



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

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 7, 2006

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.

**REVISED
AGENDA**

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

➤ Presentation to Ms. Illa Collin

II. Consent Items

A. Minutes of the November 6, 2006 Special Board Meeting

B. Approval of Claims and Warrants

C. Approval of Staff Recommendations for Workforce Skills Preparation Vendor List

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Procurement of Worker's Compensation Insurance (Rick Pryor)

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

2. Approval of Revisions to the Job Specifications of Personnel Manager (R. Nishi)
3. Approval of Use of Fund Balance (Kathy Kossick)
4. Approval to Establish a New Agency Imprest Account (Rick Pryor)

B. WORKFORCE INVESTMENT ACT

1. Concurrence Approval to Fund the Galt High School District for the Workforce Investment Act, Title I, Youth Program, for Program Year 2006-2007 (C. Welsch)
2. Appointment of Member to the Sacramento Works, Inc. Board (Kathy Kossick)

C. HEAD START

1. Approval of Authorization of Signature for the California State Department of Social Services, Community Care Licensing Division (Kathy Kossick)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Termination of Delegate Agency Agreement with Meadowview Community Action, Inc. and Allocate Unspent Balance to Travelers Aid (Cindy Sherwood-Green)
2. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2007 and Funding Augmentation for Travelers (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. 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. Adjournment

DISTRIBUTION DATE: THURSDAY, NOVEMBER 30, 2006

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, DECEMBER 1, 2006

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 6, 2006 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 6, 2006 SETA Governing Board meeting for your review.

RECOMMENDATION:

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

**SPECIAL MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD**
Minutes/Synopsis

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

Monday, November 6, 2006
10:00 a.m.

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

Members Present:

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors
Sophia Scherman, Vice Chair, SETA Governing Board; Public Representative
Don Nottoli, Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

There were no questions or corrections to the consent items:

- A. Minutes of the October 5, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants

Moved/Waters, second/Scherman, to approve the consent items as follows:

- A. Approve the minutes of the October 5, 2006 meeting.
- B. Approve claims and warrants for the period 9/29/06 – 10/30/06

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick explained the rotation for officers will be Ms. Scherman as chair and Ms. Pannell as vice chair. The term of office begins Tuesday, November 7, 2006.

Moved/Nottoli, second/Waters, to approve Sophia Scherman as Chair and Bonnie Pannell as Vice Chair of the SETA Governing Board with the term beginning November 7, 2006.

Voice Vote: Unanimous approval.

2. Approval of Compensation Package for Executive Director

A resolution for the Executive Director's compensation package was reviewed.

Moved/Nottoli, second/Scherman, to approve the compensation package for the Executive Director as outlined in the resolution presented to the board.

Voice Vote: Unanimous approval.

3. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Jim Toner stated there is a possibility that there may be another bidder for the insurance package purchased by SETA. Great American Insurance Company has expressed interest but has not yet submitted a proposal. Mr. Toner reviewed the insurance coverage purchased annually by the Agency.

Moved/Waters, second/Nottoli, to approve and delegate authority to the Executive Director to make the final decision for insurance coverage subject to final quotes.

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

4. Approval of Revised Retiree Medical Participation Agreement

Ms. Kossick reported that this item was presented at the last meeting. After it was approved by this board, there were some amended pages. The entire agreement with the corrected revised policy and the strikeout policy was distributed.

Moved/Nottoli, second/Scherman, to approve the Retiree Medical Participation Agreement which includes amendments to Exhibit A, the Retiree Medical and Dental Insurance Program Administrative Policy.

Voice Vote: Unanimous approval

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Approval of Authorization of Signature for the California State Department of Social Services, Community Care Licensing Division

Ms. Kossick stated that this is a standard application item. Ms. Maureen Dermott, Deputy Director, was introduced.

Moved/Nottoli, second/Collin, that the board give authorization to Deputy Director Maureen Dermott to sign Community Care Licensing forms for submission to the

California State Department of Social Services, Community Care Licensing Division.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval to Modify Targeted Assistance Programs, PY 2006-2007

Mr. Roy Kim noted that at the September Governing Board meeting the refugee funding recommendations were reviewed and approved. The item presented includes some modifications to the funding recommendations.

