



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

**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, February 2, 2006

**TIME:** 9:30 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: Phil Nelson, Dettie MacCracken, Christine Bern (15 years)
- II. Consent Items**
  - A. Minutes of the December 1, 2005 Regular Board Meeting
  - B. Approval of Claims and Warrants
  - C. Sacramento County Annual Investment Policy of Pooled Investment Fund – All Calendar Years
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. Approval of Revision to Job Specification of Associate Teacher (Rod Nishi)

925 Del Paso Blvd.  
Sacramento, CA 95815

Main Office  
916-263-3800

Head Start  
916-263-3804

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

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

2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher (Rod Nishi)
3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers (Rod Nishi)
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance (Rod Nishi)
5. Approval of Transfer of Funds to SETA from the County of Sacramento (Kathy Kossick)
6. Approve Authorizing the SETA Executive Director to Sign Memorandum of Understanding and Letters of Commitment (Kathy Kossick)
7. Approval of the Sacramento Employment and Training Agency Employee Recognition Policy (Christine Welsch)
8. Approval of Revision of Job Specification of Department Secretary (Rod Nishi)
9. Approval to Submit an Employment Training Panel Application for Upgrade Nursing Training (William Walker)
10. Approval of Amended Travel Policy for SETA Including the New Requirements of AB 1234 for Travel Reimbursement Conditions for Governing Board Members (Gail White)
11. Approval of Use of Fund Balance (Kathy Kossick)
12. Approval to Release a Request for Proposals for Payroll and Human Resource Services (Rick Pryor)

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Private Sector Representative to the Sacramento Works, Inc. Board (Kathy Kossick)
2. Appointment of Youth Council Member (Christine Welsch)
3. Approval to Release the Revised Workforce Skills Preparation Services Request for Qualifications (RFQ) for 2006 (Robin Purdy)
4. Approval to Release a Request for Proposals for WIA Title I, Youth Program Services for Fiscal Years 2006-2011 (Christine Welsch)
5. Approval to Transfer 20% of Workforce Investment Act Dislocated Workers Funding to Adult Programs (Robin Purdy)

**C. HEAD START**

1. Approval of Out-of-State Travel to Attend The National Head Start Hispanic Institute (Brenda Campos)
2. Approval of Memorandum of Understanding with Drs. Prentice Starkey and Alice Klein of U. C. Berkeley (Norma Johnson)
3. Approval To Accept Offer from Meadowview Community Action, Inc. to Voluntarily Terminate Head Start Delegate Agreement (Norma Johnson)

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Resolution to Accept Program Year 2006-2007 Community Services Block Grant Funds (Cindy Sherwood-Green)
2. Approval of Community Action Board Bylaws (Cindy Sherwood-Green)

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Sacramento City Unified School District (2 reports)
- B. Women's Empowerment Program (Ginger Brunson)
- C. Dislocated Worker Update (William Walker)
- D. Update on Nurse Workforce Initiative (NWI) Graduates (Cindy Sherwood-Green)

**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

Subject: Retiree Health

**VI. Adjournment**

**DISTRIBUTION DATE: FRIDAY, JANUARY 27, 2006**

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 1, 2005 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 1, 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, December 1, 2005  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:06 a.m.

Members Present:

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

- Recognition of Long-Term Employees: Mr. William Walker was presented with a gift in recognition of his 20 years of service to SETA.

**II. Consent Items**

The consent calendar included approval of the minutes of the November 21, 2005 special board meeting, and approval of claims and warrants for the period 10/27/05 – 11/22/05. There were no questions or comments.

Moved/Pannell, second/Waters, to approval the consent calendar as distributed.

Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Revision to Job Specification of Associate Teacher
2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher
3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance

Ms. Kossick stated that AFSCME requested that items A-1-4 be continued to the January meeting.

Moved/Pannell, second/Scherman, to move items A1-4 to the January meeting.

Voice Vote: Unanimous approval.

5. Approval of Procurement of Worker's Compensation Insurance

Mr. Jim Toner, Arthur J. Gallagher and Company, presented information on the Worker's Compensation insurance. He stated that there is a significant reduction to the insurance quote and that his company is looking at insurance quotes from other vendors. The other quotes cannot come until the next workers compensation modification is published.

Mr. Thatch stated that the recommendation is to authorize the Executive Director to procure the worker's compensation insurance. Ms. Kossick will report back as to the final amount.

Moved/Scherman, second/Pannell, to authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2006.

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

6. Approval to Accept Funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds

Ms. Purdy reviewed this item. Staff is requesting authorization to submit a proposal and accept funds from the Los Rios Community Colleges and authorize the Executive Director to seek approval from the City and County to accept funds.

The survey will be completed by January and the results will be reported back to staff. The WIB has an Ad Hoc Education Committee and there are representatives from many school districts.

Moved/Pannell, second/Scherman, to authorize the SETA Executive Director to submit and accept \$20,000 in funds from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds. In addition, authorize the SETA Executive Director to seek approval from the City and County of Sacramento pursuant to the Joint Exercise of Powers Agreement to accept funding from a new funding source, the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Release the Workforce Skills Preparation Services Request for Qualifications for 2006

Ms. Purdy stated that staff is requesting approval to release a Request for Qualifications for vendorized services that will be purchased off-the-shelf through the Sacramento Works, Inc. Career Center system. This is for adults 18 years of age and older. Staff are proposing an on-going RFQ where proposals are evaluated on a quarterly basis. This allows staff to constantly add new services that may be of use for the career centers.

Moved/Scherman, second/Collin, to approve the release of the Workforce Skills Preparation Services Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

Margie Schirling was acknowledged for the development of the RFQ.

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of Community Services Block Grant Funding recommendations for Fiscal Year 2006

Ms. Cindy Sherwood-Green reviewed this item. Over \$2.2 million was requested. Thirteen SETA staff and one CalNeva staff reader developed the funding recommendations. New and innovative programs were solicited and requested by the Community Action Board. Four new programs are being recommended for funding. Included in this recommendation is continued funding for Daren Maeda in the amount of \$30,000.

CAB members Janet Foster and Starine Reese were acknowledged in the audience. Mr. Victor Bonanno was thanked for coordinating the funding process.

Mr. Thatch stated that he serves on the advisory board of the Salvation Army. His office has refrained from participation in any decision regarding this procurement and funding recommendations.

Ms. Mary Nakamura, Transitional Living and Community Support, spoke before the board and requested that the funding recommendation be modified.

Ms. Collin suggested TLCS submit funding through Proposition 63.

Moved/Scherman, second/Collin, to approve CAB funding recommendations for the Fiscal Year 2006 Community Services Block Grant and approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.

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

Moved/Collin, second/Pannell, that should additional funds become available under this program, the TLCS program be returned to the CAB for funding consideration.

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

#### **E. REFUGEE PROGRAMS**

1. Approval of Funding Augmentation for the Refugee Employment Social Services and Targeted Assistance Programs, PY 2005-2006

Mr. Roy Kim reviewed this item and explained that over \$690,000 in TA and RESS funds have been identified as carry over funds.

Moved/Pannell, second/Nottoli, to approve staff funding augmentation recommendations for the Refugee Employment Social Services and Targeted Assistance programs, Program Year 2005-2006.

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

#### **IV. Information Items**

- A. Fiscal Monitoring Reports: No questions.
- B. Grant Award to the Mexican American Alcoholism Program, Inc.: Ms. Purdy stated that this is a new partner with the career systems. They will be working with Franklin, Lemon Hill, South County and Broadway to provide services to customers.
- C. Dislocated Worker Update: Mr. Walker reported that Metro 1 Communications is closing and moving to the mid-west. Standard Parking is picking up 151 employees that are being displaced. Ms. Scherman asked if there was any information about a store coming into Elk Grove called Stupid Prices. Mr. Walker will follow-up and report back.

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

- A. Chair: Ms. Collin asked if SETA is working with Yolo County to assist Ikea in the staffing of the West Sacramento store.
- B. Executive Director: Ms. Kossick suggested moving the January meeting to January 12.

A copy of the SACTO economic profile was distributed. The One Stop career Centers are on pages 30 and 31.

The new SETA pocket calendar was distributed. SETA received a letter from EDD notifying us that we received an exemplary performance award. We have met all 17 standards and have received over \$21,000 as an incentive award.



Ms. Kossick reported that over the weekend, Bob Scharff, Network Engineer, passed away. He was just weeks away from retirement.

C. Counsel: No report.

D. Members of the Board

Ms. Scherman asked that the meeting be adjourned in memory of her daughter who would have been 42 today, and in memory of Bob Scharff.

E. Public

May Lee distributed information on the Lunar New Year Dinner. Deborah Ortiz will be honored. The Martin Luther King celebration will be held at the Sacramento Convention Center on January 16, 2006. The Sacramento Federation of Program Operators has dissolved. The remaining funding will be distributed in the form of \$12,000 in scholarships going toward the Martin Luther King celebration and another \$12,000 will go to the One Stops to buy bus passes.

The board adjourned into closed session at 11:29 a.m.

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION**

Initiation of litigation pursuant to Subdivision (c) of Section 54956.9

One potential case

**VII. Adjournment:** The meeting adjourned at 11:41 a.m. in memory of Bob Scharff and Ms. Scherman's daughter. There was no report out of closed session.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/22/05 through 1/26/06, and all expenses appear to be appropriate.

ITEM II-C -CONSENT

SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF THE POOLED  
INVESTMENT FUND – ALL CALENDAR YEARS

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. There has been no prior approval for the Calendar Year 2005 or 2006. The 2005 and 2006 Calendar Year Sacramento County Annual Investment Policies are attached.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. The Governing Board of SETA could resolve to automatically accept each annual County Investment Policy as approved or modified by the Sacramento County Board of Supervisors. Thus the only time this item would come to this Board's attention is if there was something in the Investment Policy that the Executive Director disagreed with or had questions about.

RECOMMENDATION:

Receive, adopt, and file these Investment Policies for the Pooled Investment Fund for the calendar year 2005 and 2006 and resolve to automatically adopt each year's Investment Policy as approved and as modified by the County Board of Supervisors.

**RESOLUTION NO: 2006-4**

WHEREAS, the Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency for the City of Sacramento and the County of Sacramento; and

WHEREAS, the Joint Powers Agreement requires that Sacramento County keep and invest the money for Sacramento Employment and Training Agency; and

WHEREAS, the Sacramento County Annual Investment Policies of the Pooled Investment Fund for the Calendar Years 2005 and 2006 are attached to this resolution;

WHEREAS, the County Board of Supervisors approves the original and any modifications of Investment Policy of the County of Sacramento; and

WHEREAS, the Governing Board approves of each future Investment Policy and modification thereto that is approved by the Sacramento County Board of Supervisors.

NOW THEREFORE, BE IT RESOLVED that the Governing Board of the Sacramento Employment and Training Agency hereby officially adopts the Sacramento County Annual Investment Policy of the Pooled Investment Fund for the Calendar Year 2005 and 2006 and any future Annual Investment Policy of Sacramento County or modification thereto which is approved by the Sacramento County Board of Supervisors.

Ayes: \_\_\_\_\_

Noes: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
ILLA COLLIN  
Chair, SETA Governing Board

**ATTEST:**

\_\_\_\_\_  
Nancy L. Hogan, Clerk of the Board

Dated: February 2, 2006

ITEM III-A-1 - ACTION

APPROVAL OF REVISION TO JOB SPECIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The Agency Executive Director is proposing a modification to the Associate Teacher job specification. The duties and responsibilities identified in the job specification would not substantively change. However, the proposed job specification would include three tiers of pay based upon the attainment and retention of educational and permit requisites.

