



Sacramento  
Employment and  
Training  
Agency

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**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

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KATHY KOSSICK  
Executive Director

925 Del Paso Blvd.  
Sacramento, CA 95815

Main Office  
916-263-3800

Head Start  
916-263-3804

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

**DATE:** Thursday, July 6, 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).

**A G E N D A**

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

- Recognition of Long-Term Employees: Warren Hackett (20 years); Mohsen Ghahremani, Kim Peck, Greg Tayros (15 years); Ronald Jones (10 years).

**II. Consent Items**

- A. Minutes of the May 4, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendation for Workforce Skills Prep Vendor List (John Harden)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2006-2007 (Rick Pryor)

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

2. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Norma Johnson (K. Kossick)

**B. WORKFORCE INVESTMENT ACT**

1. Reappointment of Workforce Investment Board Members (Kathy Kossick)
2. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors (Kathy Kossick)
3. Approval of Workforce Investment Act (WIA) Title I, One Stop Career Center Services in North Sacramento/Del Paso Heights (Christine Welsch)
4. Approval to Extend WIA Title I Adult and Dislocated Worker Subgrant Agreements for an Additional Year (Robin Purdy)
5. Concurrence with the Sacramento Works, Inc. Board to Approve Youth Funding Recommendations for the Workforce Investment Act, Title I, Youth Program, for Program Year 2006-2007 (Christine Welsch)
6. Ratification of Agreement with the Sacramento County Department of Human Services (Roy Kim)

**C. HEAD START**

1. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Program Improvement Grant Submission (Kim Peck)

**D. COMMUNITY SERVICES BLOCK GRANT:** No items.

**E. REFUGEE PROGRAMS:** No items.

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - ✓ Bach Viet Association, Inc.
  - ✓ City of Sacramento/Open Doors
  - ✓ Crossroads Diversified Services
  - ✓ Del Paso Heights School District
  - ✓ Department of Human Assistance
  - ✓ Galt Joint Union High School District
  - ✓ San Juan Unified School District
  - ✓ Slavic Assistance Center
  - ✓ Women's Civic Improvement Club
- B. Expansion of Services for the Residents of Mather Community Campus (Cindy Sherwood Green)

- C. Sacramento's Nurse Workforce Initiative Selected for National Department of Labor Excellence Award (Cindy Sherwood-Green)
- D. Nursing Initiatives Article in the Sacramento Business Journal (Cindy Sherwood-Green)
- E. Final Report Earned Income Tax Credit (Espie Lindsey)
- F. Dislocated Worker Update (William Walker)

**V. Reports to the Board**

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

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, JUNE 29, 2006**

ITEM II-A - CONSENT

MINUTES OF THE MAY 4, 2006 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 4, 2006 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, May 4, 2006  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:19 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  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

**II. Consent Items**

- A. Minutes of the April 6, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Revision to Job Specification of Head Start Social Worker (Supervisory) and (Non-Supervisory) to Head Start Social Services Specialist (Supervisory) and (Non-Supervisory)
- D. Approval of Resolution Modifying the Salary Range for the Classifications of Head Start Social Services Specialist (Supervisory) and Head Start Social Services Specialist (Non-Supervisory)
- E. Approval of Reallocation of Head Start Social Worker (Non-Supervisory) and Head Start Social Worker (Supervisory) to Social Services Specialist
- F. Adoption of Resolutions Modifying the Salary Range for the Classification of Head Start Coordinator (Health) (Non-Supervisory) and Head Start Coordinator (Health) (Supervisory)
- G. Approval of Out-of-State Travel to Attend a Head Start and Early Head Start Facilities Training Seminar

Moved/Waters, second/Nottoli, to approve the consent calendar as follows:

- A. Approve the minutes of the April 6, 2006 meeting.
- B. Approve claims and warrants for the period 3/31/06 through 4/27/06.
- C. Approve the modification to the Head Start Social Worker (Supervisory) and (Non-supervisory) job specifications to Head Start Social Services Specialist (Supervisory) and (Non-supervisory).

- D. Approve resolutions modifying the salary range for the Head Start Social Services Specialist (Supervisory) and (Non-supervisory) classifications.
- E. Approve the reclassification of the six incumbent Head Start Social Workers to Head Start Social Services Specialist at the appropriate tier. The incumbents will retain their seniority in this revised classification.
- F. Approve resolutions modifying the salary range for the Head Start Coordinator (Health) (Non-supervisory) and Head Start Coordinator (Health) (Supervisory) classification.
- G. Approve out-of-state travel for one staff person to attend the Head Start Facilities Training Seminar, May 11 & 12, 2006 in Las Vegas, Nevada at an approximate cost of \$1,100.

Voice Vote: Unanimous approval

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

##### **1. Approval of Options Regarding Retiree Health Insurance Premium Offsets**

Ms. Kossick reviewed this item and the four options offered for consideration for current retired and future retired employees. Ms. Kossick stated that another potential option is to stop the subsidy for future retiree enrollments. This is not a vested benefit for retirees.

The County is going through an actuarial cost for continued benefits. This study includes looking at various choices to be made available to new hires. The Board will be provided more information before December 2007 regarding the potential liability of continuing payments. Ms. Kossick's recommendation is to provide the subsidy for 18 months and take this period (7/1/06 – 12/31/07) for consideration of action regarding the retiree subsidy.

Mr. Thatch requested that the motion coincide with the date that the County finalizes the actuarial study.

Ms. Scherman could not support 1-3 options because retirees look forward to the subsidy. It is important not to cut the retirement subsidy. She is concerned that if the subsidy is discontinued, employees will be leaving to find other employment.

Mr. Nottoli inquired about modification #4 and whether it applies to retirees. Ms. Collin stated that new hires need to understand that they should not expect the same retirement benefits as longer-termed employees. Ms. Collin spoke about employees that retire before they are able to get Medicare and how medical insurance is crucial. The county is searching for other options.

Ms. Kossick stated that the original intent of this item was to mirror the county policy. Mr. Thatch suggested that the last sentence be removed from the recommendation.

Moved/Nottoli, second/Scherman, to continue paying medical and dental subsidies to current retirees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have achieved at least 60 combined years of age and SCERS service as of that date. These payments will continue through December, 2007. The County will finalize the actuarial study prior to this date.  
Roll Call: Aye: 4, Nay: 0, Abstentions: 0

2. Authorization for the Executive Director to Execute a Contract with Ingentra for Payroll/Human Resources Services

Mr. Pryor provided an oral report and thanked Mr. Thatch's staff for assistance during the negotiation process. Staff recommends entering into a three-year contract with Ingentra with a potential extension of the contract subject to board approval. The annual cost for the services is \$75,000 for the first year plus implementation cost. The cost for the second year will be \$73,125, with implementation costs between \$20,000 to \$28,000 plus staffing.

Ms. Collin inquired whether the implementation cost is one time only. Mr. Pryor explained that the training can be as much or as little as staff need. He does not expect the training cost to be extensive because SETA is already using Ingentra.

Moved/Scherman, second/Collin, to authorize the Executive Director to execute a contract with Ingentra for Payroll/Human Resource services.  
Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

**B. WORKFORCE INVESTMENT ACT:** No items.

**C. HEAD START**

1. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Grant Applications

Ms. Norma Johnson reviewed this item. This is an application for refunding for the coming year. The primary change is that SETA taking over the MCA Head Start program and the number of Elk Grove slots will be increasing.

Moved/Waters, second/Scherman, to approve the Head Start Fiscal Year 2006-2007 Basic Grant Application for both Head Start and Early Head Start (Basic Grant and Training/Technical Assistance).  
Voice Vote: Unanimous approval.

2. Approval of Fiscal Year 2006-2007 Head Start/Early Head Start Training/Technical Assistance Grant Application

This application provides funding for training for staff and board members.