Moved/Scherman, second/Nottoli, to approve modification recommendations as shown in the board packet.

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

IV. Information Items

A. Fiscal Monitoring Reports: No questions

B. Dislocated Worker Update: No questions.

C. Head Start Quarterly Report: No questions.

D. Annual Audit Report: Mr. Kim reviewed the audit report. The management letter identified some areas for recommended improvements. SETA has procured a new payroll system which will be implemented January 1, 2007. The second item is the development of a policy regarding fraud. SETA staff have begun the process to develop a fraud policy. An additional item regarding SETA's shared costs through the Department of Human Assistance was reviewed. Gail White, Rick Pryor, and Kim Peck were acknowledged for their work on the audit.

V. Reports to the Board

A. Chair: Ms. Collin thanked staff and the agency for making this year's stint as chair very easy. She also thanked her fellow board members.

B. Executive Director: Ms. Kossick reported Ms. Stephany Murphy updated the staff year book. A copy was given to each board member. A new 2007 calendar was distributed.

C. Counsel: No report.

D. Members of the Board: Ms. Scherman asked if there will be a reception for Ms. Collin; Ms. Kossick replied that a January date is being planned for a reception.

E. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:48 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/31/06 through 11/30/06, and all expenses appear to be appropriate.

ITEM II-C – CONSENT

APPROVAL OF STAFF RECOMMENDATIONS FOR WORKFORCE SKILLS
PREPARATION VENDOR LIST

BACKGROUND:

SETA released an on-going Request for Qualifications (RFQ) on Friday, December 2, 2005 to recruit qualified applicants for SETA's Workforce Skills Preparation (WSP) Vendor List. Attached are the recommendations for Governing Board review and approval.

RECOMMENDATION:

Approve the attached recommendations for the Workforce Skills Preparation Vendor List for 2006-2007.

Sacramento Employment & Training Agency
Workforce Skills Preparation Services
 Staff Funding Recommendations - Fiscal Year 2006-2007

DW Career Services, Inc.				
Proposed Service(s)	Individual Rate	Workshop Rate	Length	Comments
Job Readiness & Pre-Employment Skills Training	\$35/Hour	\$350	4-5 Hours	Soft Skills Workshop "Overcoming Barriers to Employment"
Sacramento Lao Family Community, Inc.				
Interpretation/Translation Assistance Services	\$18/Hour	n/a	1-Hour Minimum 4-Hour Maximum	Translation/Interpretation services available in Hmong, Mien, Lao, Russian and Ukranian

ITEM III-A-1- ACTION

APPROVAL OF PROCUREMENT OF WORKER'S COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Worker's Compensation expires December 31, 2006. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2007.

ITEM A-2 – ACTION

APPROVAL OF REVISIONS TO THE JOB SPECIFICATION OF PERSONNEL
MANAGER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Agency job specification of Personnel Manager. This is an exempt management position.

The Agency is implementing a new payroll system where the functions of Human Resources and Payroll administration are blending into a more efficient system. The daily duties of payroll administration can be more effectively led by a manager also responsible for other Human Resources responsibilities. The SETA Fiscal Department will continue to be responsible for capturing, allocating, and accounting for all payroll costs.

This position will be responsible to the Administration Department Chief and will oversee the personnel/human resources and payroll functions of the Agency.

The revised job specification is attached for your review.

Staff will be available to answer any questions.

RECOMMENDATION:

To approve the modifications to the job specification of Personnel Manager.

~~PERSONNEL~~ PERSONNEL/PAYROLL MANAGER

ORGANIZATIONAL RESPONSIBILITY

The Personnel Personnel/Payroll Manager is responsible to the SETA Director Administration Department Chief.

DEFINITION

Under general direction, plans, organizes, and reviews the Agency's personnel and payroll programs through subordinate staff engaged in recruitment and selection, examination, test development, affirmative action, staff training and development, labor relations, classification, payroll and salary administration. Performs related duties as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification manage the personnel/human resources and payroll activity ies requiring extensive knowledge of and proficiency in personnel/human resources and payroll management. Incumbents are expected to exercise considerable independent judgment in carrying out duties and responsibilities. Incumbents may provide technical or functional lead direction and training to lower level professional and technical personnel staff. Incumbents in this class are responsible for several major on-going projects.