The Agency informed the employee union, the American Federation of State, County and Municipal Employees (AFSCME), of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents as Associate Teacher. This item and the subsequent item regarding salary are the product of those meetings and represent agreement by the Agency and AFSCME.

The salary range would be established in three (3) tiers as follows:

- Associate Teacher I (formerly Teacher Assistant)
  - Requirements: 6 Early Childhood Education (ECE) units with no experience. Acquisition of 6 additional ECE units for a total of 12 within the first year. (30 hours/week)
  - Salary range:

Step A	Step B	Step C	Step D	Step E
\$9.06	\$9.51	\$9.99	\$10.49	\$11.01
  
- Associate Teacher II
  - Requirements: 12 core ECE units, no permit, 30 hours/week, no experience
  - Salary range:

Step A	Step B	Step C	Step D	Step E
\$9.97	\$10.47	\$10.99	\$11.54	\$12.12
  
- Associate Teacher III
  - Requirements: Associate Teacher Permit, current salary range of AT, 30-40 hours/week
  - Salary range:

Step A	Step B	Step C	Step D	Step E
\$10.93	\$11.48	\$12.05	\$12.65	\$13.28

The candidate or employee's tier level will be based on their educational qualifications (# of units and requisite classes) and/or the attainment of permits. However, all would be classified as an Associate Teacher with similar job duties.

The pay range difference between Tier levels is approximately 10%. An employee is placed on the next tier when the agency receives written evidence from the employee that they have met the qualifications. The pay will be effective pursuant to Section 7.15.b. of the Labor Agreement.

The subject modification will give the Agency greater flexibility in recruitment and hiring while giving employees an incentive to continue their education.

Attached is the job specification with additions emboldened and deleted language appears with strike out.

**RECOMMENDATION:**

Approve the modification to the Associate Teacher job specification.

## ASSOCIATE TEACHER

Definition: Under general supervision, to conduct activities for children to 42 **9** years old in a Head Start **and/or California Department of Education child development** ~~preschool and day care~~ program; to supervise and assist children with learning activities; to work with parents; to provide direction to parent volunteers; and to do related work as required.

### EXAMPLES OF DUTIES

Under general supervision, to conduct classroom activities which provide individual developmental experiences for children; to perform classroom teaching duties; to be responsible for the health, safety, and personal welfare of assigned children, to assist in planning and implementing educational activities in a Head Start classroom; **to** assist with observing and assessing the progress of children; **to** supervise children in outdoor activities and field trips; **to** participate in parent and staff meetings; **to** assist children with basic needs; to provide some direction for parent volunteers; to promote parent involvement in the classroom; and to do related work as required.

### Minimum Qualifications:

Knowledge of: Child Care programs and functions, developmental stages and needs of infants to 42 **9** year olds; problems and needs of low-income families; teaching methods and techniques.

Ability to: Perform care-giving routines for children from 6 months to 42 **9** years in a child care program operated by SETA; provide guidance for the parent volunteers and teacher assistants; promote the SETA program within the community it serves; work effectively with low-income families and parent groups; speak and write effectively; ~~mainstream~~ **maintain** records and prepare reports; deal tactfully and courteously with persons seeking information and expressing concerns about program policies and functions; establish and maintain cooperative working relationships.

Training and Experience Requirements: ~~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:~~

### **Tier I**

**A minimum of six (6) college units in Early Childhood Education (ECE) and obtain an additional six (6) units in ECE within one year from hire date; or**

**Tier II**

**A minimum of twelve (12) college units in core courses in Early Childhood Education (ECE); or**

**Tier III**

**At least A minimum of one (1) year of successful work experiences as a teacher or a teacher assistant in a day-care *child development* program in an educational or recreational setting, and possession of a current *Child Development Associate Teacher Permit or higher as issued by the State of California Commission on Teacher Credentialing.***

~~Special Requirements: Candidates must be eligible for a Child Development Associate Teacher Permit as verified by the State of California Commission on Teacher Credentialing. When assigned to infant care, the **Associate Teacher shall have** at least three (3) of the semester units above related to the care of infants.~~

~~When assigned to school-age care, the teacher may substitute twelve (12) units appropriate to elementary school-age children on a unit-per-unit basis or recreation units relevant to elementary school-age children.~~

***When appointed, the candidate will be placed at the highest Tier for which they qualify.***



ITEM III-A-2- ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY RANGE FOR THE  
CLASSIFICATION OF ASSOCIATE TEACHER

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies and Procedures require a Board resolution to establish a salary range.

RECOMMENDATION:

Approve the attached resolution establishing the salary range for the Associate Teacher classification.

RESOLUTION NO. 2006-1

WHEREAS, the SETA Governing Board modified the Agency classification plan and modified the classification of **Associate Teacher**; and

WHEREAS, it is necessary to establish the salary range for this classification; NOW THEREFORE, IT IS RESOLVED, that in accordance with Sections 11.01 and 11.02 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Associate Teacher I

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$9.06	\$9.51	\$9.99	\$10.49	\$11.01

Associate Teacher II

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$9.97	\$10.47	\$10.99	\$11.54	\$12.12

Associate Teacher III

<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>
\$10.93	\$11.48	\$12.05	\$12.65	\$13.28

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board authorize the Sacramento Employment and Training Agency (SETA) to establish these salary ranges in accordance with Sections 11.01 and 11.02 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 second day of February, 2006, by the following vote, to wit:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

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

Attest:

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

ITEM III- A- 3- ACTION

APPROVAL TO RECLASSIFY HEAD START TEACHER ASSISTANTS TO  
ASSOCIATE TEACHERS

BACKGROUND:

Employees currently holding status in the job classification of Head Start Teacher Assistant qualify for the classification of Associate Teacher Tier I because they meet the requirements of the revised job specification.

The Agency Executive Director is proposing the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I), per Section 3.02 of the SETA Personnel Policies and Procedures. There is no fiscal effect from this action.

RECOMMENDATION:

Approve the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I). The incumbents will retain their seniority in this revised classification.

ITEM III-A – 4 - ACTION

APPROVAL TO REVISE SECTION 14.2 OF THE LABOR AGREEMENT, HEAD  
START SUBSTITUTE TEACHER ALLOWANCE

BACKGROUND:

The effect of modifications to the Associate Teacher job specification creates the need to modify Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement with the American Federation of State, County and Municipal Employees (AFSCME) and the Agency.

The Agency informed the employee union of the Agency's intent and met regarding the specification changes and potential impacts of those changes upon the incumbents as Associate Teacher.

This item is the product of those meetings and represents agreement by the Agency and AFSCME. The following is Section 14.2 with additions emboldened and deleted language appears with strike out.

14.2 HEAD START SUBSTITUTE TEACHER ALLOWANCE

In the event the ~~Head Start Division Chief~~ **Children & Family Services Deputy Director** or designee requires a ~~Head Start Teacher Assistant~~ an **Associate Teacher II or III** to substitute for an absent Head Start Teacher or an absent ~~Head Start Head Teacher~~ **Site Supervisor**, such employee shall receive Step A of the Head Start Teacher hourly rate for each required hour of substitute work ~~provided the employee substitutes for three (3) or more consecutive working days.~~ **The substitute assignment shall be for up to four hours per shift. Any variation shall be pre-authorized in writing by the Deputy Director, Children & Family Services or designee.**

Employees whose substitute assignment is in excess of 10 consecutive work days will be paid for six hours of Head Start Teacher pay beginning on the eleventh consecutive work day.

~~Head Start employees who are on the Head Start Substitute Teacher list shall receive Step A of the Head Start Teacher hourly rate beginning on the first working day.~~

RECOMMENDATION:

Approve the revisions to Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement.

ITEM III-A- 5 - ACTION

APPROVAL OF TRANSFER OF FUNDS TO SETA FROM THE COUNTY OF  
SACRAMENTO

BACKGROUND:

In reconciling various accounts, the County Auditor-Controller's Office has identified an account from the late 1970's that appears to belong to SETA. The County will be transferring these funds to SETA upon approval of a hold harmless statement attached.

RECOMMENDATION:

Authorize the Executive Director to approve the attached hold harmless statement to complete the transfer of \$74,183 to SETA. These funds will become part of the Agency's fund balance for future use by the SETA Governing Board.

## ITEM III-A – 6 - ACTION

### APPROVE AUTHORIZING THE SETA EXECUTIVE DIRECTOR TO SIGN MEMORANDUMS OF UNDERSTANDING AND LETTERS OF COMMITMENT

#### BACKGROUND:

Memorandums of Understanding and Letters of Commitment are used by the Sacramento Employment and Training Agency to document the roles and responsibilities of collaborating agencies in many of the workforce development and social service programs operated by the agency. The Workforce Investment Act requires that Memorandums of Understanding are developed with all required partners in the one stop career center system. Many federal and state grant applications require that letters of commitment from collaborating agencies are submitted with the proposal.

The Sacramento Employment and Training Agency has a long standing policy that all Memorandums of Understanding and Letters of Commitment must be approved by the SETA Governing Board. In an effort to streamline processes and increase efficiency, the SETA Governing Board recently delegated authority to the SETA Executive Director to execute contracts which do not exceed \$50,000 per year. Most MOUs and Letters of Commitment are non-financial in nature and are used to designate roles and responsibilities of the parties and describe the in-kind contributions of staff, facilities, or services that will be provided. Staff is requesting that the SETA Executive Director also be authorized to sign Memorandums of Understanding and Letters of Commitment that comply with SETA's mission and that commit in-kind staff, facilities and services. Executed MOU's and Letters of Commitment will be included as an Information Item on the following SETA Governing Board agenda.

#### RECOMMENDATION:

Authorize the SETA Executive Director to sign Memorandums of Understanding and Letters of Commitment that comply with SETA's mission and commit in-kind contributions of staff, facilities and/or services.

ITEM III-A – 7 - ACTION

APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
EMPLOYEE RECOGNITION POLICY

BACKGROUND:

SETA management chartered an employee-led team to develop and implement an Employee Recognition program for the agency. The purpose of the Employee Recognition program is to provide a vehicle to recognize contributions by employees to the agency and to the well being of their peers. The goal of the Employee Recognition process is to improve working conditions and improve employee relations, morale and performance. Furthermore, the program seeks to educate all levels of staff regarding the importance of respecting and acknowledging staff efforts.

The Employee Recognition Team developed an Employee Recognition process, a nomination form and the Employee Recognition Policy. Costs associated with Employee Recognition are allowable as outlined under OMB Circular A-87 that is outlined in the attached Employee Recognition Policy.

RECOMMENDATION:

Approve the Sacramento Employee Recognition Policy and authorize the Executive Director to allocate resources in keeping with the policy. It is anticipated that no more than \$10,000 per year would be allocated to support the Employee Recognition program activities.

Employee Recognition Policy  
Sacramento Employment & Training Agency

**1. Purpose**

To establish policy and procedures for employee recognition for the employees of the Sacramento Employment & Training Agency. The Employee Recognition process provides a vehicle to recognize contributions by employees to the agency and to the well being of their peers. The goal of the Employee Recognition process is to improve working conditions and improve employee relations, morale and performance.

**2. Scope**

The benefits of Employee Recognition are available to all eligible agency employees.