Moved/Waters, second/Collin, to approve the Head Start/Early Head Start Fiscal Year 2006-2007 Training/Technical Assistance Grant Application.

Voice Vote: Unanimous approval.

3. Approval of Fiscal Year 2006-2007 Program Goals

These goals are developed county-wide. Ms. Johnson stated that there are dentists working with Head Start to provide dental screenings for young children. Staff is working on a marketing campaign to help parents understand how important dental exams are for children. Ms. Scherman stated that parents need to be educated about the importance of dental exams.

Moved/Scherman, second/Nottoli, to approve the Fiscal Year 2006-2007 Program Goals.

Voice Vote: Unanimous approval.

**D. COMMUNITY SERVICES BLOCK GRANT – No items.**

**E. REFUGEE PROGRAMS – No items.**

**IV. Information Items**

- A. Head Start Quarterly Report: This report represents two quarters. MCA staff has smoothly transitioned into SETA and the licensing transfer went well. Head Start, in partnership with U.C. Berkeley, will be offering a math literacy enhancement program. This one of the few in the country that is beginning for young children. The actual implementation will begin this fall. Ms. Yolanda Macias was acknowledged for the excellent documentation.

- B. Follow-up on Equipment Dispersal: Ms. Gail White spoke on this issue and thanked Mr. Nottoli for easing the way through the county departments. The computers will be sold through the county and one van will be disposed of through the county surplus services.

- C. Dislocated Worker Update: No additional report.

**V. Reports to the Board**

- A. Chair: Ms. Collin expressed how much Ms. Johnson will be missed. A reception will be held in Ms. Johnson's honor, May 24, 6:30 – 8:30 p.m. at Antioch Progressive Baptist Church. All board members have been contacted.



- B. Executive Director: Ms. Kossick thanked the board for attending Capitol to Capitol. She learned a lot and it was a very good experience. She attended several meetings with DOL and learned of several opportunities for additional funds to be sought. The dedication of the Illa Collin Early Learning Center is scheduled for Friday, May 12, 11:30 a.m.
- C. Counsel: No report.
- D. Members of the Board: Ms. Scherman very pleased that Ms. Kossick attended Capitol to Capitol. Elk Grove is having their Western Festival this weekend. She will be a great grandmother soon.

Ms. Collin thanked all those that attended Capitol to Capitol. She also spoke of the levee situation in the area and that any flood in Sacramento takes out interstate commerce.

- E. Public: Ms. Darlene Waddle, Assistant Superintendent of the Galt High School District, spoke before the board requesting funding for the south county area. Ms. Sibba Alexanders spoke of the successful program they ran. Ms. Karen Liu asked if there could be some funding to serve the older youth.

Ms. Purdy stated that staff was very disappointed that Galt failed to submit their proposal on time. Galt has been one of the providers that really embraced WIA. The Youth Council funding recommendation asked that the County Office of Education serve in-school youth in the Galt area and broaden their area to include youth in the criminal justice system. Ms. Purdy will be meeting with Galt staff to discuss options.

Ms. Kossick asked board members to stay after the meeting so staff can take board member comments for Ms. Johnson's event.

- VI. **Adjournment:** Meeting adjourned at 11:39 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/28/06 through 6/29/06, and all expenses appear to be appropriate.

## ITEM II-C - CONSENT

### APPROVAL OF STAFF RECOMMENDATIONS FOR WORKFORCE SKILLS PREPARATION VENDOR LIST

#### BACKGROUND:

In February, 2006 the SETA Governing Board approved the release of the revised Workforce Skills Preparation Services Request for Qualifications (WSP RFQ). This Request for Qualifications was developed on the basis of the Workforce Investment Act (WIA) of 1998 as amended, Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Community Services Block Grant (CSBG) and their implementing regulations published in the Federal Register, August 11, 2000. The vendors selected through this Request for Qualifications may be used to provide Workforce Skills Preparation Services to eligible adults and youth enrolled in the Sacramento Works One Stop Career Center system or SETA's Workforce Development Department programs.

Workforce Skills Preparation Services are off-the-shelf, vendorized activities that supplement the services available at One-Stop Centers or WIA Youth providers. Allowable activities include:

#### One Stop Career Center Services:

- Basic Computer/Technology Literacy
- Counseling
- Expungement/Legal Assistance
- Financial Literacy/Planning
- Foreign Transcript Evaluation Information
- Informational Workshop
- Interpretation/Translation Assistance
- Job Readiness/Pre-Employment Skills Training
- Job Retention/Life Skills
- Small Business Development
- Vocational Assessment

#### In-Service Training for Staff and Partners

#### Youth Development and Life Skills Services

- Secondary School Completion Services
- Alternative Secondary School Services
- Leadership Development Opportunities
- Adult Mentoring
- Comprehensive Guidance and Counseling

The staff recommendation is attached.

**RECOMMENDATION:**

Review and approve the attached Staff Funding Recommendations for Workforce Skills Preparation Services Vendor List for 2006-2007.

# Sacramento Employment and Training Agency

## Workforce Skills Preparation Services

### Staff Funding Recommendations – Fiscal Year 2006 - 2007

#### **Sacramento Office Skills Center (OSC)**

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>BASIC COMPUTER/TECHNOLOGY LITERACY</b>						
<b>Typing Basics</b>	\$12.50/hr per person (\$80 max)	\$12.50/hr per person (10 people/\$500 max)	1-20 hrs	X		
<b>English Basics</b>	\$8.00/hr per person (\$240 max)	\$4.80/hr per person (10 people/\$1440 max)	30 hrs		X	Program is <u>not</u> appropriate for <u>basic</u> computer literacy activity.
<b>Stay Secure: Best Practices for Safe Computing</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy.
<b>Harness the Full Power of Windows XP</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy. Completion of their Basic Computer Literacy program is also a prerequisite.
<b>Harness the Full Power of Internet Explorer</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy. Completion of their Basic Computer Literacy program is also a prerequisite.
<b>Crash Course: Microsoft Outlook</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy. Completion of their Basic Computer Literacy program is also a prerequisite.
<b>Crash Course: Microsoft Word</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy. Completion of their Basic Computer Literacy program is also a prerequisite.

<b>Spyware – The Unseen Enemy</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy.
<b>Computer Viruses: How to Avoid Infection</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy.
<b>Crash Course: Email Etiquette</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy.
<b>Maintain Optimal PC Performance</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr		X	Program is too advanced for <u>basic</u> computer literacy.
<b>Basic Computer Literacy</b>	\$17.71/hr per person (\$248 max)	Not Offered	14 hrs	X		
<b>Microsoft Outlook for Windows</b>	\$15.50/hr per person (\$279 max)	Not Offered	18 hrs		X	Program is too advanced for <u>basic</u> computer literacy. Staff is recommending approval of this program under In-Service Training.
<b>Microsoft Word for Windows</b>	\$14.76/hr per person (\$310 max)	Not Offered	21 hrs		X	Program is too advanced for <u>basic</u> computer literacy. Staff is recommending approval of this program under In-Service Training.
<b>Microsoft Excel for Windows</b>	\$14.76/hr per person (\$310 max)	Not Offered	21 hrs		X	Program is too advanced for <u>basic</u> computer literacy. Staff is recommending approval of this program under In-Service Training.
<b>Microsoft Access for Windows</b>	\$12.42/hr per person (\$435 max)	Not Offered	35 hrs		X	Program is too advanced for <u>basic</u> computer literacy. Staff is recommending approval of this program under In-Service Training.
<b>Microsoft PowerPoint for Windows</b>	\$15.50/hr per person (\$279 max)	Not Offered	18 hrs		X	Program is too advanced for <u>basic</u> computer literacy. Staff is recommending approval of this program under In-Service Training.
<b>IN-SERVICE TRAINING</b>						
<b>Stay Secure: Best Practices for Safe Computing</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		