EXAMPLES OF ESSENTIAL DUTIES

Develops, coordinates, and directs the Agency's personnel and payroll programs involving examination and selection, position classification, salary and benefits administration, affirmative action, employee development and training, proposed disciplinary action and grievance handling.

Consults with, advises, and makes recommendations to the Agency Director Administration Department Chief and other staff in complying with Agency personnel and payroll policies, procedures, rules, and regulations, employee organization agreements, or other administrative policies and procedures.

Plans and coordinates the Agency's recruitment and selection program; directs the preparation and conducting of oral, written, and other forms of examinations; responds to examination appeals.

Plans and coordinates the Agency's payroll and benefit programs.

Analyzes and evaluates the Agency's classification and salary needs and initiates changes in the classification or salary plan; directs classification studies and the preparation of class specifications.

Identifies and determines needs for training of Agency employees; designs in-service training; evaluates training effectiveness.

Acts as the Affirmative Action Officer to administer the Agency's affirmative action plan; directs the investigation of discrimination complaints and allegations; develops recruitment strategies.

Manages staff engaged in technical personnel **and payroll** activities and recordkeeping.

Administers the Agency's employee relations program; meets with employees and employee groups to discuss grievances; counsels and instructs Agency staff on employee relations practices and techniques for grievance handling and disciplinary matters.

Develops and maintains employee evaluation systems and procedures.

Makes presentations to boards, commissions, employees, employee organizations, and administrative staff.

Writes correspondence and prepares reports and memoranda on a variety of personnel **and payroll** matters.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public personnel administration including testing and selection, training, job analysis, position classification, salary **and benefits** administration, employee training and development, **methods and practices of finance and statistical recordkeeping, including payroll functions.**

Principles of organization, management, supervision and training;
Federal and state laws, guidelines, and regulations relating to **payroll**, equal employment opportunity, employee health and safety and affirmative action.
Inter-relationships of personnel **and payroll** related functions such as labor-management relations, position classification, salary **and benefits** administration, examining, training and budgeting, **financial analysis and auditing.**

Public sector employee-employer relations, grievance handling, and disciplinary investigations.

Ability to:

Plan, organize and direct the Agency's personnel **and payroll** programs.
Supervise a professional and clerical staff engaged in personnel **and payroll** activities.
Analyze and evaluate grievances and disciplinary matters.
Counsel administrative staff and employees on a variety of personnel **and payroll** matters and provide alternative solutions.
Plan and prepare budgetary estimates and justifications.
Set priorities, meet deadlines, and make decisions on a variety of complex personnel **and payroll** matters.
Establish and maintain effective working relationships with Agency employees.
Effectively contribute to the Agency's affirmative action goals and objectives.
Communicate clearly and concisely orally and in writing.

Training and Experience: Any combination of training and experience which would likely provide the required knowledges and abilities is qualifying. A typical way to obtain these knowledges and abilities would be:

Education: Graduation from an accredited college or university with major course work in public administration, business administration, personnel management, labor relations, **finance or accounting** or related courses .

Experience: Five years of responsible administrative experience including three years of supervision, which reflect extensive application of the knowledge and abilities required for recruitment, selection, classification, salary **and benefits** administration, affirmative action, labor relations, and staff development and training, **payroll, and finance**.

Physical Demands/Qualifications

1. **Ability to sit for long periods of time throughout the workday.**
2. **Manual dexterity and vision sufficient to operate a personal computer for long periods of time without experiencing abnormal hand, wrist or eye strain.**
3. **Hearing sufficient to understand conversations, both in person and on the telephone.**
4. **Ability to exert a small amount of physical effort in sedentary to light work involving moving from one area in the workplace to another.**

ITEM III-A-3 – ACTION

APPROVAL OF USE OF FUND BALANCE

BACKGROUND:

The SETA Governing Board directs and approves use of the Agency's fund balance. The Agency Executive Director is anticipating joining in the annual Cap to Cap trip sponsored by the Metropolitan Chamber of Commerce. Legal Counsel has determined that since this trip is essentially held to lobby the legislators on various issues, grant funds cannot be utilized. Estimated costs for this trip are \$3,500.

