



Sacramento  
Employment and  
Training  
Agency

GOVERNING BOARD

ILLA COLLIN  
Board of Supervisors  
County of Sacramento

DON NOTTOLI  
Board of Supervisors  
County of Sacramento

BONNIE PANNELL  
Councilmember  
City of Sacramento

SOPHIA SCHERMAN  
Public Representative

ROBBIE WATERS  
Councilmember  
City of Sacramento

KATHY KOSSICK  
Executive Director

925 Del Paso Blvd.  
Sacramento, CA 95815

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

**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, January 12, 2006

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

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

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

**AGENDA**

- 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
- III. Action Items**
  - A. GENERAL ADMINISTRATION/SETA**
    - 1. Approval of Revision to Job Specification of Associate Teacher (Rod Nishi)
    - 2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher (Rod Nishi)

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

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 of Employment Training Panel Application (William Walker)

**B. WORKFORCE INVESTMENT ACT**

1. Appointment of Private Sector Representative to the Sacramento Works, Inc. Board (Kathy Kossick)

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

**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 Memorandum of Understanding (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. Adjournment**

**DISTRIBUTION DATE: THURSDAY, DECEMBER 22, 2005**

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 12/22/05, and all expenses appear to be appropriate.

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 twelfth day of January, 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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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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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 will begin 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** provides 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-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-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: January 12, 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~~ **the County of Sacramento**. 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 Governing Board**,” is the policy-making body of the Agency and all items affecting the Agency must be presented to the **SETA Governing Board** 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**. ~~of the poor~~.

The SETA Community Action Board is established as an advisory body to the **SETA 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** Board’s greatest single resource (along with funding and programs) is people. This statement is especially true of the **Community Action** Board’s own composition. Each member of the **Community Action** 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



**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 MEMORANDUM OF UNDERSTANDING

#### 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.

**MEMORANDUM OF UNDERSTANDING**  
**Between Sacramento Employment and Training Agency and**  
**Women's Empowerment**

**I. Preamble.**

In accordance with the Workforce Investment Act of 1998, Section 121 (c), this Memorandum of Understanding ("MOU" hereafter) between Sacramento Employment and Training Agency ("SETA" hereinafter) and each of the undersigned One-Stop Partners ("OSP" hereinafter) will confirm the discussions between SETA and the OSPs over the past several months and set forth the understandings reached between SETA and the undersigned OSPs concerning the operation of the One-Stop Delivery System in the Sacramento Workforce Investment Area pursuant to the provisions of the Workforce Investment Act of 1998, Public Law 105-220, as amended from time to time.

It is our understanding that the following points accurately reflect the understanding of SETA and the OSPs concerning:

- (i) The services to be provided through the One-Stop Systems; and
- (ii) How the costs of such services and operating costs of the System will be funded; and
- (iii) Methods for referral of individuals between the One Stop Operator and the One-Stop Partners for appropriate services and activities; and
- (iv) The duration of the Memorandum and the procedures for amending the Memorandum during the term of the Memorandum; and
- (v) Other provisions consistent with the requirements of the Act, as the parties to this Memorandum determine to be appropriate.

**II. Services Provided.**

Mark Sanders agrees to:

A. Provide the following core services:

- 1) Group orientations to information and other services available through One-Stop delivery system.
- 2) Enrollment in SMARTware web-based client tracking and case management data base.
- 3) Job search and placement assistance including:
  - Resume assistance

- Internet access to job resources
- Access to CalJOBS

4) Provide tours of the Mark Sanders Career Center.

5) Train one stop partner's staff in how to access information through the SMARTware automated case management system.

B. Women's Empowerment agrees to:

Provide the following intensive services:

1) Case management of individuals participating in the Women's Empowerment program.

2) Identify staff who will be trained on the SMARTware automated case management system.

Training Services as that term is defined under Section 134 (d) (4) of the Act, shall also be provided by eligible training service providers as provided under Section 122 (e) of the Act. A listing of the eligible providers of training services shall be made available through each One-Stop Center.

### **III. Costs.**

Costs of such services and operating costs of the System will be funded, in accordance with the provisions of a Local Plan, by the grant recipient. To the extent that SETA solicits or accepts grants and donations from sources other than federal funds made available under the Workforce Investment Act, such funds may from time to time be used to fund the services and operating costs of the One-Stop Delivery System in this Local Area at the discretion of SETA.

To the extent funds become available from other programs or activities as described in Section 121(b)(1)(B), which could be used to pay for the costs of such services and the operating costs of the System, such funds shall be allocated in accord with separate agreements negotiated between the participating parties at the time of the allocation.

To the extent OSPs financially participate the One-Stop Delivery System, the allocation of their costs to the provision of services or operating costs of the System shall be made pursuant to a separate written Resource Allocation Agreement negotiated between SETA and the affected OSP.

### **IV. Methods for Referral.**

The referral of individuals between One-Stop Operators and the One-Stop Partners for the appropriate services and activities shall be accomplished as follows:

The One-Stop Operator will use the Sacramento Works SMART application to assess the needs of each customer. Based on the results of this assessment, customers will be referred to either additional self-directed core services, to One-Stop partners for intensive services or directly into WIA funded intensive and training services. Referrals will be made by phone or email contact between the one stop partner and the one stop operator. Access to the automated SMARTware casemanagement system will be provided to one stop partners, upon completion of training on the system.

**V. Duration of Memorandum.**

The term of this MOU shall be a period of one year, from November, 2005 to November 30, 2006. The MOU shall automatically renew for successive one-year terms, unless SETA or any OSP gives written notice of intent not to renew at least ninety (90) days prior to the expiration date of the current MOU, or any extension thereof.

This MOU may be amended by a writing signed by all parties to the MOU.

**VI. No Partnership.**

The undersigned are not entering into a partnership by virtue of this Memorandum of Understanding. In all matters covered under this Memorandum each of the parties hereto acts as an independent contractor and is neither a partner, agent, or employee of the other.

If the contents of this Memorandum accurately reflect your understanding, please sign in the space provided below and provide us with a copy of the executed document for our records.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

925 Del Paso Blvd.  
Sacramento, CA 95815

Dated: By: \_\_\_\_\_  
Its: Executive Director

**WOMEN'S EMPOWERMENT**

1400 North "C" Street  
Sacramento, CA 95814

Dated: By: \_\_\_\_\_  
Its: Executive Director

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 December 20, 2005 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

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

Official	10/19/05	<b>*Cingular Wireless</b> 2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	Pending
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	12/05/05	<b>Metro One Telecommunications Inc.</b> 650 Howe Avenue, Suite 300 Sacramento, CA 95825	2/01/06	101	Pending
Official	12/06/05	<b>AMC Mortgage Services</b> 10600 White Rock Road, Suite 200 Rancho Cordova, Ca. 95670	1/20/06	2	Pending
Official	12/07/05	<b>Digital Insight</b> 1860 Howe Ave.,. Suite #161 Sacramento, CA 95825	3/31/06	88	Pending
			<b>Total # of Affected Workers</b>	<b>890</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. 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 nurses in Sacramento hospitals.
- *Exceeded planned enrollment goals.* Two hundred fourteen students were enrolled in the project. Most of the students would not have been able to attend nursing school due to the limited number of slots available.
- *Establishment of 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.