<b>Harness the Full Power of Windows XP</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Harness the Full Power of Internet Explorer</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: Microsoft Excel</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: Microsoft Outlook</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: Powerpoint</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: Microsoft Word</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: Microsoft Access</b>	\$40.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1.5 hrs	X		
<b>Spyware – The Unseen Enemy</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Computer Viruses: How to Avoid Infection</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: Email Etiquette</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Maintain Optimal PC Performance</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		
<b>Crash Course: HTML</b>	\$30.00/hr per person (\$30 max)	\$15.00/hr per person (24 people/\$360 max)	1 hr	X		

<b>Microsoft Outlook for Windows</b>	\$15.50/hr per person (\$279 max)	Not Offered	18 hrs	X		
<b>Microsoft Word for Windows</b>	\$14.76/hr per person (\$310 max)	Not Offered	21 hrs	X		
<b>Microsoft Excel for Windows</b>	\$14.76/hr per person (\$310 max)	Not Offered	21 hrs	X		
<b>Microsoft Access for Windows</b>	\$12.42/hr per person (\$435 max)	Not Offered	35 hrs	X		
<b>Microsoft PowerPoint for Windows</b>	\$15.50/hr per person (\$279 max)	Not Offered	18 hrs	X		
<b>Microsoft Project for Windows</b>	\$17.71/hr per person (\$248 max)	Not Offered	14 hrs		X	Microsoft Project is not typically used by SETA staff.
<b>Microsoft Windows XP Professional</b>	\$17.71/hr per person (\$248 max)	Not Offered	14 hrs		X	Microsoft Windows XP instruction can be provided by SETA's IS staff, if needed.
<b>Microsoft Front Page</b>	\$13.90/hr per person (\$278 max)	Not Offered	20 hrs	X		
<b>Microsoft Publisher</b>	\$13.90/hr per person (\$278 max)	Not Offered	20 hrs	X		
<b>Adobe In-Design</b>	\$12.47/hr per person (\$499 max)	Not Offered	40 hrs	X		
<b>Adobe Illustrator</b>	\$12.47/hr per person (\$499 max)	Not Offered	40 hrs	X		
<b>Adobe PageMaker</b>	\$13.87/hr per person (\$555 max)	Not Offered	40 hrs	X		



<b>Macromedia Dreamweaver</b>	\$13.87/hr per person (\$555 max)	Not Offered	40 hrs		X	This software is not used by SETA/Sacramento Works staff.
<b>Macromedia Freehand</b>	\$13.87/hr per person (\$555 max)	Not Offered	40 hrs		X	This software is not used by SETA/Sacramento Works staff.
<b>Macromedia Flash</b>	\$13.87/hr per person (\$555 max)	Not Offered	40 hrs		X	This software is not used by SETA/Sacramento Works staff.
<b>Macromedia Fireworks</b>	\$13.87/hr per person (\$555 max)	Not Offered	40 hrs		X	This software is not used by SETA/Sacramento Works staff.
<b>Corel CorelDraw</b>	\$13.87/hr per person (\$555 max)	Not Offered	40 hrs		X	This software is not used by SETA/Sacramento Works staff.
<b>Quark QuarkXPress</b>	\$13.83/hr per person (\$830 max)	Not Offered	60 hrs		X	This software is not used by SETA/Sacramento Works staff.
<b>JOB READINESS/PRE-EMPLOYMENT SKILLS TRAINING</b>						
<b>Computerized Language Learning</b>	\$2.43 - \$7.95/hr per person (\$485 - \$1595 max)	\$2.43 - \$6.64/hr per person (12 people \$485 - \$15950 max)	200 – 800 hrs		X	This program (ESL) is <u>not</u> appropriate for Job Readiness/Pre-Employment Skills Training activity criteria. More appropriate for LTPL list.
<b>A Resume to Remember Class</b>	\$18.83 - \$30/hr per person (\$55 - \$75 max)	\$12.75/hr per person (24 people/\$765 max)	2.5 hrs		X	
<b>A Winning Interview Class</b>	\$21.67 - \$30/hr per person (\$65 - \$90 max)	\$15.63/hr per person (24 people/\$1125 max)	3 hrs		X	

## Sacramento City Unified School District (Charles A. Jones Skills & Business Education Center)

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>COMPUTER LITERACY - ENGLISH</b>	\$8.33/hr per person (\$100 max)	\$83.33/hr per person (6-12 people/\$1000 max)	12 hrs	X		
<b>COMPUTER LITERACY - SPANISH</b>	\$8.33/hr per person (\$50 max)	\$83.33/hr per person (6-12 people/\$500 max)	6 hrs	X		
<b>FINANCIAL LITERACY/PLANNING WORKSHOP</b>	\$8.33/hr per person (\$50 max)	\$83.33/hr per person (6-12 people/\$500 max)	6 hrs	X		
<b>INFORMATIONAL/SELF HELP WORKSHOP</b>	\$8.33/hr per person (\$50 max)	\$83.33/hr per person (6-12 people/\$500 max)	6 hrs	X		
<b>INTERPRETATION/TRANSLATION ASSISTANCE</b>	\$30/hr per person	Not Offered	N/A	X		
<b>JOB READINESS/PRE-EMPLOYMENT SKILLS TRAINING</b>	\$8.33/hr per person (\$50 max)	\$83.33/hr per person (6-12 people/\$500 max)	6 hrs	X		
<b>VOCATIONAL ASSESSMENT SERVICES</b>	\$8.33/hr per person (\$50 max)	\$83.33/hr per person (6-12 people/\$500 max)	6 hrs	X		

## Crossroads Diversified Services

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>FINANCIAL LITERACY/PLANNING</b>	\$60.00/hr per person	\$100/hr (2-7 people) \$675/hr (8-20 people)	N/A	X		
<b>INFORMATIONAL/SELF HELP WORKSHOPS</b>	\$60.00/hr per person	\$100/hr (2-7 people) \$675/hr (8-20 people)	N/A	X		
<b>JOB READINESS/PRE-EMPLOYMENT SKILLS TRAINING</b>	\$60.00/hr per person	\$100/hr (2-7 people) \$675/hr (8-20 people)	N/A	X		
<b>JOB RETENTION/LIFE SKILLS/SUCCESS SKILLS</b>	\$60.00/hr per person	\$100/hr (2-7 people) \$675/hr (8-20 people)	N/A	X		
<b>VOCATIONAL ASSESSMENT</b>	\$60.00/hr per person	\$100/hr (2-7 people) \$675/hr (8-20 people)	N/A	X		

## Community Connection Resource Center

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>FINANCIAL LITERACY/PLANNING</b>						
<b>Money Skills</b>	\$16.67/hr per person (\$100 max)	\$300 max (3-10 people)	6 hrs	X		
<b>JOB READINESS/PRE-EMPLOYMENT SKILLS TRAINING</b>						
<b>Prepare for Success</b>	\$16.67/hr per person (\$100 max)	\$300 max (3-10 people)	6 hrs	X		

## Elk Grove Unified School District

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>BASIC COMPUTER/TECHNOLOGY LITERACY</b>						
<b>Basic Keyboarding</b>	\$11/hr per person	\$132/hr per person (6-18 people)	12 hrs	X		
<b>Computer Basics</b>	\$11/hr per person	\$132/hr per person (6-18 people)	12 hrs	X		
<b>Microsoft Word Basics</b>	\$11/hr per person	\$132/hr per person (6-18 people)	12 hrs		X	Program is too advanced for <u>basic</u> computer literacy. More appropriate for LTPL list or In-Service Training.
<b>Microsoft Excel Basics</b>	\$11/hr per person	\$132/hr per person (6-18 people)	12 hrs		X	Program is too advanced for <u>basic</u> computer literacy. More appropriate for LTPL list or In-Service Training.
<b>COUNSELING</b>						
<b>Anger Management</b>	\$18/hr per person	\$216/hr per person (4-15 people)	12 hrs	X		
<b>Stress Management</b>	\$18/hr per person	\$36/hr per person (4-15 people)	2 hrs	X		
<b>FINANCIAL LITERACY/PLANNING</b>						
<b>Debt Elimination</b>	\$11/hr per person	\$33/hr per person (6-20 people)	3 hrs	X		

<b>INFORMATIONAL WORKSHOP</b>						
<b>Creating a Master Application</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Creating a Resume</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Creating Cover Letters &amp; Reference Pages</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Job Search &amp; Interview Portfolio</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Interviewing Techniques</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Simulated Interviews</b>	\$13/hr per person	\$13/hr per person (5-20 people)	1 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Internet Job Search</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Time Management</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Dress for Success Professional Presentation</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Employer Expectations</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.
<b>Labor Market Information Career Development</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Readiness/Pre-Employment Skills Training.