RECOMMENDATION:

Approve the use of approximately \$3,500 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2007 Cap to Cap trip in April.

ITEM III-A – 4 - ACTION

APPROVAL TO ESTABLISH A NEW AGENCY IMPREST ACCOUNT

BACKGROUND:

On May 4, 2006, the Governing Board approved the awarding of a new payroll system to Ingentra. The final steps in implementing this new system are occurring and the Agency is anticipating startup January 2007.

Due to the implementation of a new payroll system, the Agency recognizes the need of to establish an imprest account to address the needs of certain special checks, i.e., in lieu, terminations, adjustments, etc. In the previous system, Sacramento County provided these checks.

The amount of the imprest account will be discussed at the board meeting.

RECOMMENDATION:

Approve the establishment of an imprest account to create checks needed outside of the payroll system.

ITEM III-B – 1 - ACTION

CONCURRENCE APPROVAL TO FUND THE GALT HIGH SCHOOL DISTRICT FOR
THE WORKFORCE INVESTMENT ACT, TITLE I, YOUTH PROGRAM, FOR
PROGRAM YEAR 2006-2007

BACKGROUND:

In 2006 the Sacramento Works Youth Council developed funding recommendations for the Workforce Investment Act Title 1 Youth program. The Sacramento County Office of Education was funded to serve the South Sacramento/Galt community but, due to a delay in opening a facility in Galt, SCOE returned the funding. In November, 2006 staff released a Request for Qualification for services to the Galt area. The Request for Qualifications was sent to all current youth providers, school districts in the South Sacramento County area, and community based organizations serving the South Sacramento County community. One proposal from the Galt High School District was received in response to the RFQ.

As stated in the RFQ, the WIA Youth providers are required to include active membership and participation from:

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

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

1. Summer employment opportunities that directly link to academic and occupational learning;
2. Paid and unpaid work experience including internships and job shadowing;
3. Occupational skills training;
4. Leadership development opportunities;
5. Support services;
6. Adult mentoring;
7. Comprehensive guidance and counseling including alcohol and drug abuse,
8. Follow up services.

The Board finds that a Request for Qualifications seeking qualified bidders to bid to replace the Sacramento County Office of Education as the service provider for a WIA Title I Youth program to serve the South Sacramento/Galt communities resulted in one proposal from the Galt High School District. The board finds that time is of the essence in the award of this program, that competition for the provision of these services is inadequate and that the cost of reissuing the procurement and redesigning the specifications is prohibitive. For these reasons the Board finds that a non-competitive procurement is allowable. The Board approves the staff recommendation and awards

the contract in the amount of \$75,000.00 to Galt High School District for the WIA Title I Youth program to serve South Sacramento/Galt communities.

Staff has reviewed the proposal submitted by Galt High School District, and is recommending funding for \$75,000 for Fiscal Year 2006-2007. The Sacramento Works, Inc. approved the staff recommendation on November 29, 2006.

RECOMMENDATION:

Review and concur with the recommendation to fund Galt High School District for \$75,000 for the WIA, Title I, Youth Program, FY 2006-2007.

ITEM III-B – 2 – ACTION

APPOINTMENT OF MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 39-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners representative public employment service, rehabilitation agency, and public assistance agency.

Ms. Gloria Parker, Area 4 Agency on Aging, has submitted an application for a required partner seat. Staff has been recruiting for this seat since 2005 when Joanne McDermott from Experience Works, Inc. resigned.

The application for this nominee is being sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. Gloria Parker to the Sacramento Works, Inc. Board of Directors.