**3. Criteria and Process**

a. Allowable expenses

The costs of Employee Recognition are allowable as outlined under OMB Circular A-87. OMB Circular A-87 (13) states: "a. The costs of employee information publications, health or first-aid clinics and/or infirmaries, recreational activities, employee counseling services, and any other expenses incurred in accordance with the governmental unit's established practice and custom for the improvement of working conditions, employer-employee relations, employee morale, and employee performance are allowable. b. Such costs will be equitably apportioned to all activities of the governmental unit. Income generated from any such activities will be offset against expenses."

b. Process

The two levels of employee recognition are: 1) immediate recognition by the supervisor and/or 2) nomination for recognition by peers, supervisors and management.

Employees may nominate other employees for recognition by completing the nomination form (attached). The Employee Recognition Team meets on a quarterly basis and will take the nominations under advisement. Selected employees will be notified and the results publicly announced. It is the intention that this process be institutionalized throughout the Agency to improve employee morale.

**4. Evaluation**

All staff will have the opportunity to evaluate the Employee Recognition program and the process. An evaluation sheet will be available at all locations and sites. Evaluations will be submitted to the Employee Recognition Team.



# Employee Recognition Nomination Form

SETA would like to recognize those employees who go the extra mile. There are many ways in which an employee may contribute above and beyond what is expected. This may include a suggestion or action that improves an established process, improves service to customer(s) served by SETA, and/or when an employee goes above and beyond in their regular work assignment or a special project.

A maximum of ten employees will be recognized each quarter. Nominees not selected for recognition in any given quarter must be re-nominated in the next quarter(s) for reconsideration. In 100 words or less, please indicate the employee you would like to nominate for recognition and the reason you are nominating them (**please write legibly** and include all information requested, incomplete forms will not be considered). Nominations should be supported with specifics of what the nominee's actions or efforts resulted in.

**Who can nominate:** Any SETA employee (peer, subordinate, supervisor, or manager).

**Who can be nominated:** Any regular employee who has passed his or her probationary period.

**How are recognized employees selected:** The employee recognition team will review all nominations and select those employees to be recognized at the conclusion of each quarter (Cut-off dates for nomination are March 15th; June 15th; September 15th; and December 15<sup>th</sup>).

**Please select the most appropriate activity or accomplishment related to your nomination.**

- |   |   |  |                                     |
|---|---|--|-------------------------------------|
| <input type="checkbox"/> Attendance       | <input type="checkbox"/> Workplace Safety | <input type="checkbox"/> Distinguished Service | <input type="checkbox"/> Extra Mile |
| <input type="checkbox"/> Customer Service | <input type="checkbox"/> Cost Savings     | <input type="checkbox"/> Personal Achievement  | <input type="checkbox"/> Other      |

**Date:** \_\_\_\_\_ **Nominee Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_ **Work Location:** \_\_\_\_\_

**Accomplishment (Reason for nomination):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**Nominator's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
(please print)

**Please place your nomination in a sealed envelope, in the Employee Recognition lock box located in the Mailroom at 925 Del Paso Blvd. You may also send your nomination, in a sealed envelope, via inter-office mail to the attention "Employee Recognition." The Employee Recognition Team will review and rank the nominations based on the information received on the nomination form(s). Nominees selected for recognition will be announced on SETA's website.**

ITEM III-A- 8 - ACTION

APPROVAL OF REVISION OF JOB SPECIFICATION OF DEPARTMENT  
SECRETARY

BACKGROUND:

The last revision to the Department Secretary job specification was made in November, 1997. The Agency has begun the recruitment process to replace the retiring Department Secretary. A number of changes have been made to the specification to more clearly define the duties of this position, and indicate physical demands/qualifications of the position. The changes are noted in bold italics.

RECOMMENDATION:

Approve the revised job specification for Department Secretary. This is an unrepresented position.

**DEPARTMENT SECRETARY**

ORGANIZATIONAL RESPONSIBILITY

A Department Secretary is responsible to the SETA Executive Director.

DEFINITION

Under general direction, to serve as Secretary to the SETA Executive Director, relieving the Director of a variety of administrative details; ~~to~~ **may** supervise, train and evaluate clerical staff in the Office of the Executive Director; ~~to~~ **provides** information on the functions, policies, and procedures of SETA; and ~~to~~ **does** related work as required.

EXAMPLES OF **ESSENTIAL** DUTIES

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.***

1. Acts as confidential secretary to the SETA Executive Director, performing a wide variety of secretarial, administrative, and office assistance assignments;
2. Edits and types correspondence, memos, and other material requiring knowledge of agency policies, procedures and proper format;
3. Sets up and maintains confidential and administrative files; schedules appointments and maintains Executive Director's calendar;
4. Receives phone calls and office visitors, providing information and directing inquiries to proper staff;
5. Personally replies to inquiries requiring judgement, initiative, and interpretation of Agency policies, practices and procedures;
6. Reviews board packets for completeness and errors prior to distribution;
7. Initiates replies to inquiries that do not involve policy;
8. Reviews Director's outgoing mail to ensure conformance with established procedures and format;
9. Arranges meetings and conferences;
10. May attend board and other meetings, taking and transcribing minutes of proceedings;
11. Assists with the proper follow-up of board actions; prepares and types forms;
12. Obtains documents, background information and other data for administrative reports, surveys, and other uses;
13. Operates office equipment.

EXAMPLES OF **MARGINAL** DUTIES

1. Takes and transcribes dictation of a difficult, confidential, and technical nature;
2. **May** provide some direction and supervision for other office staff;

3. **May** Performs other **provide** clerical functions **support** to Agency **Management to** expedite action on agency matters;

### MIMINUM QUALIFICATIONS

#### Knowledge of:

~~SETA policies, rules, and administrative regulations;~~  
Functions and organization of SETA;  
Principles of supervision;  
Modern office methods, procedures, and equipment;  
Establishment and organization of administrative files;  
Mathematics;  
Correct English usage, spelling, grammar, and punctuation;  
Word processing **spreadsheet, data base, presentation, and communications** software.

and

#### Ability to:

**Learn and apply** SETA policies, rules, and administrative regulations **appropriately**;  
Plan, direct and organize the work of others;  
Train and evaluate subordinate staff;  
Interpret and apply a variety of SETA rules, administrative regulations, and policies while carrying out a variety of secretarial, office assistance, and administrative assignments;  
Take responsibility and exercise good judgement in recognizing scope of authority;  
Prepare summaries of reports and correspondence;  
Prepare clear, concise, and accurate information and records;  
Compile and maintain accurate information and records;  
Analyze situations accurately and take effective action;  
Take oral dictation and transcribe it accurately;  
Type at a speed of 45 words per minute from clear, legible copy;  
Deal tactfully and courteously with others in answering questions and inquiries, disseminating information, and providing assistance with SETA functions and policies;  
Establish and maintain cooperative working relationships;  
Utilize word processing, **spreadsheet, data base, presentation, and communication** software.

and

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:

Four (4) years of increasingly responsible office assistance and secretarial work experience, in a position requiring extensive public contact. College secretarial or business administration course work may be substituted for general clerical experience at a ratio of two (2) years of college for one (1) year of experience.

**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 – 9 - ACTION

APPROVAL TO SUBMIT AN EMPLOYMENT TRAINING PANEL APPLICATION FOR  
UPGRADE NURSING TRAINING

BACKGROUND:

The Sacramento Employment and Training Agency /SWCC staff have begun the development of a contract with the Employment Training Panel (ETP) to provide upgrade training to 80 frontline workers from Certified Nursing Assistant (CNA) to Licensed Vocational Nurse (LVN). The Agency will collaborate with the Grant Adult Education Community and Vocational Nursing Program. This Program currently works with 27 employers that are requiring skills upgrading for their existing CNA staff.

SETA is currently the grant administrator for another ETP grant, collaborating with Tech Skills to provide training to 472 incumbent workers in information technology. SETA/SWCC will establish a similar relationship with the Grant Adult Education Community and Vocational Nursing Program for 80 frontline workers currently employed as CNAs in various healthcare facilities.

RECOMMENDATION:

Approve the formal submission of an application to the Employment Training Panel for a Nurse Workforce Program and authorize the Executive Director to sign the contract with ETP.

ITEM III-A-10- ACTION

APPROVAL OF AMENDED TRAVEL POLICY FOR SETA INCLUDING THE NEW REQUIREMENTS OF AB1234 FOR TRAVEL REIMBURSEMENT CONDITIONS FOR GOVERNING BOARD MEMBERS

BACKGROUND:

The Governor signed Assembly Bill 1234 (AB 1234) with an effective date of January 1, 2006. AB1234 added Government Code section 53232 as well as other code sections establishing parameters of travel and expense reimbursement for legislative body members of a government agency. The bill also requires that the legislative body adopt, in a public meeting, a written expense reimbursement policy that specifies the types of occurrences that qualify for reimbursement of expenses relating to travel, meals, lodging and other actual necessary expenses. Until the Board adopts this expense reimbursement policy, the agency cannot make expense reimbursements after January 1, 2006. In addition to including the required language for reimbursements, the Travel Policy has been modified to make it consistent with the current procedures and practices for SETA employees who travel on agency business.

RECOMMENDATION:

Approve the attached revised Sacramento Employment and Training Agency Travel Policy and Procedures. Adopt the attached resolution regarding the changes required by Assembly Bill 1234.



**RESOLUTION NO. 2006-3**

**RESOLUTION OF THE GOVERNING BOARD OF SACRAMENTO EMPLOYMENT  
AND TRAINING AGENCY (SETA) ESTABLISHING POLICIES FOR EXPENSE  
REIMBURSEMENT FOR MEMBERS OF THE GOVERNING BOARD AND MEMBERS  
OF THE VARIOUS LEGISLATIVE BODIES WITHIN SETA**

**WHEREAS**, SETA takes its stewardship over the use of its limited public resources seriously;

**WHEREAS**, public resources should only be used to reimburse expenses of SETA officials when there is a substantial benefit to the Agency or its partners and customers;

**WHEREAS**, such benefits include:

1. The opportunity to discuss the community's concerns with state and federal officials;
2. Participating in regional, state, and national organizations whose activities affect SETA;
3. Attending educational seminars designed to improve officials' and employees' skill and information levels; and

**WHEREAS**, 1) legislative and other regional, state, and federal agency business is frequently conducted over meals; 2) sharing a meal with regional, state and federal officials is frequently the best opportunity for a more extensive, focused and uninterrupted communication about the legislative body's policy concerns; and 3) each meal expenditure must comply with the limits and reporting requirements of local, state and federal law;

**WHEREAS**, this policy provides guidance to elected and appointed officials on the use and expenditure of SETA resources, as well as the standards against which those expenditures will be measured;

**WHEREAS**, this policy satisfies the requirements of Government Code sections 53232.2 and 53233.3.

**WHEREAS**, this policy supplements the definition of actual and necessary expenses for purposes of state laws relating to permissible uses of public resources;

**WHEREAS**, this policy also supplements the definition of necessary and reasonable expenses for purposes of federal and state income tax laws;

**WHEREAS**, the SETA Governing Board has approved policies related to travel and other expense reimbursement applicable to SETA employees generally; and,

**WHEREAS**, this Resolution supplements those existing policies for Members of the SETA Governing Board and members of other SETA legislative bodies, as defined by Government Code section 54952 when members of those other legislative bodies incur expenses in that capacity.

**NOW, THEREFORE**, the SETA Governing Board resolves as follows:

“Authorized Expenses by members of SETA’s legislative bodies

SETA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized SETA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Official board, council, committee, commission meeting scheduled subject to the Brown Act;
2. Attending conferences, seminars, workshops or educational events related to the business or operation of such groups;
3. Attending legislative and educational seminars, workshops and training, including ethics training, designed to improve legislative body expertise and information levels;
4. Participating in regional, state and national organizations whose activities affect SETA’s interests;
5. Opportunities to meet with city, county, special district, state, or federal officials to discuss legislative body interests and to implement SETA-approved strategy for attracting or retaining businesses to SETA, which typically involve at least one staff member.