<b>Workplace Communication</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs		X	Staff is recommending approval of this program under Job Retention/Life Skills.
<b>Employment Relationships</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Retention/Life Skills.
<b>Conflict Resolution</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs		X	Staff is recommending approval of this program under Job Retention/Life Skills.
<b>IN-SERVICE TRAINING</b>						
<b>Microsoft Word Advanced</b>	\$11/hr per person	\$44/hr per person (6-18 people)	4 hrs	X		
<b>Microsoft Excel Basics</b>	\$11/hr per person	\$44/hr per person (6-18 people)	4 hrs	X		
<b>Microsoft Powerpoint Basics</b>	\$11/hr per person	\$44/hr per person (6-18 people)	4 hrs	X		
<b>JOB READINESS/PRE-EMPLOYMENT SKILLS TRAINING</b>						
<b>Creating a Master Application</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>Creating a Resume</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs	X		
<b>Creating Cover Letters &amp; Reference Pages</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>Job Search &amp; Interview Portfolio</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		

<b>Interviewing Techniques</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs	X		
<b>Simulated Interviews</b>	\$13/hr per person	\$13/hr per person (5-20 people)	1 hrs	X		
<b>Internet Job Search</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs	X		
<b>Time Management</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>Dress for Success Professional Presentation</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>Employer Expectations</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs	X		
<b>Labor Market Information Career Development</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>JOB RETENTION/LIFE SKILLS</b>						
<b>Workplace Communication</b>	\$13/hr per person	\$39/hr per person (5-20 people)	3 hrs	X		
<b>Employment Relationships</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>Conflict Resolution</b>	\$13/hr per person	\$26/hr per person (5-20 people)	2 hrs	X		
<b>SMALL BUSINESS DEVELOPMENT</b>						



<b>Quickbooks: Beginning Business Set-Up</b>	\$11/hr per person	\$132/hr per person (6-18 people)	12 hrs	X		
<b>Quickbooks: Process Payroll &amp; Creating Invoices</b>	\$11/hr per person	\$132/hr per person (6-18 people)	12 hrs	X		

## Small Business Technology Institute

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>SMALL BUSINESS DEVELOPMENT</b>						
<b>Small Business Technology Boot Camp</b>	Not Applicable	\$10,000 per workshop (35-50 people/businesses)	8 hours	X		

## Voluntary Legal Services Program of Northern California, Inc.

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Yes	No	Justification
<b>EXPUNGEMENT/LEGAL ASSISTANCE</b>						
Criminal Records Expungement/Legal Assistance	\$75/per person	Not Offered	N/A	X		

ITEM III-A - 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE  
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET  
FOR FISCAL YEAR 2006-2007

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with final adoption of the Agency budget in September. The June budget is a proposed budget to provide authority to operate in the new fiscal year.

As funding becomes more definite in several programs, the final budget presented on August 3 will reflect actual available funding. The County has requested SETA's final budget be submitted in August.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to August 3, 2006, where the public hearing will be closed and the Agency budget adopted.

ITEM III- A-2 - ACTION

APPROVAL OF RESOLUTION NAMING A HEAD START EARLY LEARNING  
CENTER IN HONOR OF NORMA JOHNSON

BACKGROUND:

Ms. Norma Johnson, Deputy Director of Children and Families, has recently left the Agency after over 27 years of service. Norma led the Head Start program from 1983 until 2006 as the program expanded and became one of the model programs in the country.

The attached resolution recognizes the many contributions of Ms. Johnson towards the children and families of Sacramento County.

RECOMMENDATION:

Approve the attached resolution naming the Norwood Early Learning Center the Norma Johnson Early Learning Center.

RESOLUTION NO. 2006-12

**WHEREAS**, the Sacramento Employment and Training Agency (SETA) is the grantee for the Head Start/Early Head Start program, the grant administrator for the Refugee Program, the local workforce area administrator for the Workforce Investment Act programs, and the Community Action Agency for the Community Services Block Grant program; and

**WHEREAS**, Norma Johnson has been employed by SETA since 1979 and has been responsible for the Head Start program since 1983;

**WHEREAS**, Norma Johnson has mentored parents and staff and provided career development and advancement to hundreds of people in Sacramento County; and

**WHEREAS**, Norma Johnson has created and nurtured the Sacramento Head Start program to be one of the most respected programs at the national and state levels, and

**WHEREAS**, the SETA Governing Board wishes to acknowledge her excellent contributions to the SETA Head Start programs.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the SETA Governing Board hereby names the Norma Johnson Early Learning Center at 3265 Norwood Ave., Sacramento, CA 95824, in her honor.

On a motion made by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the forgoing resolution is passed and adopted by the SETA Governing Board, County of Sacramento, State of California, this sixth day of July, 2006, by the following vote, to wit:

Ayes:  
Noes:  
Absent:

Attest: \_\_\_\_\_  
Clerk of the Boards

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

Date: July 6, 2006

ITEM III-B - 1 -ACTION

REAPPOINTMENT OF WORKFORCE INVESTMENT BOARD MEMBERS

BACKGROUND:

The Sacramento Works, Inc board is a thirty-seven member board with seats in the following sectors:

Private Business	19
Education	3
Labor	3
Required Partner	10
Economic Development	<u>2</u>
	37

On June 1, 2000, all Required Partners and Labor were appointed to the WIB. On June 26, 2000, all Private Business, Economic Development and Education representatives were appointed. Board members are appointed to serve three-year terms. In June, 2003, all board members were reappointed to the board.

The following board members have terms soon to expire and are requesting reappointment to the Workforce Investment Board.

**19 Private Business Representatives**

- Lynn Conner, Parasec
- Michael Dourgarian, Manpower Staffing Services
- Barbara Hayes, SACTO
- Mark Ingram, Pacific Coast Companies, Inc.
- Gary R. King, Sacramento Municipal Utility District
- James E. Lambert, Sacramento Builder's Exchange
- Gerry Lawrence, DST Output
- Matt Mahood, Sacramento Metro Chamber of Commerce
- Elizabeth McClatchy, The Safety Center
- Kim Parker, California Association of Employers
- Bruce Parks, Tarts & Truffles/Meals at Work.com
- Deborah Portela, Casa Coloma Health Care Center
- Tim Ray, AT & T
- Anette Smith-Dohring, Sutter Health, Sacramento/Sierra Region
- Kingman Tsang, First Bank
- Terry A. Wills, Esq., Cook Brown, LLP

(One Private Business vacancy)

The Executive Committee is not forwarding the names of two Private Business sector board members until the July meeting.