ITEM III-C-1- ACTION

APPROVAL OF AUTHORIZATION OF SIGNATURE FOR CALIFORNIA STATE
DEPARTMENT OF SOCIAL SERVICES, COMMUNITY CARE LICENSING DIVISION

BACKGROUND:

All SETA Head Start sites must secure and maintain a child care license from the California State Department of Social Services, Community Care Licensing Division in order to deliver Head Start programs. Licensing packets, delegation of site authority, fingerprint and sexual abuse clearance and site staff rosters are routinely submitted to the Licensing Division. It is required by the State Department of Social Services that signature authorization be granted to staff to sign the various forms and packets on submission.

RECOMMENDATION:

That the board give authorization to Denise Lee to sign Community Care Licensing forms for submission to the California State Department of Social Services, Community Care Licensing Division.

ITEM III- D - 1- ACTION

APPROVAL OF TERMINATION OF DELEGATE AGENCY AGREEMENT WITH MEADOWVIEW COMMUNITY ACTION, INC. AND ALLOCATE UNSPENT BALANCE TO TRAVELERS AID

BACKGROUND:

Meadowview Community Action, Inc. (MCA) was awarded \$32,000 in Community Services Block Grant (CSBG) funding for the 2006 program year to provide the following services to the residents of the Meadowview community:

- Food vouchers
- Payments to SMUD or PG&E to prevent utility shut off

A small percentage of the funding was allocated for a portion of a Program Intake Coordinator.

MCA was not approved to begin CSBG program operation until June, 2006 when staff determined that MCA met conditions of corrective action by obtaining proper insurance coverage and indicating that systems were in place for program operation. Since that time, SETA program and fiscal staff have attempted to conduct monitoring reviews of MCA's CSBG program to ensure that procedures are in place to properly account for CSBG funding, and to adequately provide and document client services. MCA staff rescheduled or failed to show for no less than eleven (11) scheduled monitoring appointments and did not provide the SETA monitors with the necessary documentation to conduct a thorough review. In addition, MCA did not submit the required CSBG fiscal and programmatic reports by the due dates, did not permit the SETA fiscal monitor to access financial documents without a written request, and failed to address concerns noted in writing by the SETA program monitor. For these reasons, SETA determined that MCA failed to comply with the conditions of its CSBG contract and suspended program performance, effective October 10, 2006.

MCA's reported CSBG expenditures through September 30, 2006 are \$9,419. Your approval is requested to terminate MCA's CSBG delegate agreement and allocate the unspent balance of funding of MCA's contract (\$22,581) to Travelers Aid. There are few, if any, safety-net service providers in the Meadowview community. Travelers Aid is located in the same office complex as MCA and receives \$37,000 in CSBG funding to provide emergency housing (motel vouchers and rental assistance) to low-income families residing in the Meadowview/South Sacramento community. The Executive Director of Travelers Aid has confirmed that her organization is willing to assume the additional responsibility of providing emergency food vouchers and utility assistance. Travelers Aid's original CSBG proposal for 2006 funding included a request to provide food vouchers and utility assistance. The total amount of funding requested was \$77,000.

Attached for your review are documents from SETA to Ann Fazil, president of the MCA board, addressing staff concerns and authorizing the suspension of program operations. The SETA Community Action Board recommended approval of this item at its November 8, 2006 meeting.

RECOMMENDATIONS:

- Approve the termination MCA's delegate agreement.
- Augment Travelers Aid's delegate agreement by \$22,581.

ITEM III-D-2 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT
CONTRACT EXTENSIONS FOR FISCAL YEAR 2007 AND FUNDING
AUGMENTATION FOR TRAVELERS AID

BACKGROUND:

SETA's delegate agreement with Community Services Block Grant (CSBG) funded program operators permits SETA to extend the term of each agreement for an additional year. The term of the existing delegate agreement ends on December 31, 2006.

SETA's Planning, Monitoring, and Fiscal staff have conducted a thorough evaluation of CSBG program operator performance through September 30, 2006. Staff have determined that with one exception, Meadowview Community Action, Inc. (MCA), CSBG program operators have been performing satisfactorily with many exceeding outcome goals and/or service levels as prescribed in their subcontracts. Conditions causing some recommended program operators to perform below prescribed service and expenditure levels have been evaluated and corrective actions taken where appropriate.