Expenditures not specifically covered by this list of occurrences will require prior approval by the SETA Governing Board, or other approved legislative body action, at a public meeting before the expense is incurred.

Expenses will be reimbursed in accordance with the procedures in this Travel Policy. All documents related to reimbursable SETA expenditures are public records subject to disclosure under the California Public Records Act (Government Code section 6250-6270).

Reports to the Governing Board

At the following meeting of the SETA Governing Board or other applicable legislative body, each official shall briefly report on meetings attended at SETA expense. If multiple officials attended, a joint report may be made.

Violation of this Policy

The use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to SETA, 3) SETA reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.”

Additionally, the SETA Governing Board also adopts the revised Travel Policy of SETA, attached hereto and includes the wording of this Resolution.

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 second day of February, 2006 by the following vote, to wit:

AYES:\_\_\_\_\_

NOES:\_\_\_\_\_

ABSENT:\_\_\_\_\_

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

Attest:

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

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
TRAVEL ON OFFICIAL BUSINESS

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## INTRODUCTION

### Purpose

To provide an approved travel policy and information needed for preparation of travel requests and travel claims. To provide guidance to travelers, travel arrangers, approvers, and auditors on cost-effective management of travel expenses. To identify reimbursable versus non-reimbursable expenses. To clarify employee responsibility for controlling and reporting travel expenses. To specify the types of travel reimbursable by SETA for members of SETA's legislative bodies.

It is impossible to anticipate every situation that may be encountered while traveling on business. Each employee is expected to exercise good judgment in incurring travel expenses and to obtain prior approval for all foreseeable travel-related expenditures.

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Expenses which are not approved or which are not in compliance with this policy will be the traveler's personal responsibility.

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### Scope

These policies and procedures are applicable to all officers, employees, and persons in the service of SETA.

## POLICIES

### General

When the cost of travel shall be reimbursed to the employee by another agency, whether, state, federal, or private, such reimbursement and the intent for same shall be disclosed as a source of funding on the travel request. In advance of travel the employee must decide whether to accept the rates of SETA or other agency. If the travel costs are borne by SETA, reimbursement from the other agency shall be paid to SETA and deposited as an abatement of expense.

Approval to incur any travel expenses shall be obtained from the Executive Director and Department Chief or the individual designated to act for same prior to making travel arrangements. The travel request is required for the protection of the employee while traveling as an agent of SETA.

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### Policy Intent

Travel policies enunciated shall be construed so that no officer or employee shall suffer any undue loss while traveling on official SETA business.

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
TRAVEL ON OFFICIAL BUSINESS

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Authorized Expenses by members of SETA's legislative bodies

SETA funds, equipment, supplies (including letterhead), titles, and staff time must only be used for authorized SETA business. Expenses incurred in connection with the following types of activities generally constitute authorized expenses, as long as the other requirements of this policy are met:

1. Official board, council, committee, commission meeting scheduled subject to the Brown Act;
2. Attending conferences, seminars, workshops or educational events related to the business or operation of such groups;
3. Attending legislative and educational seminars, workshops and training, including ethics training, designed to improve legislative body expertise and information levels;
4. Participating in regional, state and national organizations whose activities affect SETA's interests;
5. Opportunities to meet with city, county, special district, state, or federal officials to discuss legislative body interests and to implement SETA-approved strategy for attracting or retaining businesses to SETA, which typically involve at least one staff member.

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Expenditures not specifically covered by this list of occurrences will require prior approval by the SETA Governing Board, or other approved legislative body action, at a public meeting before the expense is incurred.

Expenses will be reimbursed in accordance with the procedures in this Travel Policy. All documents related to reimbursable SETA expenditures are public records subject to disclosure under the California Public Records Act (Government Code section 6250-6270).

Reports to the Governing Board

At the following meeting of the SETA Governing Board or other applicable legislative body, each official shall briefly report on meetings attended at SETA expense. If multiple officials attended, a joint report may be made.

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Violation of this Policy

The use of public resources or falsifying expense reports in violation of this policy may result in any or all of the following: 1) loss of reimbursement privileges, 2) a demand for restitution to SETA, 3) SETA reporting the expenses as income to the elected official to state and federal tax authorities, 4) civil penalties of up to \$1,000 per day and three times the value of the resources used, and 5) prosecution for misuse of public resources.

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
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Travel Arrangements

A. Designated Agency

All airline and rental car reservations shall be made through the Sacramento County designated travel agency, which is currently:

TQ3 Navigent Travel Solutions  
11230 Gold Express Drive, Suite 404  
Gold River, CA 95670

Deleted: Madison USTravel

TQ3 Navigent Travel Solutions  
Reservation Number is: (916) 638-3935  
Toll Free Number is: 1 (877) 966-9466  
(8:30 a.m. - 5:30 p.m., Monday through Friday)  
FAX Number: (530) 271-1453

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Deleted: (800) 677-3536

Deleted: (916) 638-3967

- B. The traveler is responsible for making (by phone or FAX) hotel reservations and conference reservations. The SETA Travel Coordinator will then complete airline arrangements and send payment for conference registration.

Approving Authority for Travel

All travel requests must be approved by the Department Chief and the Fiscal Chief or the individual designated to act for same prior to trip departure. Executive Director approval is required for out-of-state travel requests. The Fiscal Department is authorized to reimburse travelers whose expenses are justifiable and in compliance with this policy.

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In case of travel changes or problems (i.e., missing connections) while traveling, the traveler should use the following 800 numbers:

After hours or in an Emergency Situation: 1 (800) 669-8787. You must give this Identification Number: VB2.

These numbers are printed on the travel itineraries. Travelers should always make travel changes through Carlson or, after hours, through the listed 800 numbers.

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Travel Advances

Payment for all air fare and car rentals is paid directly to the Sacramento County's designated travel and car rental agents. The Fiscal Department is authorized to pay 100 percent registration or conference fees and advance up to 100 percent of the estimated lodging and meals, and for Head Start parents, other expenses for official travel. In addition, travel advances may include up to 50 percent of the estimated personal private mileage reimbursement, when personal vehicles are approved for use for official travel. Requests for advances shall be received by the Fiscal Department for processing a minimum of seven (7) working days prior to any required action on the request. Advances shall not be made for amounts less than one hundred dollars (\$100) and will not be issued prior to two (2) days before expected travel unless adequate justification is submitted to show that undue hardship to the individual will result in the event the smaller advance is not made. Advances will not be made if a previous advance is unsettled.

Lodging

- A. When a companion travels with an employee on official business, reimbursement for

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
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lodging will be at the lowest available single-occupancy rate for the accommodations. It is the responsibility of the employee to obtain the lodging rate for both single- and double-occupancy and indicate them on the travel claim.

- B. The employee should ask for government rates (unless a group or conference rate is less) and provide a completed Transient-Occupancy Tax exempt form at the time of arrival. An identification or business card is generally sufficient identification. Upon return, original itemized hotel receipts must accompany completed claims. SETA is not responsible for reimbursement of luxury upgrades (ocean views, king-size beds, suites, etc.).
- C. Hotel reservations and cancellations are the responsibility of the traveler. Any cancellation charges incurred will be billed to the traveler unless reasonable justification is provided.
- D. When lodging must be pre-paid to ensure reservations (particularly with PC/PAC parents), the SETA Travel Coordinator may request Credit Card Authorization Form from the hotel and authorized only room and tax expenses charged to the American Express SETA corporate card.

Meals

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- A. Reimbursement for meals shall be made only when travel extends for a minimum of six (6) hours during the normal working day. In addition, the travel must last for a minimum of six (6) hours, ending after 7:00 p.m. to qualify for dinner. For purposes of determining eligibility for reimbursement, travel shall be considered to begin when the traveler departs his or her residence if the trip begins before or after normal office hours. If the trip begins during normal office hours, travel shall be considered to begin when the traveler departs his or her office. In order to be reimbursed for cost of meals, travel must begin at or before the time shown on the following schedule:

MEAL	TRAVEL BEGINS
Breakfast	6:00 a.m.
Lunch	11:00 a.m.
Dinner	5:00 p.m.

Meals which are supplied by common carrier or are included in conference fees or hotel rates will not be reimbursed (i.e., if a traveler is booked on a flight which serves lunch, no reimbursement will be provide for the lunch meal). A continental breakfast does not constitute a meal. Travelers should inform the Travel Coordinator of any special dietary requirement at the time reservations are made, and travelers should remind the flight attendant of the special request.

Meal reimbursement will be for actual amount up to the maximum below allowed by

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
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Sacramento County based on the location of the travel. The employee must report on the SETA travel claims the actual amount expended for each meal for each day whether or not it exceeds the maximum reimbursement. Because of new Internal Revenue Service (IRS) requirements, employees should keep a record of these expenses for Federal Income Tax purposes. The record should include:

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- \$ The name and location of the establishment where the meal/event took place.
- \$ Exact amount and date of the expense.
- \$ Specific business discussed.

Transportation

Normally, travel will be by the most reasonable means available, taking into consideration requirements for reimbursement for meals and lodging and employee time devoted to travel at the expense of performance of other duties.

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¶  
Breakfast \$ 5.50¶  
Lunch \$ 9.50¶  
Dinner \$ 17.00¶  
\$ 32.00 per day¶

A. Air Travel

✓  
✓  
The SETA Travel Coordinator will arrange for reservations and tickets for approved travel requests authorizing air transportation. The lowest available fare will be used for air travel unless otherwise specifically authorized by the approving authority. As a general rule, employees will be expected to accept flights departing within two (2) hours of the desired departure time. Such a window may not be suitable for all situations.

Deleted: 1. In order for SETA to obtain the most reasonable rates for air travel the approved travel claim should be submitted to the Travel Coordinator at least 14 days prior to the scheduled departure

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✓  
The Travel Coordinator must carefully monitor flights with cancellation penalties. If cancellation occurs due to a SETA-related change, SETA will cover the penalty cost. If, however, cancellation occurs due to a traveler's personal request, the traveler will be required to pay the penalty. An exception may be made for cancellations related to a family death (for which the airlines may not impose penalties) or, an illness, approved by the Department Head.

NOTE: Most tickets issued today are non-refundable and non-transferable. These tickets will incur a fee for any changes. The contracted travel agency maintains any unused tickets which can be utilized by the named traveler for another trip within one year's time. Generally any tickets which remain unused for one year will be cancelled. Agency Travel Coordinators should monitor any unused tickets to avoid cancellations.

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3.  
If an employee wishes to drive his/her personal vehicle in lieu of air travel and



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possibly a rental car, reimbursement will be authorized only up to the amount of the least expensive alternative. The request for reimbursement must include a printed copy of the quoted airfare as justification for the cost of air travel and the cost of the employee's mileage and attest to the least expensive alternative

B. TRAIN TRAVEL

In some instances train travel may be a viable alternative to air travel or car travel. An example would be AMTRAK to San Francisco, in lieu of a car and paying for parking. The Agency should evaluate the cost and time involved, prior to approval. In most instances it would be expected that the traveler would incur additional taxi fares at his/her destination. This cost should be included in the analysis. In addition, the time involved with the trip must be considered as a factor. A two-hour train trip to San Francisco is reasonable, but a twelve-hour trip to San Diego would not be reasonable, unless the traveler is taking vacation time en route.