### **3 Education Representatives**

- Dr. Larry M. Buchanan, Grant Joint Union High School District
- Joan Polster, Sacramento City Unified School District

(One Education Sector vacancy)

### **3 Organized Labor Representatives**

- Bill Camp, Sacramento Central Labor Council
- Matt Kelly, Sacramento-Sierra's Building & Construction Trade Council
- Maurice Read, Sacramento Sierra Building & Construction Trades Council

### **10 Required Partner Representatives**

- Bruce Wagstaff, Department of Human Assistance
- Mark Erlichman, California Department of Rehabilitation
- Kathy Kossick, Sacramento Employment and Training Agency
- Anne Moore, Sacramento Housing and Redevelopment Agency
- Michael Micciche, California Human Development Corporation
- Diane Ferrari, Employment Development Department
- Lorenda Sanchez, California Indian Manpower Consortium

(Three Required Partner vacancies: Sacramento Veterans Resource Center, Experience Works, Inc., and Sacramento Job Corps)

### **2 Economic Development Representatives**

- Walter DiMantova, Los Rios Community College District
- James R. Pardun, County of Sacramento

All board members were polled regarding their willingness to serve an additional three-year term.

The Sacramento Works, Inc. Executive Committee met on Monday, May 22. The Executive Committee recommends the reappointment of these board members, with the exception of two Private Business sector representatives. An oral report will be given.

### **RECOMMENDATION:**

Appoint the above-listed board members to three-year terms on the Sacramento Works, Inc. Board.



ITEM III-B - 2 – ACTION

APPOINTMENT OF EDUCATION SECTOR MEMBER TO THE SACRAMENTO  
WORKS, INC. BOARD OF DIRECTORS

BACKGROUND:

There is one Education Sector seat currently vacant on the Sacramento Works, Inc. Board of Directors due to the resignation of Francisco Rodriguez, President, Cosumnes River College.

Dr. Brice Harris, Chancellor, Los Rios Community College, has submitted an application for this Education Sector seat. A copy of the application will be sent under separate cover and has been reviewed by Legal Counsel.

Dr. Harris was a charter member of the Sacramento Works, Inc. Board and served until October, 2003.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the application, and appoint Dr. Brice Harris to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.

## ITEM III-B – 3 – ACTION

### APPROVAL OF WORKFORCE INVESTMENT ACT (WIA) TITLE I, ONE STOP CAREER CENTER SERVICES IN NORTH SACRAMENTO/DEL PASO HEIGHTS

#### BACKGROUND:

On April 7, 2006, SETA released a Request for Proposals for \$175,000 for One Stop Career Center services in the North Sacramento/Del Paso Heights area. The notice of the release of the RFP was posted publicly in the Sacramento Bee, on the SETA website and sent to community organizations. Proposals were due at SETA on May 1, 2006.

SETA received two responses to the RFP from the Greater Sacramento Urban League and Goodwill Industries. The proposals were evaluated with the following criteria:

- Program Goals and Objectives in keeping with the Sacramento Works, Inc. mission and vision
- Program Management
- Connection to service delivery system
- Proposed program design and activities
- Budget
- Demonstrated performance providing similar service

Staff is recommending the Greater Sacramento Urban League to provide the One Stop Career Center services. The Urban League has experience in operating employment and training programs. In February 2004, the Greater Sacramento Urban League implemented a community resource/employment center at their current location. In July 2004, this location was designated a core SWCC site providing outreach and orientations to job seekers, job search assistance, a variety of workshops, and information and referrals to community resources. GSUL has connected with several of the required WIA partners to co-locate services at the proposed site.

#### **Synopsis of Urban League's response:**

- Location of site: 3725 Marysville Boulevard
- Number to be served: 1,400 Core customers, 50 Intensive customers
- Funds requested: \$175,000
- Funding would support additional staffing and site supervision, space and equipment for the career center resource room
- Services to be provided to both job seekers and employers to include:
  - Outreach, Intake, & orientation
  - Assessment
  - Job announcements and applications
  - Computers with Internet access

- Labor Market information
- Case Management
- Job search assistance
- Unemployment Insurance claims filing information
- Information on community training services (WIA, vocational training, community college, etc.)
- Access to fax, telephones and copy machines
- Informational workshops

RECOMMENDATION:

- Approval of Workforce Investment Act (WIA) Title I funds for One Stop Career Center Services in North Sacramento/Del Paso Heights to the Greater Sacramento Urban League for \$175,000 and,
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

ITEM III-B – 4 - ACTION

APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT AND  
DISLOCATED WORKER SUBGRANT AGREEMENTS

BACKGROUND:

At its March, 2006 meeting, the SETA Governing Board concurred with the Sacramento Works, Inc. to allocate Workforce Investment Act resources to the following activities for Fiscal Year 2006-2007:

<b>Activity</b>	<b>Recommendation for FY2006-2007 % of Total Allocation</b>	<b>\$ WIA Available FY2006-2007</b>
One Stop Services	39.6%	\$2,683,334
On-the-Job Training	11.9%	806,262
Scholarships/Workforce Skills Preparation	26.3%	1,782,114
Administration	7.7%	779,251
One-Stop Support	11.5%	521,759
Board Initiatives	3%	203,282
Totals	100.00%	\$6,776,002

\*WIA final allocations not yet received...amounts subject to change

SETA has received preliminary funding allocations from the State of California but, due to a change in the formula that is used by the U.S. Department of Labor, will not receive final allocations until after the July 1, 2006 start of the fiscal year. SETA anticipates a decrease in the WIA allocation and will, if necessary, apply an across the board pro rata funding reduction to all WIA adult and dislocated worker contracts.

Staff have reviewed and evaluated the performance for all agencies funded with WIA Adult and Dislocated Worker funds based on the following criteria:

- Ability to recruit and enroll adults and dislocated workers
- Cost
- Services to special populations
- Entered employment rates
- Wage at placement
- Job retention rates
- Wage gain and wage replacement

The SWCC One Stop Services Core Service Reports and Performance Measure Reports for One Stop Services and On-the-job-Training for Fiscal Year 2005-2006 are attached under separate cover.

## **ONE STOP CAREER CENTER PERFORMANCE**

### **Core Services Outcomes:**

In the first nine months of Fiscal Year 2006 (July 2005 to March 2006):

- 29,267 job seekers (11% increase from previous year) received 124,774 core services (26% increase from previous year) through the Sacramento Works Career Center system
- Average cost per customer was \$85.76 (54% decrease from previous year) and;
- Average cost per core service was \$24.43 (60% decrease from previous year).

### **Scholarship/Intensive and Training Services Outcomes:**

From July 1, 2004 through March 31, 2006 performance outcomes for intensive and training services in the Career Centers:

- 2,147 job seekers were served in intensive and training services through the Sacramento Works One Stop Career Center system
- 1,369 customers completed training and were exited from the system.
- Of those exited:
  - 87.3% of adults and 92% of dislocated workers were employed in the quarter after they exited
  - 88.2% of adults and 91.6% of dislocated workers retained their jobs for at least six months
  - Average wage gain for adults enrolled in the program, measured over a period of six-months, was \$5,529 and;
  - Wage replacement rate for dislocated workers was 106%
  - Average cost for customers served was \$3,045 per year.

Staff is recommending an extension for each Sacramento Works One Stop Career Center. Three centers, Sacramento Works Career Centers at Mark Sanders, Mather, and Galt are recommended for slight increases. Six centers, Sacramento Works Career Center at Franklin, Hillsdale, Rancho Cordova, Broadway, Lemon Hill and Citrus Heights are recommended for the same amount of funding as last year. Two Career Centers, La Familia Counseling Center and South County are recommended for decreases. SWCC-La Familia is recommended for a decrease in the dislocated worker allocation due to low enrollments in the current program. South County is recommended for less funding due to low performance in three of the six performance measures in the current year. The Greater Sacramento Urban League is recommended for funding for scholarships to serve the North Sacramento/Del Paso Heights Community.

### **On-the-Job Training Performance:**

Each OJT provider is evaluated based on their ability to work with the Sacramento Works One Stop Career Center system to place job seekers in OJT positions that result in unsubsidized employment, job retention and increased wages. OJT providers are evaluated on “real time” criteria and performance is also measured six months after exit.