Staff recommends extending all CSBG delegate agreements, with the exception of MCA, for an additional year under the same terms, conditions, and funding amounts as indicated on the attached charts and maintaining the consultant services of Daren Maeda, Director of Linkage to Education, for the same funding level allocated in Fiscal Year 2006, \$30,000.

With the potential loss of services to the Meadowview community as a result of the termination of MCA's CSBG subcontract, staff recommends that Travelers Aid receive an augmentation of \$32,000 to provide emergency food and utility assistance to the residents of the Meadowview community to ensure a continuation of services. Travelers Aid is located in the same office complex as MCA and has been funded under CSBG to provide emergency housing services for over 20 years.

The SETA Community Action Board recommended approval of this item at its November 8, 2006 meeting.

RECOMMENDATIONS:

Approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term
2. Maintain Daren Maeda as a SETA consultant for an additional year; and
3. Augment Travelers Aid for an additional \$32,000 for the 2007 program year.

2006 CSBG Safety-Net

Program Operator	Planned Services	Planned Services through 9/30/06	Actual Services 9/30/06	% of Planned Services 9/30/06	2006 CSBG Budget	% of Budget Expended 9/30/06	2007 Funding Recommendations
Francis House of Sacramento	Motel vouchers, food and transportation assistance	368	368	100%	\$40,000	69%	Extend annual funding at 2006 level
Galt Community Concilio, Inc.	Utilities, motel vouchers, eviction avoidance and transportation assistance	199	256	129%	55,000	68%	Extend annual funding at 2006 level
Greater Sacramento Urban League Corporation, Inc.	Utilities, eviction avoidance and transportation assistance	133	149	112%	20,000	86%	Extend annual funding at 2006 level
Legal Services of Northern CA (Senior Legal Hotline)	Legal aid to seniors, non-English speakers and grandparent caregivers	5,950	732,579	12,312%	20,000	65%	Extend annual funding at 2006 level
My Sister's House	Utilities, eviction avoidance and transportation assistance for victims of domestic violence	16	44	275%	21,500	72%	Extend annual funding at 2006 level
St. John's Shelter for Women and Children	Temporary shelter	291	452	155%	27,000	0%	Extend annual funding at 2006 level
Salvation Army	Food, utilities, motel vouchers, evection avoidance, and transportation assistance	645	386	60%	62,750	17%	Extend annual funding at 2006 level
Travelers Aid Society	Motel vouchers and eviction avoidance	33	26	79%	37,000	35%	Extend annual funding at 2006 level and augment an additional \$32,000 (from MCA) for a total of \$69,000
Voluntary Legal Services Program of Northern California	Criminal record expungement workshops and legal assistance	315	534	170%	25,000	73%	Extend annual funding at 2006 level
Waking the Village	Utilities, temporary shelter and transportation assistance for parenting or pregnant youth	15	6	40%	21,500	90%	Extend annual funding at 2006 level
Wind Youth Services	Prepared meals, legal assistance and transportation assistance for homeless youth	7,680	9,088	118%	17,500	75%	Extend annual funding at 2006 level

2006 CSBG Family Self-sufficiency

Program Operator	Planned Services	Planned Enrollment through 9/30/06	Actual Enrolled as of 9/30/06	% of Planned Enrolled as of 9/30/06	2006 CSBG Budget	% Expended as of 9/30/06	2007 Funding Recommendations
County of Sacramento DHA	Senior companion services for frail and elderly seniors	32	36	113%	26,000	54%	Extend annual funding at 2006 level
Department of Health & Human Services	After school services for at-risk youth	15	7	47%	21,500	56%	Extend annual funding at 2006 level
Elk Grove JUHSD Foster Youth	Academic enrichment services to former and current foster youth	13	15	115%	14,250	68%	Extend annual funding at 2006 level
La Familia Counseling Center	Alternative services for at-risk youth	39	60	154%	60,250	67%	Extend annual funding at 2006 level
Mental Health Association	Peer counseling for frail and elderly seniors	75	77	103%	33,750	76%	Extend annual funding at 2006 level
Paratransit	Transportation access training for the elderly and disabled	65	116	178%	34,000	70%	Extend annual funding at 2006 level
Sacramento Area Emergency Housing Center, Inc.	Emergency shelter and housing assistance	77	188	244%	50,000	72%	Extend annual funding at 2006 level
Sacramento Cottage Housing, Inc.	Transitional housing for homeless individuals and families	85	88	104%	18,500	35%	Extend annual funding at 2006 level
Visions Unlimited (Seniors)	Independent living assistance for seniors	72	97	135%	42,000	61%	Extend annual funding at 2006 level
Visions Unlimited (Youth)	Assist at-risk youth to remain in school with counseling/support	35	35	100%	47,000	45%	Extend annual funding at 2006 level
WIND Youth Services	Temporary shelter, guidance and re-unification of homeless youth	90	142	158%	32,000	75%	Extend annual funding at 2006 level