C. Car Rental

1. Employees on out-of-town trips should use public conveyances (taxis, airport shuttles, buses, etc.) whenever such uses appear to be more economical than a rental car. Generally, a rental car should not be requested unless:

- a. Multiple business meetings that require travel between points make use of public conveyance impractical.
- b. Three or more SETA employees are attending the same meetings and one rental car for the group would be more economical, or
- c. If it is less expensive to rent a car overall.

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b.

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2. Auto sizes per number of people: one or two people, compact or subcompact; three or four people, mid-size permitted.

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3. All additional insurance offered when renting a car will be waived.

4. The traveler should fill the gas tank before returning the car.

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C. Travel by Private Vehicle

Authorized travel out of the county, including travel to the airport, will normally be reimbursed at the approved IRS rate. However, when air travel is the most appropriate and economical means of transportation, reimbursement will be in an amount equal to air coach fare unless the traveler clearly demonstrates to the satisfaction of the Department Chief in advance that travel by other means is more advantageous to SETA. Travel may begin/end from employee's residence when travel occurs outside normal working hours.

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
TRAVEL ON OFFICIAL BUSINESS

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D. Accident Reporting

Reporting of vehicle accidents by SETA employees driving a SETA-owned vehicle or their own vehicle on SETA business is required; it must be prompt, accurate, and complete. Proper and timely reporting is mandatory because personal and SETA liability are involved.

General instructions in case of accidents are:

- ! Be calm.
- ! Be courteous.
- ! Call the Police.
- ! Notify your supervisor immediately.
- ! Do not engage in any conversation or controversy at the scene of the accident regarding damage or loss.
- ! Do not admit fault or discuss the accident with anyone except the police, or the employee's supervisor.

Reimbursable Expenses with Receipts

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While traveling on official SETA business, the following expenses are reimbursable at actual cost upon presentation of original receipts:

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- (1) Necessary taxicab, airport transportation, bus fares, or bridge tolls
- (2) Conference registration fees and associated tapes, reports, etc. which can be shown to be of value to the participant in his/her work for SETA
- (3) Parking fees
- (4) Other justifiable expenses will be approved based on a review of special circumstances.

Reimbursable Expenses without Receipts

While traveling on official Agency business, the following expenses are reimbursable at actual cost, without receipts:

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- (1) Metered parking and parking in unattended lots (maximum of \$6.00 per travel day).
- (2) Bay Area Rapid Transit (BART) fares (fee schedule must be attached to final travel reimbursement request).
- (3) Shuttle transportation from the destination airport to the hotel on the date of arrival will be reimbursed at \$15.00. Shuttle transportation from the hotel to the destination airport on the date of

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SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
TRAVEL ON OFFICIAL BUSINESS

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departure will be reimbursed at \$15.00. Destination cities that are included in the *Runzheimer Index* will be reimbursed at the current published price for shuttle transportation. Amounts in excess of the aforementioned rates will be reimbursed based on actual receipts only.

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Additional Allowances

- A. When included on the final travel claim, five dollars (\$5) per each night's stay will be allowed, without receipts, to cover baggage handling, and incidental expenses.
- B. While traveling on official SETA business, the following expenses are reimbursable at actual cost on presentation of original receipts:

- 1. Necessary taxicab, airport transportation, bus fares, bridge toll fees;

2. Personal cellular and FAX charges in connection with SETA business; hotel phone usage is strongly discouraged due to high cost;

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3. During extended travel (five [5] days or more), personal phone calls will be reimbursed on the following basis:

- a. One (1) call per day, not to exceed three (3) minutes in length.
- b. Request for reimbursement of longer or more frequent calls must be accompanied with a letter of explanation and will be considered on a case-by-case basis.

4. Other justifiable expenses will be approved based on a review of special circumstances.

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- C. Child care fees for Head Start parents on official Agency travel will be paid at the rate based on the approved Policy Council policy.

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- D. Non-reimbursable Expenses

- 1. Personal toiletries;
- 2. Personal care expenses;
- 3. Traffic fines;
- 4. Hotel luxury upgrades;
- 5. Expenses associated with a non-employee who accompanies the employee on

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**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**  
**TRAVEL ON OFFICIAL BUSINESS**

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official business.

Procedures

- A. Employees should consult with the Travel Coordinator. The coordinator is responsible for making travel arrangements and can guide the employee with the filing and completion of requests and claims for reimbursement.
- B. All travel requests and claims for reimbursement must be dated and include the signature and approval of the Department Chief or the individual designated to act for the same.
- C. Claims for reimbursement shall be submitted within five (5) days of returning from travel. If applicable, the seminar/training class evaluation form shall be attached to the final travel claim.
- D. Outstanding cash advances shall be settled within seven (7) days of returning from travel. Advances unsettled for over sixty (60) days may be subject to payroll deduction.

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¶ SETA Division Chief shall be responsible for identifying employees who are frequent or extended travelers.¶  
¶ Applications for corporate American Express Card shall be processed through the Agency Travel Coordinator.¶  
¶ Cardholders are personally responsible for his/her card and are financially liable for any charges.¶  
¶ Cards are to be used for SETA business only.¶  
¶ Card should be used for most travel expenses, including lodging and meals.

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ITEM III-A - 11 – 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 \$3,100.

RECOMMENDATION:

Approve the use of approximately \$3,100 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2006 Cap to Cap trip in April.

ITEM III-A – 12 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR PAYROLL AND  
HUMAN RESOURCE SERVICES

BACKGROUND:

SETA currently uses the Sacramento County outsource vendor, Ingentra, for processing payroll. The County contracted to use this system in January 2005 to process the “special district” payroll, while the County itself uses the COMPASS system. The COMPASS payroll system that is used by the County is unavailable to SETA. The Ingentra system is not meeting the needs of SETA.

Based on quotes submitted in response to an RFP issued in October 2003, SETA estimates payroll/human resource system costs to be approximately \$40,000 per year, which is less than the current costs of approximately \$120,000 contracted through the County to run payroll. The new system will also include features currently not available to interface with the current financial system.

Sacramento County Counsel Robert A. Ryan, Jr. previously reviewed the parameters of the SETA joint powers agreement and determined that payroll services need not be provided by the County as long as the Treasurer (now Director of Finance) controls SETA funds and remains responsible for fund disbursement. County Counsel believes that through the auspices of the Office of the Director of Finance, SETA can contract for payroll services. The County Director of Finance has given SETA the approval to proceed.

The actual RFP will be sent under separate cover.

RECOMMENDATION:

Approve the release of a Request for Proposals for Payroll and Human Resource Services.

ITEM III-B - 1 – ACTION

APPOINTMENT OF PRIVATE SECTOR REPRESENTATIVE SACRAMENTO WORKS,  
INC. BOARD MEMBER

BACKGROUND:

There is one Private Business sector seat now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of William Warwick.

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, September 26, 2005 to review the applications and to provide a recommendation to this Board. This committee recommended five nominees and the Governing Board on 10/6/05 appointed four of the five. Ms. Lynn Conner was the nominee also recommended by the Executive Committee.

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-B – 2 - ACTION

### APPOINTMENT OF YOUTH COUNCIL MEMBER

#### BACKGROUND:

The Sacramento Works Youth Council recently received the resignation of LaShelle Dozier, Sacramento Housing and Redevelopment Agency (SHRA). SHRA has been a member of the Youth Council since its inception. The Workforce Investment Act requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there are six categories of membership on the Youth Council.

#### Youth Council Membership Categories

- Members of the local board with special interest or expertise in youth policy;
- Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps

Staff recently received the application of Ms. Colleen Clark, Housing Authority Program Manager, for a seat on the Youth Council.

A copy of Ms. Clark's application is sent under separate cover. The Sacramento Works Executive Committee reviewed and approved Ms. Clark's appointment at the Monday, January 23 meeting. Staff will be available to answer questions.

#### RECOMMENDATION:

Review the application and appoint Ms. Colleen Clark to the Sacramento Works Youth Council.



## ITEM III-B – 3 - ACTION

### APPROVAL TO RELEASE THE REVISED WORKFORCE SKILLS PREPARATION SERVICES REQUEST FOR QUALIFICATIONS (RFQ) FOR 2006

#### BACKGROUND:

On June 5, 2003, the SETA Governing Board acted to set aside Workforce Investment Act (WIA) funds for Career Centers to be utilized for scholarships, supportive services and Workforce Skills Preparation Services (WSP). This Request for Qualifications was developed on the basis of the Workforce Investment Act (WIA) of 1998 and its implementing regulations published in the Federal Register, August 11, 2000.

On December 1, 2005, the SETA Governing Board approved the release of the Workforce Skills Preparation Services Request for Qualifications (RFQ). We are seeking approval to release a revised RFQ to include youth development and life skills services.

Youth Development Services are off-the-shelf, vendorized activities that provide additional options for youth who face a myriad of challenges to academic success and gainful employment. Services are offered for the purpose of addressing barriers or special needs that prohibit youth from participating in or receiving WIA services in the following areas:

- Secondary School Completion Services
- Alternative Secondary School Services
- Occupational Skills Training
- Additional Leadership Development Opportunities
- Adult Mentoring
- Comprehensive Guidance and Counseling

This revised Request for Qualifications (RFQ) will allow the Sacramento County Workforce Investment Area to continue to recruit qualified vendors on an on-going basis to provide Workforce Skills Preparation Services to WIA eligible adults, dislocated workers and youth in an effort to prepare them for participation in the labor force.

The process and criteria for evaluating vendors for the WSP Vendor List will be based, among other criteria, on the reasonableness of the cost of their proposal compared to the historical cost of similar programs. Submitted applications will be subject to a quarterly review by SETA staff.

All approved applicants will be required to enter into a standard form subgrant agreement (contract) with SETA. All services will be provided based on the need of the client with prior approval of the case manager in accordance with SETA WIA Directive

#03-02. Payment for services will only be made to vendors who have a contract (in good standing) with SETA.

RECOMMENDATION:

Approve the revised Workforce Skills Preparation Services Request for Qualifications (RFQ).

## ITEM III-B - 4 - ACTION

### APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR WIA TITLE I, YOUTH PROGRAM SERVICES FOR FISCAL YEARS 2006-2011

#### BACKGROUND:

For the past year, the Sacramento Works Youth Council has conducted public hearings and planning sessions to develop a plan and prepare for the WIA Youth program funding for fiscal year 2006-2011. A draft copy of the Request for Proposals (RFP) has been sent under separate cover. This document is in keeping with the goals of the Sacramento Works, Inc. and the mission of the Sacramento Works Youth Council:

*The Sacramento Works Youth Council's mission is to support the positive development of youth to become productive, caring and civic-minded adults by creating a seamless system for youth in our community.*

This RFP is in keeping with the priorities and goals developed by the Sacramento Works Youth Council and Sacramento Works, Inc. Key components of the RFP are:

- ✓ Continuation of the Youth Collaborative design of service delivery
- ✓ Continue supporting Universal services in the SWCC system
- ✓ Development of a Youth Workforce Skills Preparation list to deliver appropriate services via a vendorized service delivery similar to the WIA Adult system
- ✓ Continue to focus on youth development principles
- ✓ Increased focus on occupational skills, work success skills, and academic enrichment to better prepare youth for success.

A copy of the Request for Proposals will be sent under separate cover. The Sacramento Works Board approved the release of this Request for Proposals on January 25, 2006.

#### RECOMMENDATION:

Approve the release of a Request for Proposals for WIA Title I Youth funds for Fiscal Years 2006-2011.