From July 1, 2005 through March 31, 2006:

- OJT providers had enrolled 176 customers

- Enrollments were 78% of planned goals
- 87.8% of customers completing OJT attained unsubsidized employment with an annual earnings increase of \$4,444 over the pre-OJT wage
- Job retention for customers enrolled in OJT decreased in the last year. Only 60.28% of customers who were employed upon program completion were still working six months after training (goal for retention is 77.2%).

In comparison to the outcomes produced in the Scholarship activity, OJT has not resulted in high retention or earnings change rates. In the next year, staff will analyze the demographics of the customers and the performance outcomes to determine if the OJT activity meets the needs of local job seekers and employers.

Staff is recommending a decrease in the amount of funds available in this activity. In making funding recommendations in this category, staff considered each OJT provider's ability to meet the OJT enrollment goals, the cost per participant, and successful exits from the system. Because resources are limited and because the Greater Sacramento Urban League will be focusing on transitioning from an affiliate to a comprehensive career center in the next year, staff is not recommending GSUL for OJT funding.

#### **Performance Incentive Awards:**

A financial incentive for exceptional performance went into effect Fiscal Year 2006. Performing at or above 110% of all goals resulted in receipt of a financial award for each quarter. The awards are banked until the end of the year and the total award is included in the next Fiscal Year budget.

- Currently there are eleven career centers and five OJT providers.
- In the first nine months (first, second, and third quarters), seven of the career centers and three OJT providers have banked a total of \$6,250 for exceptional performance
- \$12,000 remains for fourth quarter performance awards.

#### **RECOMMENDATION:**

- Extend the Workforce Investment Act Title 1 Adult and Dislocated Worker Subgrant Agreements through June 30, 2007 as shown on  
Attachment 1: One-Stop Services Extension Recommendation  
Attachment 2: On-the-Job Training Extension Recommendation
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.
- Authorize the Executive Director to apply a pro-rated reduction to subgrant agreements if the final WIA allocations from the State of California are decreased.
- Authorize the Executive Director to amend contracts to include the incentive awards as approved by Sacramento Works, Inc.

**Attachment 1**  
**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**ONE-STOP SERVICES**  
**Staff Funding Recommendations**  
**FY 2006 - 2007**

	Host Agency	Current Funding Amount FY2005-2006		Staff Funding Recommendations, Funding Year 2006-2007													
				\$ Amount								Number to be served					
				One-Stop Services	Scholarships/ WSP	Total	One-Stop Services			Scholarships/ WSP			Total	Core	Adult Intensive	D.W. Intensive	Total Intensive
							WIA Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total					
Rank 1	County DHA - Mather	105,000	65,000	170,000	\$ 80,000	\$ 25,000	\$ 105,000	\$ 65,000	\$ 25,000	\$ 90,000	\$ 195,000	857	31	10	41		
	Broadway	270,000	185,000	455,000	150,000	120,000	270,000	95,000	90,000	185,000	455,000	2,204	50	40	90		
	Franklin	270,000	145,000	415,000	150,000	120,000	270,000	70,000	75,000	145,000	415,000	2,204	50	40	90		
	Galt	110,000	75,000	185,000	60,000	50,000	110,000	50,000	50,000	100,000	210,000	898	20	17	37		
	Mark Sanders	280,000	245,000	525,000	120,000	160,000	280,000	100,000	160,000	260,000	540,000	2,286	40	53	93		
Rank 2	Hillsdale	270,000	220,000	490,000	120,000	150,000	270,000	100,000	120,000	220,000	490,000	2,204	40	50	90		
	Sacramento City USD - Lemon Hill	318,737	145,000	463,737	188,000	130,000	318,000	75,737	70,000	145,737	463,737	2,596	63	43	106		
	Rancho Cordova	230,000	170,000	400,000	115,000	110,000	225,000	80,000	95,000	175,000	400,000	1,837	38	37	75		
	San Juan USD - Citrus Heights	270,000	155,000	425,000	120,000	150,000	270,000	75,000	80,000	155,000	425,000	2,204	40	50	90		
Rank 3	La Familia Counseling Center	215,000	70,000	285,000	175,000	19,948	194,948	50,000	21,000	71,000	265,948	1,591	58	7	65		
	Elk Grove USD - South County	275,493	164,507	440,000	100,000	85,000	185,000	75,000	75,000	150,000	335,000	1,510	33	28	62		
New Center	Sacramento Urban League*	50,000	0	50,000	100,000	75,000	175,000	50,000	30,000	80,000	255,000	1,429	29	19	47		
	Incentives				4,886	5,500	10,386		5,377	5,377	15,763						
		<b>\$2,664,230</b>	<b>\$1,639,507</b>	<b>\$4,303,737</b>	<b>\$1,482,886</b>	<b>\$1,200,448</b>	<b>\$2,683,334</b>	<b>\$885,737</b>	<b>\$896,377</b>	<b>\$1,782,114</b>	<b>\$4,465,448</b>	21,820	492	394	886		

\* One Stop services procured through North Area RFP

**Attachment 2**  
**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker**  
**ON-THE-JOB TRAINING**  
**Staff Funding Recommendations**  
**FY2006-2007**

Service Provider	Current Funding Amount, FY2005-2006			Staff Funding Recommendations, FY2006-2007			
	WIA	CalWORKs	Total	\$ Amount			Total Num
			WIA	CalWORKS			
Sacramento Chinese	\$ 180,000	\$ 29,453	\$ 209,453	\$ 210,000	\$ 35,000	\$ 245,000	60
Sacramento Lao Family	180,000	28,800	208,800	210,000	35,000	245,000	48
Asian Resources	210,000	30,400	240,400	210,000	35,000	245,000	55
La Familia Counseling Center	175,000	30,400	205,400	176,262	30,400	206,662	51
Greater Sacramento Urban League	144,790	30,400	175,190	0	0	0	0
	\$889,790	\$149,453	\$1,039,243	\$806,262	\$135,400	\$941,662	214

All 201 Funds



Sacramento Works Career Center Performance Report FY 2005-2006

Sacramento Works One Stop Career Center Performance Report FY 2005-2006												
One Stop	3rd Quarter Measures - Base Wage		3rd Quarter Performance Outcomes Real Time						Core Services			
	85% DW Retention	79% Adult Retention	DW EER 78.8%	Adult EER 71.3%	DW Wage Replacement 91.7%	Adult Wage @ Placement \$3600	Cost per Customer Served this year	Customers served 7/1/05-3/31/06	Core # Served	Cost per Core Service	# Job Seeker Customer Satisfaction Forms Completed	% of Core Customers Surveyed
Mather	90%	100%	81.3%	87.3%	133.0%	\$ 8,302	\$2,024	84	1364	\$ 76.98	52	4%
Broadway	75%	86%	93.0%	83.7%	101.0%	\$ 5,886	\$2,866	164	4212	64.10	777	18%
Franklin	100%	86%	100.0%	94.0%	92.3%	\$ 6,937	\$3,074	135	3410	79.18	218	6%
Galt	100%	89%	100.0%	92.0%	113.3%	\$ 7,294	\$3,246	57	875	125.71	192	22%
Mark Sanders	93%	88%	95.5%	94.1%	121.4%	\$ 4,735	\$3,514	148	7428	37.70	929	13%
Hillsdale	87%	83%	91.7%	84.3%	91.8%	\$ 3,577	\$2,816	174	3960	68.18	292	7%
Lemon Hill	94%	85%	94.7%	92.0%	86.4%	\$ 5,544	\$3,056	144	3651	78.06	38	1%
Rancho Cordova	93%	87%	94.4%	81.2%	100.8%	\$ 4,631	\$3,150	127	2277	101.01	124	5%
Citrus Heights	100%	71%	95.6%	93.6%	94.4%	\$ 3,451	\$2,796	152	2374	113.73	174	7%
La Familia	67%	80%	89.5%	88.0%	141.7%	\$ 5,377	\$2,198	116	1908	91.72	790	41%
South County	85%	64%	66.7%	60.3%	108.0%	\$ 5,128	\$4,750	80	3124	62.42	180	6%
GSUL									950	52.63	82	9%
									35,533	70.64	3848	11%
								unduplicated customers	29,267	85.76		

