personal Counseling; Counseling; and, Job Development/Placement Assistance.

In reviewing the effectiveness of SA & CO services delivered by employment related service providers, staff has realized that the employment service providers have co-enrolled many participants in both the employment program and in the SA & CO

program, and that providers may be receiving payments for providing translation, counseling and other services funded in both components.

In order to avoid duplication of services and to maximize the use of refugee funds, staff is recommending the realignment of funding for SA & CO. Staff is recommending that funding for SA & CO is allocated to providers who do not provide employment services. Staff is recommending funding in the SA & CO category for four (4) non-employment program applicants: Southeast Asian Assistance Center (SAAC), Opening Doors (OD), Hmong Women's Heritage Association (HWHHA), and Slavic Assistance Center (SAC) with the total amount of \$184,191.

Projected funding for SA & CO was \$245,000 in the Request For Proposals. The current staff recommended funding for this component is \$184,191. Staff is recommending the remaining \$60,809 be set aside for additional SA & CO services, including services for elderly refugees during PY 05-06.

It is anticipated 2,258 refugees (1,084 in SA & CO component and 1,174 in employment related components) will receive services. Of the 1,174 refugees receiving employment services, at least 646 (55%) will enter employment and 195 will become economically self-sufficient within the program year.

During the period October, 2004 through June, 2005, 30% of the refugees entering the State of California or 1,409 new refugees resettled in Sacramento County. The majority of them are from the Former Soviet Union and Laos (ethnic Hmong immigrated from Thailand).

#### RECOMMENDATION.

Approve staff funding recommendations for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) programs, program year 2005-2006.



ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

## MEMORANDUM

**TO:** Ms. May O. Lee **DATE:** August 5, 2005

**FROM:** Anthony Yu, SETA Fiscal Monitor

**RE:** On-site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	YY	\$96,651	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	OY	\$207,495	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	Adult-OJT	\$180,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
DHA	OJT	\$30,600	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	One-Stop-Adult	\$100,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	One-Stop-DW	\$100,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
DHA	One-Stop	\$44,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005
DHA	Tax Preparation	\$250,000	01/01/2005-05/31/2005	01/01/2005-05/31/2005

**Monitoring Purpose:** Initial  Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final \_\_\_\_\_

**Date of review:** June 1, 2005 and various dates

**Period Covered:** See above

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

## MEMORANDUM

**TO:** Ms. May O. Lee **DATE:** August 5, 2005  
**FROM:** Anthony Yu, SETA Fiscal Monitor  
**RE:** On-site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	VESL/OJT	\$50,400	10/01/2004-09/30/2005	10/01/2004-06/30/2005
TA	VESL/OJT	\$10,320	10/01/2004-09/30/2005	10/01/2004-06/30/2005
TA	ES	\$77,000	10/01/2004-09/30/2005	10/01/2004-06/30/2005
TA	ES	\$6,880	10/01/2004-09/30/2005	10/01/2004-06/30/2005
RESS	VESL/VT	\$164,002=	10/01/2004-09/30/2005	10/01/2004-06/30/2005

**Monitoring Purpose:** Initial  Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final \_\_\_\_\_  
**Date of review:** June 1, 2005 and various dates  
**Period Covered:** See above

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

**Program Operator: Asian Resources, Inc.**

**Findings and General Observations:**

(1) The expenditures reported to SETA for the WIA, DHA, TA and RESS contracts have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appeared to be in order and there are no adjustments required.

**Recommendation:**

None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Bill Walters **DATE:** July 27, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Younger Youth	\$ 33,000	7/1/04-06/30/05	7/1/04-5/31/05
WIA-Title I	Older Youth	30,000	7/1/04-06/30/05	7/1/04-5/31/05
WIG	Advanced Navigator Training Pilot Project	26,500	11/1/04-6/30/05	11/1/04-5/31/05

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 7/22 /05

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

**Program Operator: Crossroads Diversified Services , Inc.**

**Findings and General Observations:**

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

The observation /recommendation mentioned in our previous monitoring report dated September 13, 2004 has been implemented and is now considered closed.

**Recommendations for Corrective Action:**

1) None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr Bruce Wagstaff **DATE:** August 22, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 65,000	7/1/04-06/30/05	7/1/04-06/30/05
WIA-Title I	One-Stop(D. W.)	20,000	7/1/04-06/30/05	7/1/04-06/30/05
DHA	One-Stop Svcs	336,844	7/1/04-06/30/05	7/1/04-05/31/05
CSBG	Family Self-Sufficiency	26,000	1/1/05-12/31/05	1/1/05-06/30/05

**Monitoring Purpose:** Initial  (CSBG) Follow-Up  Special  Final  (WIA)  
**Date of review:** 8/4 /05 & 8/5/05

<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:** Department of Human Assistance

**Findings and General Observations:**

The total costs as reported to SETA from July 1, 2004 to June 30, 2005 for the WIA and from January 1, 2005 to June 30, 2005 for the CSBG program have been traced to the subgrantee's records.

There are no findings.

**Recommendations for Corrective Action:**

1) None.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Mr. Walter D. Di Mantova                      **DATE:** August 9, 2005

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

**RE:** On-Site Fiscal Monitoring of Los Rios Community College District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA	NWI	\$ 415,793	11/1/02-6/30/05	11/1/02-6/30/05

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

**Date of review:** Various dates

<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
	<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1 Accounting Systems/Records	X			
2 Internal Control	X			
3 Bank Reconciliation		N/A		
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Supportive Services		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:** Los Rios Community College District

**Findings and General Observations:**

The total costs reported to SETA from November 1, 2002 to June 30, 2005 for NWI have been traced to the subgrantee's records. The records were verified and appeared to be in order. There were no findings.

**Recommendations for Corrective Action:**

1) None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr. Florin Ciuriuc **DATE:** August 3, 2005

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

**RE:** On-Site Fiscal Monitoring of Slavic Community Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
RESS	SA & CO	\$ 38,324	10/1/04-9/30/05	10/1/04-6/30 /05

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 7/28 /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	X			
4 Disbursement Control	X			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	N/A			
8 OJT Contracts/Files/Payment	N/A			
9 Indirect Cost Allocation	N/A			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

**Program Operator:** Slavic Community Center

**Findings and General Observations:**

The total costs as reported to SETA from October 1, 2004 to June 30, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order. There are no major findings.

**Recommendations for Corrective Action:**

None.

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

## Dislocated Worker Information PY 2005/2006

The following is an update of information as of August 23, 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, Home Start Program</b> 2251 Florin Road, Suite #156 Sacramento, CA 95822 <b>Florin Meadow Head Start Program</b> 7501 29th St. 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	Pending
Official	8/01/05	<b>National Imaging Associates, Inc. (NIA)</b> 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	Pending
Official	8/03/05	<b>*Cingular Wireless</b> 10000 Goethe Rd. Sacramento, California	9/27/05	1	Pending
			<b>Total # of Affected Workers</b>	<b>187</b>	Pending

## 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.