ITEM IV-A – 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 2006/2007

The following is an up date of information as of November 29, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Receive Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	3/27/06	Defense Commissary Agency (DeCA) 3401 Acacia St., Suite 115 McClellan, CA 95652-1002	9/30/06	50	7/17/06
Official	5/10/06	Northstar Plumbing and Construction 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Employer Did not use Services
Official	5/10/06	Sun Microsystems, Inc. 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	7/09/06	1	Mailed
Official	5/15/06	AmerisourceBergen Corporation 1281 National Drive Sacramento, CA 95834	7/15/06	87	7/26/06
Official	5/18/06	E*Trade Financial 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	8/22/06
Official	06/06/06	Albertsons #7248 2211 F Street Sacramento, CA 95816	8/06-8/19/06	25	7/21/06
Official	06/06/06	Albertsons #7206 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	7/21/06
Official	06/06/06	Albertsons #7213 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-8/19/06	47	7/21/06
Official	06/15/06	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Employer chose Outplacement Service
Official	06/30/06	Crystal Cream & Butter Company, Inc. 1013 D Street Sacramento, CA 95815	8/31/2006	50	Resolved Closure Issue
Official	07/28/06	Northrop Grumman USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Awarded Contract Layoff Rescinded
Official	08/03/06	Intel Corporation 1515 Route Ten Parsippany, NJ 07054	7/28/06	77	Employer chose Outplacement Services
Official	08/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	10/02/06	2	Mailed
Official	08/08/06	D.R. Horton, Inc. 11919 Foundation Place, Suite 200 Gold River, CA 95670	10/03/06	17	Material Delivered
Unofficial	09/01/06	NorthWest Airlines 6970 Airport Blvd. Sacramento, CA 95837	10/31/06	28	9/07/06

Official	09/08/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	09/19/06 through 06/01/07	61	Employer chose Outplacement Service
Unofficial	9/15/06	Copeland's Sports 545 Downtown Plaza Sacramento, CA 95814	11/24/06 Approx.	20	Materials Delivered To Worksite
Unofficial	9/15/06	Copeland's Sports 6404 Fair Oaks Blvd. Carmichael, CA 95608	11/24/06	20	Material Delivered To Worksite
Official	9/27/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	9/28/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/26/06 through 10/01/07	159	Employer chose Outplacement Service
Unofficial	10/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/09/06	Tower Records/Video/Books 2500 16 th Street Sacramento, CA 95818	1/10/07	15	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 2514 Watt Ave Sacramento, CA 95821	1/10/07	15	Pending
Unofficial	10/09/06	Tower Records/Video/Books 7830 Macy Plaza Drive, Citrus Heights, CA 95610	1/10/07	15	Pending
Official	10/13/06	Sun Microsystems 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	10/18/06	Barbara's Bakery 3750 Pell Circle Sacramento, CA 95838	9/25/06 through 11/17/06	80	Pending
Official	10/19/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 10/01/07	146	Employer chose Outplacement Service
Official	10/27/06	San Jose Mercury News Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	# undetermined at this time	Pending
Official	10/27/06	Washington Mutual 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Pending
Unofficial	11/15/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Pending
Unofficial	11/29/06	Frontier Fence Company 6837 Power Inn Road Sacramento, CA 95828	12/01/06	20	Material Delivered
			Total # of Affected Workers	1673	

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.