ITEM III-B - 5- ACTION

APPROVAL TO TRANSFER 20% OF WORKFORCE INVESTMENT ACT  
DISLOCATED WORKER FUNDING TO ADULT PROGRAMS

BACKGROUND:

Local areas are allowed to request transfers of funds from the dislocated worker to the adult funding stream. The maximum amount that may be transferred between funding streams is 30%. For the Sacramento Workforce Investment Area, staff is recommending transferring 20% (\$718,538) of PY2005-2006 dislocated worker funds to the adult funding stream because of the continuing need to sustain the adult program and provide services to special populations of adults. This will have no impact on the resource allocations recommended by the Planning Committee and approved by the WIB and the Governing Board.

RECOMMENDATION:

Approve the submission of a transfer of funds request to move 20% (\$718,538) of Dislocated Worker program funds to the Adult program.

ITEM III-C – 1 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL TO ATTEND THE NATIONAL HEAD  
START HISPANIC INSTITUTE

BACKGROUND:

The Department of Health and Human Services, Administration for Children and Families, Head Start Bureau is hosting the 2<sup>nd</sup> Annual National Hispanic Institute from Monday, February 27, 2006 to Friday, March 3, 2006 in Denver, Colorado.

The National Head Start Hispanic Institute recognizes the increasing number of Hispanic children across the United States eligible for Head Start services and the obligation of Head Start programs to reach out to them. Institute goals and daily themes include Culture and Relationships, Family and Community, and Fiscal and Program Accountability and provides an opportunity for the staff of Head Start and Early Head Start programs to come together to explore specific issues related to providing effective services to Hispanic children and families.

Approval is sought to send two staff persons, Marta Chavez, Head Start Specialist and Carmen Gomez, Head Start Site Director to the Hispanic Institute.

Supplemental funding of \$2,000 is available through the Department of Health and Human Services, ACF, should approval be granted. Estimated cost per person is \$1,500.

RECOMMENDATION:

Approve out-of-state travel for two staff persons to attend the National Head Start Hispanic Institute in Denver, Colorado from Monday, February 27 to March 3, 2006 at an approximate cost of \$1,500 per person. Staff will be available to provide an oral report.

ITEM III-C – 2 – ACTION

APPROVAL OF MEMORANDUM OF UNDERSTANDING (MOU) WITH DOCTORS  
PRENTICE STARKEY AND ALICE KLEIN OF U. C. BERKELEY

BACKGROUND:

SETA's Head Start program staff has been working with Drs. Prentice Starkey and Alice Klein of U. C. Berkeley on a pilot math literacy project to be implemented in selected sites beginning September, 2006. The project will be a three (3) year project. The first year will be a planning/training year for selected teachers and facilitators and years two and three are for implementation of the curriculum. Staff is very excited about this project and believes it is going to greatly improve math literacy in the program.

Legal Counsel has reviewed and approved the MOU pending board approval.

RECOMMENDATION:

Authorize the Executive Director to sign the attached Memorandum of Understanding for implementation of a pilot math literacy curriculum in selected Head Start centers.

ITEM III-C -3 - ACTION

APPROVAL TO ACCEPT OFFER FROM MEADOWVIEW  
COMMUNITY ACTION, INC. TO VOLUNTARILY  
TERMINATE HEAD START DELEGATE AGREEMENT

BACKGROUND:

The Meadowview Community Action, Inc. (MCA) is a current Head Start Delegate Agency providing services through SETA Delegate Agency Agreement Number 06C065150. SETA staff, as well as representatives of Region IX, ACF staff, have been working with MCA for several months in an effort to assist MCA with its program operations. Notwithstanding these efforts, MCA has continued to struggle with its program operation and has requested that it be allowed to voluntarily terminate its Head Start Delegate Agency Agreement.

Staff has been working with MCA to identify the documentation that would be necessary to terminate the Delegate Agreement. Staff will be providing an oral report regarding the status of the matter and seeking authority to terminate the Delegate Agreement on terms and conditions specified by the Board.

RECOMMENDATION:

Hear and consider the report of staff and authorize termination of MCA's Delegate Agreement on such terms and conditions as the Board deems appropriate.

ITEM III-D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2006/2007  
COMMUNITY SERVICES BLOCK GRANT FUNDS

BACKGROUND:

SETA has been issued a new two year CSBG contract for the 2006/2007 program period for an estimated allocation of \$3,022,250 by the State Department of Community Services and Development (CSD). This is the first time the State is providing a two-year contract. The allocation amount is based on two times the current year funding and may be adjusted in the future. CSD requires a resolution from the SETA Governing Board prior to executing the 2006/2007 contract.

RECOMMENDATION:

Review and approve the attached resolution.



No: 2006-2

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has submitted a plan and request for Program Year 2006/2007 Community Services Block Grant funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2006/2007 Community Services Block Grant funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution requesting Program Year 2006/2007 Community Services Block Grant funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 06F-4735 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest:

\_\_\_\_\_  
Clerk of the Boards

\_\_\_\_\_  
Chair of the Governing Board

Date: February 2, 2006

ITEM III-D- 2 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE COMMUNITY ACTION BOARD

BACKGROUND:

The Community Action Board bylaws were last revised January 19, 1989.

Attached for your review is a copy of proposed revisions to the bylaws. Many of the modifications are to reflect the current usage of Robert's Rules of Order. In addition, the recruitment procedure of Low Income Sector representatives has been changed to reflect state/federal guidance requiring that low income representatives be low income individuals.

Legal Counsel has reviewed these modifications.

Additions are indicated by red type and deletions are indicated by ~~strikethrough~~.

The Community Action Board reviewed this item at their December 14, 2005 meeting.

RECOMMENDATION:

Approve the amendments to the Community Action Board Bylaws as attached.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA)  
COMMUNITY ACTION BOARD  
BYLAWS

Preamble

The Sacramento Employment and Training Agency (SETA) is a Joint Powers Agency comprised of the City of Sacramento and ~~the County of Sacramento~~<sup>the County of Sacramento</sup>. It has been formed to administer a variety of human services programs.

SETA is governed by a Joint Powers Authority ~~that (JPA) which~~ is comprised of two Sacramento City Council members, two members of the Sacramento County Board of Supervisors and one individual mutually appointed by both the City and County. The Joint Powers Authority, or “~~SETA~~<sup>SETA</sup> Governing Board~~”~~<sup>”</sup>, is the policy-making body of the Agency and all items affecting the Agency must be presented to the ~~SETA Governing Board~~<sup>SETA Governing Board</sup> for deliberation and final action.

In accordance with the Joint Powers Agreement, the SETA Governing Board may create under it a Community Action Board composed of public officials, representatives of private organizations and ~~low income individuals.~~<sup>low income individuals.</sup> ~~of the poor.~~

The SETA Community Action Board is established as an advisory body to the ~~SETA~~<sup>SETA</sup> Governing Board. Generally, the Community Action Program has the goals of enabling low income families, and low income individuals of all ages, to attain the skills, knowledge, and motivations and to secure the opportunities needed for them to become fully self-sufficient.

The ~~Community Action~~<sup>Community Action</sup> Board’s greatest single resource (along with funding and programs) is people. This statement is especially true of the ~~Community Action~~<sup>Community Action</sup> Board’s own composition. Each member of the ~~Community Action~~<sup>Community Action</sup> Board has vital talents, experience, contacts and resources to offer.

Public officials bring expertise in public relations, meetings, administration, funding and fiscal affairs. They represent the interest of the general public, yet can also serve as ambassadors of goodwill to the client groups.

**Low income individuals and their** representatives ~~of the poor~~ are the fundamental source of information on conditions and problems of poverty. Their participation and involvement on the **Community Action** Board, on its committees and at neighborhood levels is critical to Community Action efforts. Also important is their ability to help develop public and institutional understanding of, and support for, the programs—and the positive effects those programs can have on the community.

Representatives of the private sector provide good decision-making capabilities. They normally have business management and fiscal expertise. They are major sources of funds and other resources. Finally, they provide balance to the **Community Action** Board by representing the remainder of the community.

The Community Action Board is entrusted with a mission, to make the entire community respond to the needs and interests of **low income individuals and families**. ~~the poor~~. This is to be accomplished by mobilization of resources and getting greater institutional sensitivity, or understanding with the community.

## Article I Community Action Board

### 1.1 General Composition

The Community Action Board shall be composed of twelve (12) members, with four (4) members representing each of three (3) constituent groups: 1) Public Officials or their representatives; 2) Private Sector, consists of business, industry, labor, religious groups, welfare, education, or other major groups and interests in the community; and 3) Low

Income Sector, or ~~representatives of the~~ **low-income individuals and representatives residing poor residents** within the **Community Action Program** jurisdiction.

## 1.2 Target Areas

SETA has identified six (6) low income target areas in Sacramento County based upon geographic locations and population data. The target areas are identified as follows:

### 1) North Central

Includes communities of: Alkali Flat, Rio Linda/Elverta, Robla, East Del Paso, Del Paso, Strawberry Manor and Northgate/Gardenland.

### 2) South Central

Includes communities of: Central City, City Farms, Oak Park, Freeport Manor, Woodbine, Glen Elder and Meadowview.

### 3) Citrus Heights

### 4) North Highlands

### 5) South Sacramento

Includes all unincorporated low income communities geographically located in the southern portion of the county.

### 6) Rancho Cordova

**Representatives of the low income sector must reside within one of the designated target**

areas. In appointing organizations to representing the private sector and the low-income sector on the Community Action Board, the SETA Governing Board shall attempt to appoint organizations housed within the six (6) designated target areas.

### 1.3 Public Officials

The four (4) public officials shall be elected public officials currently holding office or their representatives, except that if the SETA Governing Board determines that there are not enough elected officials reasonably available and willing to serve, appointive public officials may be selected to represent public officials.

### 1.4 Private Sector Representatives

The four (4) Private Sector members shall be officials or members of business, industry, labor, religious groups, welfare, education, and other groups or interests in the community as determined by the SETA Governing Board. Lists of organizations representative of the private sector shall be compiled by the SETA Governing Board and updated as necessary for future selection purposes.

### 1.5 Low Income Sector Representatives

The four (4) low income sector members of the Community Action Board shall be ~~representatives of the poor~~ low income individuals residing in one of the target areas and shall be democratically elected by groups which represent the interests of low income persons with final designation determined by the SETA Governing Board. Lists of organizations representative of low income persons shall be compiled and maintained by the SETA Governing Board and updated as necessary for future selection purposes.

## Article II Board Selection Procedures

## 2.1 Designation of Public Officials

The SETA Governing Board shall select elected public officials to serve on the Board. If there are not enough elected public officials reasonably available and willing to serve on the Community Action Board, the SETA Governing Board may select appointed public officials to serve on the Community Action Board. Whether elected or appointed, these officials must currently hold office. They must have general governmental responsibilities or responsibilities which require them to deal with poverty related issues.

If an elected public official is selected to serve on the Community Action Board, that official may choose one permanent representative to serve in his/her place or whenever he/she will be unable to attend a meeting. These representatives need not be public officials themselves, but they must have full authority to act for the public officials at Community Action Board meetings.

If the public officials, both elected and appointed, do not comprise one third of the Community Action Board, then seats allotted to them shall remain vacant.

## 2.2 Representation of the Private Sector

The SETA Governing Board, in February ~~October~~ of **every third** ~~each~~-year **commencing in 2006**, shall consider the names of ~~at least ten (10)~~ private organizations **identified on** ~~from~~ the list mentioned in Section 1.4 as appropriate for designation. The SETA Governing Board shall ensure that in the selection process a broad spectrum of the above-identified private sector groups and interests will be represented, with special emphasis given to organizations ~~that which~~ are well suited toward providing support and guidance to the Community Action Board in its effort to actualize **Community Action Program** goals. Private organizations shall be selected so as to ensure that the Community Action Board will benefit from broad community involvement. The SETA Governing Board shall designate **up to** four (4) organizations, each of which shall select a member **or**

members. No private organization shall be designated to select more than two (2) members to serve on the Community Action Board. Within thirty (30) days of ~~Upon~~ designation, ~~the~~ each designated private sector organization shall select a member ~~or members~~ who is resident of the appropriate area to serve on the Community Action Board. At the same time, each private organization shall also select an alternate to attend Community Action Board meetings when the representative is unable to attend.