On-the-Job-Training Performance Report

On-the-Job Training Performance Report FY 2005-2006									
OJT Provider	Current Funding Amount, FY2005-2006				Number of Customers Served 7/1/05-3/31/06	% of Planned Enrollments	Cost Per OJT Customer	EER 70.3%	Earnings Change \$3600
	WIA	CalWORKs	Total	Planned Enrollments					
Sacramento Chinese Community Service Center	\$ 180,000	\$ 29,453	\$ 209,453	47	46	98%	\$ 4,553.33	93%	5878
Sacramento Lao Family	180,000	28,800	208,800	41	33	80%	6,327.27	94%	6716
Asian Resources	210,000	30,400	240,400	48	37	77%	6,497.30	85%	5036
La Familia Counseling Center	175,000	30,400	205,400	46	40	87%	5,135.00	81%	4850
Greater Sacramento Urban League*	144,790	30,400	175,190	42	20	48%	8,759.50	89%	3764
	\$889,790	\$149,453	\$1,039,243	224	176	79%	5,904.79		

## ITEM III-B - 5 - ACTION

### CONCURRENCE WITH THE SACRAMENTO WORKS, INC. BOARD TO APPROVE YOUTH FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT, TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2006-2007

#### BACKGROUND:

In 2003 the Sacramento Works Youth Council implemented a collaborative approach to youth service delivery. The collaborative approach enhances the program funding, resources and services available to the community. The WIA Youth Collaboratives are required to include active membership and participation from:

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

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

- 1. Universal services for all youth through Youth Specialists co-located at Sacramento Works One Stop Career Centers;**
- 2. Improving Educational Achievement**
  - Secondary school completion & drop out prevention strategies (ISY)
  - Alternative secondary school services (OSY)
- 3. Preparing for & Succeeding in Employment**
  - Occupational skills training
  - Work Experience / On-the-Job Training directly linked to academic and occupational learning
- 4. Supporting Youth Development**
  - Leadership development opportunities
  - Supportive services
  - Adult mentoring
  - Comprehensive guidance & counseling including alcohol and drug abuse
  - Follow-up services for one year

Over the past two years, the Youth Council engaged in an extensive youth planning process which included:

- Review of demographic information on high risk factors;
- Review and analysis of challenged communities and the associated youth risk factors;
- Public hearings and planning meetings with youth service providers, Sacramento County Probation, school district personnel and community members;
- Proposed changes in the WIA reauthorization.

Currently, 74% of the WIA youth funding serves youth residing in the identified challenged communities. As a result of this planning process, the Youth Council adopted the following policies to adequately serve the youth in Sacramento:

- Target services towards challenged communities throughout Sacramento County;
- Focus on the identified critical industries to train and place youth in employment with greater likelihood of success;
- Adopt a vendorized approach with Workforce Skills Preparation services to encourage collaboration and partnerships;
- Focus on soft skills necessary to attain and retain employment and academic achievement;
- Require that all out-of-school youth without a high school diploma participate in GED preparation activities;
- Require that all in-school youth participate in occupational skills training;
- Focus more services toward out-of-school youth (in keeping with the WIA reauthorization requirements).

**Funding challenges and Available Funding**

The current WIA program year ends June 30, 2006. Annual performance reports will be completed and ready for review by August 2006. SETA has received information from the State of California that due to changes in the federal allocation formula, there will be an 11% reduction in the Workforce Investment Act allocations this year. Therefore, this funding recommendation is based on an estimate that \$2,128,850 will be available for subgrants in program year 2006-2007. The proposed allocation for program year 2006-2007 is:

Individualized Services	
Out-of-School Youth	\$977,485
In-School Youth	\$651,365
Universal Services	\$500,000
<b>Total</b>	<b><u>\$2,128,850</u></b>

WIA changes include a focus to serve more out-of-school youth, rather than in-school youth. Historically, 60% of Sacramento’s funds have been directed to in-school youth. With this funding cycle, 40% of the funds will be for in-school youth and 60% for out-of-school youth services.

**Evaluation Process**

In response to the RFP SETA received twenty-four proposals requesting \$3,086,918:

- Fourteen proposals for Individualized Services – for a total of \$2,485,182
  - eight for In-School youth and
  - six for Out-of-School youth services

- Ten proposals for Universal Services for a total of \$601,736

The proposals were evaluated by a team representing the Sacramento Works Career Center system, youth planning, fiscal, contracts and monitoring. The funding recommendations are based on the following:

- Whether the proposing agency responded thoroughly and completely to all required sections of the RFP;
- The proposing agency's ability to affect and document progress towards youth success;
- Understanding and adherence to the WIA Youth Council's program design and performance requirements;
- The proposing agency's past performance, or, if not previously funded by WIA, their potential for success and understanding of WIA;
- Ensuring that the targeted challenged communities were served;
- The proposed agency's and partner's commitment to youth development and a collaborative approach to service delivery.

Because of the limited amount of funding available, the Youth Council also considered:

- The impact the requested funding would have on the program's target group;
- The level of proposed administrative costs compared to direct service costs;
- Staffing infrastructure – ensuring that funded agencies had an adequate staff to participant ratio;
- Ability to implement all component elements.

In addition to the Universal and Individualized WIA Youth Programs, there are two **Youth Council Initiatives:**

#### Work Scholarship Program

Staff is also recommending that the Youth Council allocate \$30,000 to continue the program that SETA/Sacramento Works currently operate in partnership with LEED, Sacramento and Raley's Grocery Stores. This program, which began two years ago, provides sophomores and juniors at Luther Burbank High School work readiness, leadership development and academic counseling services. Students who successfully complete the program are offered employment by Raley's.

#### Youth Services Provider Network – Linking Education and Economic Development

Staff is also recommending an extension for an additional year for the Youth Services Provider Network (YSPN). Staff is recommending \$15,000 to provide training and technical assistance to WIA Youth program agencies and staff.

The Sacramento Works Youth Council approved the attached WIA Youth Funding Recommendations on May 10, 2006 and the Sacramento Works, Inc. concurred on May 24, 2006. Immediately following the recommendation tables is the chart of the Sacramento challenged communities with proposed WIA service providers.

RECOMMENDATION:

Review and concur with the Sacramento Works, Inc. recommendation funding for the WIA, Title I, Youth Program, PY 2006-2007. Funding recommendations are subject to satisfactory year-end program performance reviews. Funding recommendations are also subject to contract and program stipulations. Sacramento Works, Inc. and the Youth Council retains the right to augment or modify contracts based on the performance review, revised allocation from the State of California and implementation of Youth Council program priorities by August 2006.