### 2.3 Private Sector Selection Criteria

Criteria for selection of private sector organizations includes the following:

- A. The organization must be from any of the following six (6) categories:
  - Business/Industry
  - Labor
  - Religious groups
  - Private welfare/social services agencies
  - Private educational institutions
  - Other major groups or interests in the community as determined by the SETA Governing Board
- B. The organization may be located anywhere in the Sacramento County. However, any member selected to represent a particular geographical area must reside in that area.
- C. When the number of qualified private sector ~~or~~ organizations interested in participating on the Community Action Board exceeds the number of seats designated for the private sector (which is four), the SETA Governing Board may choose ~~not~~ to reappoint private sector organizations, with an emphasis on replacing private organizations that ~~which~~ have been represented on the Community Action Board for three (3) years ~~one (1) year~~ or more so that the



opportunity to participate will be shared equitably among all interested, qualified ~~private~~ organizations.

#### 2.4 Representation of the ~~Low Income Sector~~ ~~Poor~~

To qualify for election, an individual must be low income as defined in the federal poverty guidelines and must reside in one of the low income target areas identified in Section 1.2 of these bylaws. Only qualified, low income individuals elected by an organization identified in Section 1.5 of these bylaws shall be eligible for election.

The SETA Governing Board, ~~in February of every third year commencing in 2006, in October of each year,~~ shall ~~consider the names of low income~~ ~~review the names of~~ organizations ~~identified on the list mentioned in Section 1.5 as appropriate~~ for designation. The SETA Governing Board shall ensure that in the selection process of the low income residents, each of the low income target areas identified in Section 1.2 are adequately represented.

When low income population data is made available by the Bureau of the Census, low income target areas shall be redrawn by the SETA Governing Board if necessary to achieve proportionate representation.

At a public meeting and via the democratic process, the SETA Governing Board will appoint ~~up to~~ four (4) low income organizations to select a member ~~or members to serve on the Community Action Board~~. ~~No low income organization shall be designated to select more than two (2) members to serve on the Community Action Board~~. Upon designation, each low income organization shall democratically elect an ~~individual or individuals~~ ~~member~~, who is/~~are~~ a resident of the appropriate low income ~~target area district~~, to serve on the Community Action Board as a representative of low income persons who reside in the same ~~target area district~~. Each organization shall elect an alternate representative ~~for each member elected~~ at the same time. The ~~elected~~

representatives ~~and alternates must need not~~ be low income individuals themselves, ~~must reside in a target area, but need not necessarily reside in the same target area., however they must adequately represent the interest of low income persons.~~

## 2.5 Low Income Sector Organization Selection Criteria

Criteria for the selection of the representatives of the poor will include the following:

- A. The organization must represent a specific target area;
- B. In addition to representing a specific target area, the organization may represent the interests of low income people in the entire area served by Community Action Programs.
- C. The organization must have a membership or constituency which is comprised of at least 51% low income persons.
- D. When the number of qualified low income sector organizations interested in participating on the Community Action Board exceeds the number of seats designated for the low income sector (which is four), the SETA Governing Board may choose not to reappoint organizations which have been represented on the **Community Action** Board for **three (3) years** ~~one (1) year~~ or more so that the opportunity to participate will be shared equally among all interested, qualified organizations.

## 2.6 Selection of Organizations and Members

The SETA Governing Board shall select organizations **at its February meeting every three (3) years commencing in 2006** ~~at its December meeting each year~~. Within thirty

(30) days of selection by the SETA Governing Board, each organization shall select a representative to serve as a member of the Community Action Board. At the same time, each organization shall select a representative to serve as an alternate to the member.

## 2.7 Seating of Members

New members filling a vacancy ~~occurring during part of an unfinished term~~ shall be seated at the first regular meeting of the Community Action Board immediately subsequent to selection by the applicable organization, ~~and shall only serve the remainder of the unfinished term unless reappointed for an additional term. All other members shall be seated at the January meeting of the Community Action Board.~~

## 2.8 Term

Each Community Action Board membership shall be for a term of ~~one (1)~~ **three (3)** years, except for Public Officials who shall serve at the pleasure of the SETA Governing Board and only during that time when the individual is in office. Nothing in this section shall preclude the SETA Governing Board from appointing a private **or low-income** organization to an additional term or terms, and nothing shall preclude the organization from appointing an individual to serve as a member or alternate for an additional term or terms.

## Article III Membership Petition Procedure

### 3.1 Membership Petition Procedure

Any group representing a target area served by the **Community Action Program** which considers itself to be inadequately represented on the Community Action Board may file a request with SETA for adequate representation. The SETA Governing Board shall make a determination with respect to the request.

Should this request be granted, the requesting organization may be added to the **Community Action Board** membership at **a regular meeting of** the SETA Governing Board **when designations of organizations are being considered**~~'s December meeting~~ or when a vacancy otherwise occurs as a substitution for the organization previously seated in that position. Any substitution must ensure the existence of a balanced, tripartite structure.

#### Article IV Removal/Attendance

##### 4.1 Removal

If a private sector or low-income sector member or alternate ceases to be a resident of **a** ~~the~~ target area ~~s/he represents~~, and/or a representative of the organization by whom that person was elected, such individual shall be deemed to have resigned as a member of the Community Action Board. A member may be removed by the SETA Governing Board for any of the following reasons:

- A. Excessive absences as defined in the Community Action Board Bylaws;
- B. Undertaking illegal activities while in the performance of functions as a SETA Community Action Board member;
- C. Conflict of Interest as defined by applicable Federal and State laws and administrative regulations and SETA policies.

Public officials may be removed from the Community Action Board at any time at the discretion of the SETA Governing Board.

##### 4.2 Attendance

If a Community Action Board member is absent from three (3) regular **Community Action** Board meetings or meetings (whether regular, special or emergency) where funding recommendations are scheduled to be made, the member shall be deemed to have resigned as a member of the Community Action Board. Attendance by an alternate, except as to public officials as identified in Article II, Section 2.1, shall not be deemed to be attended by the member.

#### 4.3 Vacancies

Any vacancy occurring on the Community Action Board shall be filled by an alternate, upon consent of the alternate, or otherwise at the earliest possible date by the applicable organization utilizing the selection criteria as outlined in these Bylaws. If an alternate fills such a vacancy, the organization which appointed the alternate shall appoint an individual to fill the vacancy created by the alternate becoming a member. If an organization selected by the SETA Governing Board to represent either the private sector or the low-income sector fails to select an individual to serve as a member and an individual to serve as an alternate of the Community Action Board for a period of thirty (30) days from **designation** ~~selection~~ by the SETA Governing Board, or after a vacancy otherwise exists because of removal or resignation, that organization shall be deemed to have resigned as an organization to be represented on the Community Action Board. In that event, a new organization shall be selected by the SETA Governing Board to fill the unexpired term pursuant to the selection provisions of these Bylaws.

#### 4.4 Alternates

Each stated private sector and low-income sector organization represented on the Community Action Board shall select an alternate, which person shall meet the **same** membership eligibility requirements **provided for in these bylaws** ~~as its representative~~.

An Alternate may attend any regular, special, emergency, or committee meeting in the

place of the member, and shall have full authority to act in the member's place, with the exception that said alternate shall not be entitled to act as an officer of the Community Action Board.

#### 4.5 Familiarity With SETA Documents

Each member and each alternate of the Community Action Board shall be provided with the following documents and be familiar with them; the SETA Joint Powers Agreement; the SETA Mission Statement, **the SETA Community Action Plan** and any other policies, regulations, or laws which affect the SETA Community Action Program.

#### 4.6 Code of Conduct

Each member and each alternate of the Community Action Board:

- A. Shall not pursue private or personal interests while carrying out public responsibilities of the Community Action Board;
- B. Shall not in any way carry on individual activities or duties of the Community Action Board which have not been especially authorized by the Community Action Board, by the Board Chairperson, or by the Board Committee Chairperson;
- C. Shall not interfere with the directives of the SETA Governing Board and/or with staff members in the performance of such directives.

### Article V Meetings and Rules

#### 5.1 Regular Meetings

Except as hereinafter provided, the regular meetings of the Community Action Board shall be held on the second Wednesday of each month at 10:00 a.m. The place of the meeting shall be provided in the notice of the meeting.

## 5.2 Special Meetings

Special meetings of the Community Action Board may be called (a) by the Chairperson of the Community Action Board, or (b) the Secretary-Treasurer of the Community Action Board upon the written request of the majority of the Board members or (c) by the directive of the SETA Governing Board.

## 5.3 Meeting Notice

Written notice of the regular meetings of the Community Action Board shall be given to each Board member at least five (5) days before the date of the meeting.

## 5.4 Quorum

A Quorum of the Community Action Board members shall consist of a majority of the non-vacant seats. Attendance by an alternate in the absence of a member shall be counted in determining a quorum. Any action of the Community Action Board must have a vote of a majority of the members present at any meeting at which there is a quorum, except as may be otherwise provided by law, by the Joint Powers Agreement establishing SETA, or by these Bylaws. If a quorum is not present at any meeting of the Community Action Board, the Board may sit as a committee but no official Board action may be taken.

## 5.5 Conduct of Meetings

The Community Action Board shall abide by the Rules of Procedure adopted by the SETA Governing Board for the conduct of its meetings.

## 5.6 Public Meetings

All meetings of the Community Action Board and its committees shall be open to the public pursuant to the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

#### 5.7 Proxy Votes

Proxy votes shall not be permitted in any vote in any meeting of the Community Action Board or committee thereof.

#### 5.8 Conflict of Interest

Every Community Action Board member shall avoid personal financial conflict of interest and the appearance of conflict of interest. A Community Action Board member who is the representative of an organization that has a proposal before the Community Action Board shall abstain from any participation, including voting, regarding his/her organization's proposal. No ~~person member of the Community Action Board~~ may sit on the **Community Action** Board who is an officer, director or employee of any organization contracting to perform a component of a **SETA/Community Action Board** work program, except that this requirement shall not apply to Public Officials should SETA contract with his/her jurisdiction. This shall also apply if a member of his/her family is employed by, or has a substantial interest in, the organization requesting funds. No employee of SETA may serve on the Community Action Board, and no Federal or State employee may serve on the Board in a capacity ~~that~~ ~~which~~ will require him/her to act as an agent of or as an attorney for SETA in its dealings with any Federal or State Agency. All Community Action Board members are subject to the SETA Conflict of Interest Code.

#### 5.9 Minutes

Minutes of all regular, special and emergency Community Action Board meetings shall be recorded and transcribed by SETA staff. Included in the minutes will be a record of



votes on all motions. Minutes of each meeting will be transmitted to the Community Action Board five (5) days in advance of each subsequent regular meeting; or, in the case of special meetings, twenty four (24) hours in advance of such meetings. The minutes of all Community Action Board meetings shall be available for public inspection.

#### 5.10 Compensation and Reimbursement

Compensation for service on the Community Action Board and reimbursement for transportation, meals, and child care shall be determined by the SETA Governing Board.

### Article VI Officers

#### 6.1 Officers

The officers of the Community Action Board shall be elected by the members of the Board at the January meeting, and shall consist of a Chairperson, Vice-Chairperson, and Secretary-Treasurer. The Community Action Board may appoint such other officers and assistant officers and agents as it shall deem necessary, who shall have such authority and exercise such powers and perform such duties as shall be determined from time to time by resolutions of the Board not inconsistent with these Bylaws. All officers shall be chosen from the membership of the Community Action Board. Each officer shall serve until new officers are elected. Any officer may be removed at any time by a two-thirds vote of a quorum of the Community Action Board at any regular or special meeting called for the purpose of removing such officer. A vacancy occurring in any office of the Community Action Board shall be filled promptly by the Board. ~~No person shall hold the same office for more than two full consecutive terms.~~ Seven months of a partial term shall consist as a full term. No alternate representative may serve as an officer of the Community Action Board.

#### 6.2 Chairperson

The Chairperson shall be the presiding officer of the Community Action Board and of the Executive Committee. The Chairperson shall be responsible for management of the affairs of the Community Action Board and shall see that all orders and resolutions of the Community Action Board are implemented. The Chairperson shall appoint committee members in accordance with Article VII, herein. The Chairperson shall represent the Community Action Board to the SETA Governing Board and to the community. The Chairperson shall request that the SETA Governing Board initiate the processes for filling vacancies on the Community Action Board as they occur. The Chairperson shall have such additional powers and duties as may be assigned from time to time by the Community Action Board.

### 6.3 Vice Chairperson

The Vice Chairperson shall perform such duties and have such authority and power as the Community Action Board may from time to time assign, or as the Chairperson may from time to time delegate. In the absence of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson. The Vice Chairperson shall succeed to the office of the Chairperson in the event of death, resignation, or removal from office of the Chairperson.

### 6.4 Secretary/Treasurer

The Secretary/Treasurer shall attend all meetings of the Community Action Board and of the Executive Committee, and keep or cause to be kept the minutes of such meetings. The Secretary/Treasurer shall assure that the minutes of each meeting are sent to each Community Action Board member five (5) days in advance of the next regular meeting. The Secretary/Treasurer shall give or cause to be given, notice of all regular, special and emergency meetings of the Community Action Board. The Secretary/Treasurer shall report or cause to be reported to the Community Action Board full and accurate accounts of disbursements; and current fiscal conditions of the Community Action Program.

## Article VII Committees

### 7.1 Standing Committees

The standing committee of the Community Action Board shall be the Executive Committee. With the exception of the emergency matters, the actions of the Executive Committee are subject to the approval of the Community Action Board, unless waived by the Board.

### 7.2 Executive Committee

The Executive Committee shall consist of the officers of the Community Action Board. The Executive Committee shall act on behalf of the Community Action Board only in the case of emergency matters arising during the intervals between Board meetings. The first item of business to be taken up at such a meeting will be the question: "Is the matter an emergency requiring action by the Executive Committee?" The Executive Committee shall not act on behalf of the Community Action Board in emergency matters if a special meeting of the Board may be convened. The affirmative vote of not less than a majority of a quorum of the Executive Committee shall be necessary for the adoption of the resolution or the taking of any other action by the Committee.

### 7.3 Special Committees

There shall be such special committees, called ad hoc committees, as the Community Action Board or Board Chairperson may establish from time to time.

### 7.4 Composition

All special committees shall be constituted as follows: One-third (1/3) of the committee members shall be Public Official representatives; one-third (1/3) of the committee members shall be Private Sector representatives; and at least one-third (1/2) of the committee members shall be Low-Income Sector representatives. In the absence of a member, an alternate may serve on a committee with full privileges and voting rights.

#### 7.5 Committee Quorum

A quorum for any committee, shall consist of a majority of its members.

### Article VIII Amendments

#### 8.1 Procedure

To amend these Bylaws the following procedure shall be followed:

- A. Proposed amendment(s) shall be mailed to members of the Community Action Board at least five (5) days prior to their reading at a Community Action Board meeting. A two-thirds (2/3) vote of the members present and voting shall pass the amendment(s).
- B. Any amendment(s) to the proposed amendments(s) shall follow the same procedure as the original amendment(s).

#### 8.2 Approval by SETA Governing Board

Amendments to these Bylaws shall only take effect upon approval of the SETA Governing Board. Once approved, an amendment shall be immediately effective.

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. Mary Prather **DATE:** November 28, 2005  
**FROM:** Anthony Yu, SETA Fiscal Monitor  
**RE:** On-site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	ES	\$59,939	10/01/2004-09/30/2005	10/01/2004-09/30/2005
TAD	ES	\$6,880	10/01/2004-09/30/2005	10/01/2004-09/30/2005
RESS	VESL/ES	\$193,657	10/01/2004-09/30/2005	10/01/2004-09/30/2005

**Monitoring Purpose:** Initial  Follow-up \_\_\_\_\_ Special \_\_\_\_\_ Final \_\_\_\_\_  
**Date of review:** Nov. 7, 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	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 total TA and RESS costs as reported to SETA for the period October 1, 2004 to September 30, 2005 have been traced to the subgrantee's fiscal records. The fiscal 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. Aida Buelna **DATE:** December 7, 2005  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento City U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,Quality	\$ 6,427,364	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	T & TA	20,000	9/30/04-07/31/05	9/30/04-7/31/05
Early H. S.	Basic, COLA,Quality	890,238	9/30/04-07/31/05	9/30/04-7/31/05
Early H.S.	T & TA	17,667	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	PI (Carry-over)	1,227,550	9/30/04-07/31/05	9/30/04-7/31/05
Early H. S.	PI (Carry-over)	425,000	9/30/04-07/31/05	9/30/04-7/31/05

Monitoring Purpose: Initial  Follow-Up  Special  Final   
 Date of review: Various dates.

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



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

## ITEM IV-B - INFORMATION

### WOMEN'S EMPOWERMENT PROGRAM

#### BACKGROUND:

Approximately two years ago, Women's Empowerment (WE) staff began working with the Mark Sanders Career Center and EDD in an effort to provide additional resources for employment for homeless women. Because of their circumstances, many of these individuals would not access the One-Stop Career Center system on their own. Mark Sanders provides separate group orientation to one-stop services, job search and job placement assistance and WE provides case management for these individuals while they are enrolled for services.

Women's Empowerment was established as part of Loaves and Fishes three years ago to address the needs of homeless women. Shortly thereafter, WE became a non-profit organization supported by private grants and donations. The organization provides multiple resources for homeless women to assist them to break the cycle of homelessness and gain the skills necessary to obtain and maintain employment. Their services include eight-week classes focusing on in-depth job seeking skills, personal empowerment exploration, and personal issue problem solving and job retention. The program also provides mentoring, assistance with housing, childcare, reunification with children and case management. To date, over 200 homeless women have completed training.

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 January 26, 2006 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 4/30/06	106	Employer Declined Services

Official	10/11/05	<b>Apria Healthcare</b> 4244-A South Market Court Sacramento, CA 95834	1/06/06	74	12/06/05
Official	10/19/05	<b>*Cingular Wireless</b> 2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	12/15/06
Official	10/19/05	<b>The Good Guys Store</b> 2121 Arden Way Sacramento, CA 95825	12/03/05	33	11/01/05 Delivered Material
Official	10/11/05	<b>The Good Guys Store</b> 5500 Sunrise Blvd. Citrus Heights, CA	12/01/05	20	10/25/05 Delivered Material
Official	11/28/05	<b>Sun Microsystems (Sacramento Site)</b> 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	12/31/05	1	11/30/05 Mailed Material
Official	11/21/05	<b>Standard Parking</b> 6736 Earhart Drive, Sacramento, CA	12/31/05	215	12/15/05
Official	12/28/05	<b>Metro One Telecommunications Inc.</b> 650 Howe Avenue, Suite 300 Sacramento, CA 95825	1/31/06	101	1/19/06
Official	12/06/05	<b>AMC Mortgage Services</b> 10600 White Rock Road, Suite 200 Rancho Cordova, Ca. 95670	1/20/06	2	1/20/06
Official	12/07/05	<b>Digital Insight</b> 1860 Howe Ave., Suite #161 Sacramento, CA 95825	3/31/06	88	Pending
Official	12/22/05	<b>Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	1/31/06	1	Mailed 1/31/06
Unofficial	1/05/06	<b>Port of Sacramento</b> 3251 Beacon Blvd., Suite 210 West Sacramento, CA 95798	3/06/06 through 3/20/06	24	Pending
Official	1/09/06	<b>Sun Microsystems, Inc. (Sacramento site)</b>			

		8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	3/11/06	1	Pending
Unofficial	1/13/06	<b>Sprint/Nextel</b> 3075 Prospect Park Rancho Cordova, CA 95670	7/01/06	60	1/26/06
			<b>Total # of Affected Workers</b>	<b>976</b>	

## ITEM IV-D – INFORMATION

### UPDATE OF NURSE WORKFORCE INITIATIVE (NWI) GRADUATES

#### BACKGROUND:

In 2002, SETA was awarded \$2.1 million in Workforce Investment Act 15% funding to increase the supply of licensed nurses in our eight-county region. The project was a collaboration between Sutter Health, Kaiser, UC Davis Medical Center, Catholic Healthcare West, California State University, Sacramento, Los Rios Community College District, Grant Adult, Service Employees International Union (SEIU), and SETA/Sacramento Works. Since the project ended on December 31, 2005, several accomplishments and successes have been noted, as follows:

- *Very low attrition rate.* The attrition rate for SETA NWI participants was less than 5% compared to the typical attrition rate of 30% at the local nursing schools.
- *Wage gains dramatically exceeded the proposed rate.* The proposed earnings change of \$3,700 represents an hourly increase of \$1.73 per hour. The actual wage gains are still being calculated, but all graduates are earning wages at an average of 43% higher than their wages at the time of enrollment. Please see the attached NWI Wage Table that represents a sample of wages earned by NWI nurse graduates working at Sacramento hospitals.
- *Exceeded planned enrollment goals.* Two hundred fourteen students were enrolled in the project vs. a planned enrollment goal of 207. As of January, 2006, 187 participants have completed training and 98% are employed in the field. An additional 27 participants will be graduating later in the year. Most of the students would not have been able to attend nursing school due to the limited number of slots available.
- *Establishment of two Healthcare Career Centers.*
- *Ninety-five new nursing slots were created through the NWI project.*

**NURSE WORKFORCE INITIATIVE WAGE TABLE  
(PRE-ENROLLMENT, EXIT AND FOLLOW-UP)  
November, 2005**

Wage at Enrollment \$/Hour	Wage at Exit \$/Hour	Follow-Up Wage \$/Hour	% of Wage Increase
15.93	30.40	*	48
14.57	30.40	*	52
18.44	32.06	35.77	48
21.00	33.74	35.50	41
16.90	23.00	23.69	29
15.24	20.54	*	26
15.36	30.67	32.23	52
16.00	23.50	*	32
14.50	27.73	*	48
21.86	28.68	32.88	34
16.68	31.00	*	46
21.53	28.68	32.88	35
17.41	30.40	*	43
15.00	28.68	36.48	59
21.00	28.68	34.53	39
28.73	35.77	*	20
15.19	30.40	*	50
15.55	25.20	28.12	45
13.97	27.25	*	49
13.00	18.30	0	29
15.71	28.68	32.88	52
17.24	31.38	*	45
12.51	31.93	*	61
21.60	36.00	47.00	54
11.26	25.74	28.12	60
23.06	28.68	34.59	33
			Average Increase 43.46%

Sample of Sacramento participants who are now RNs

\* Still in follow-up period



## 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.