## WIA Youth Funding Stipulations

### For All Proposals

- **Budgets must include both paid & un-paid Work Experience wages (including leveraged wages)**
- **Mentors are not WEX employers or case managers. (Employers may act as mentors but WEX does not qualify as a mentoring activity.)**
- **Workforce Skills Preparation – The intention of YWSP is to encourage collaboration, partnership and enhancing resources to youth. Therefore, a minimum of 50% of WSP funds must be allocated to partner (non-lead agency).**
- **Current procurement does not permit subcontracting for services (YWSP is not subcontracting).**

### Universal Services

- **Services are for all youth – there is no age category nor eligibility**
- **Youth Specialists are not case managers**
- **Youth Specialists are not job developers for Individualized Youth programs**

### Out of School Youth

- **It is expected that the majority of Out-of-School services would be provided at the Sacramento Works Career Center site. Therefore, staff should be co-located at the SWCC site on a regular basis (if not full-time).**
- **All out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either the GED or high school diploma.**

### In-School Youth

- **Occupational Skills Training is a required activity for all In-School Youth**

## **WIA ELIGIBLE YOUTH BY ZIPCODE**

Neighborhood / Community	Zip Code	Composite Index Overall Ranking by CSPC*	Recommended Providers
Sacramento	95817	1	SCUSD, LFCC, ARI
Sacramento	95820	2	SCUSD, LFCC, ARI SCCSC
Del Paso Heights	95838	3	Grant, GSUL
North Sacramento	95815	4	SJUSD, Grant, City
Sacramento	95824	5	EGUSD, SCUSD, LFCC
Sacramento	95823	6	EGUSD, SCUSD, LFCC, SCCSC
Freeport	95832	7	SCCSC
North Sacramento	95834	8	Grant, GSUL
North Highlands	95660	9	Grant, SJUSD
Natomas	95835	10	GSUL
Mill /Walsh	95827	11	Crossroads
Florin	95828	12	ARI, SCUSD, ARI
Sacramento	95821	13	City, SJUSD
South Sacramento	95822	14	SCUSD, LFCC, ARI, City, SCCSC
Arden/Arcade	95825	16	SJUSD
Downtown Sac	95814	17	LFCC, ARI, City
Gardenland/N.Sac	95833	18	Grant, SJUSD, GSUL
Foothill Farms	95841	19	Grant, SJUSD
North Highlands	95842	21	SJUSD, Grant
Rancho Cordova	95670	24	Crossroads
Citrus Heights	95610	25*	SJUSD
Florin Perkins	95826	25*	City, SCUSD
Galt	95632	32	SCOE, SETA

- Composite Index indicates ranking by Community Services Planning Council using the following indicators:
  - Percent of Children under 18
  - Percent of Families with Children under 18
  - Rate of Teen Births
  - Rate of Mental Health Services for Youth
  - Rate of CalWORKs cases
  - Rate of Foster Youth
  - Rate of Juveniles on Probation
  - Rate of Incarcerated Youth
  - Rate of CPS Referrals
  - High School Drop-out Rate
  - Percentage Enrolled in Free/Reduced Lunch program



## WIA YOUTH FUNDING PY 2006-2007

WIA Youth Funding PY 2006-2007 OUT-of-SCHOOL								
Provider	WIA Funds Requested	Cost per Participant	2005-6 Allocation	Staff Recommendation				Neighborhood Served
				Case Mgmt & WEX	WSP	Total	Number of Youth	
San Juan Unified School District	\$198,308	\$3,966	\$ 114,632	\$ 178,100	\$ 20,000	\$ 198,100	50	4, 9, 13, 16, 19
Elk Grove Unified School District	\$148,214	\$3,222	Funded in Younger Youth only	\$ 128,100	\$ 20,000	\$ 148,100	46	5, 6, 22
Sacramento City Unified School District	\$275,000	\$5,500	\$ 124,800	\$ 160,000	\$ 20,000	\$ 180,000	33	1,2,5,6,12,26
Grant Joint Union High School District	\$193,763	\$3,875	Funded in Younger Youth only	\$ 143,500	\$ 20,000	\$ 163,500	42	3,4,9,21
La Familia Counseling Center	\$275,472	\$4,591	\$ 124,751	\$ 137,700	\$ 20,000	\$ 157,700	34	1,2,5,6,17
Asian Resources, Inc.	\$140,748	\$ 4,021	\$ 190,018	\$ 110,085	\$ 20,000	\$ 130,085	32	1,2,5,6,12
<b>Total Requested</b>	<b>\$1,231,505</b>							
<b>Total Available</b>	<b>\$977,485</b>		\$ 554,201	<b>\$ 857,485</b>	<b>\$ 120,000</b>	<b>\$ 977,485</b>	<b>238</b>	

## WIA YOUTH FUNDING PY 2006-2007

WIA Youth Funding PY 2006-2007								
IN-SCHOOL								
Provider	WIA Funds Requested	Cost per Participant	2005-6 Allocation	Staff Recommendation				Neighborhood Served
				Case Mgmt & WEX	WSP	Total	Number of Youth	
San Juan Unified School District	\$116,692	\$4,024	\$ 222,787	\$ 96,600	\$ 20,000	\$ 116,600	29	4,9,13,16,19
Elk Grove Unified School District	\$107,265	\$2,980	\$ 156,557	\$ 87,265	\$ 20,000	\$ 107,265	36	5,6,22
Sacramento Chinese Community Service Center	\$285,150	\$4,753	\$ 228,168	\$ 124,500	\$ 20,000	\$ 144,500	28	2,6,14
City of Sacramento	\$134,110	\$2,682	\$ 126,305	\$ 110,000	\$ 20,000	\$ 130,000	48	1,2,5,6,12,26
Sacramento County Office of Education for Galt	\$196,816	\$3,280	\$ -	\$ 103,000	\$ 20,000	\$ 123,000	38	27
LaFamilia Counseling Center	\$183,648	\$3,465	\$ 158,204			\$ -		
Asian Resources Inc.	\$125,839	\$5,033	\$ 79,174			\$ -		
Dept. of Health & Human Services	\$104,157	\$1,416	\$ -			\$ -		
<b>Total Requested</b>		\$1,253,677						
<b>Total Available</b>		<b>\$651,365</b>		<b>\$ 521,365</b>	<b>\$ 100,000</b>	<b>\$ 621,365</b>	<b>178</b>	

### Other Youth Council Initiatives

SETA Work Scholarship Program (In-School funds)	\$ 30,000		\$ 30,000	25
Youth Services Provider Network			\$ 15,000	

## WIA YOUTH FUNDING PY 2006-2007

WIA Youth Funding PY 2006-2007 UNIVERSAL SERVICES						
Provider	WIA Funds Requested	Number of Youth	2005-6 Allocation	Staff Recommendation	SWCC	Previous Provider (if different)
Asian Resources, Inc.	\$ 108,967	150	\$ 34,954	\$ 50,000	Broadway	
Crossroads	\$ 50,000	150	\$ 50,000	\$ 50,000	Rancho	SCCSC
Crossroads	\$ 50,000	150	\$ 63,000	\$ 50,000	Citrus Heights	
Elk Grove Unified School District	\$ 77,769	150	\$ 55,000	\$ 50,000	South County	
Greater Sacramento Urban League	\$ 65,000	150	\$ 39,900	\$ 50,000	GSUL	Grant JUHSD
La Familia Counseling Center	\$ 50,000	150	\$ 47,132	\$ 50,000	LFCC	
Sacramento Chinese Community Service Center	\$ 50,000	150	\$ 48,500	\$ 50,000	Franklin	
Sacramento City Unified School District	\$ 50,000	150	\$ 55,000	\$ 50,000	Lemon Hill	
San Juan Unified School District	\$ 50,000	150	\$ 50,000	\$ 50,000	Hillsdale	
Employment & Training Agency		150	\$ 50,000	\$ 50,000	Galt	Galt JUHSD
Crossroads	\$ 50,000		\$ -	\$ -	Mark Sanders	
<b>Total</b>	<b>\$ 551,736</b>		<b>\$ 493,486</b>	<b>\$ 500,000</b>		

<b>Total Available</b>	\$ 2,128,850
<b>Universal</b>	\$ 500,000
<b>Out-of-School</b>	\$ 977,485
<b>In-School</b>	\$ 651,365

ITEM III-B - 6- ACTION

RATIFICATION OF AGREEMENT WITH THE SACRAMENTO COUNTY  
DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Last year, SETA entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) for \$2,562,000 to continue providing One-Stop Services to CalWORKs customers.

On May 16, 2006, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount of \$2,670,000, and continue services to CalWORKs recipients for PY2006-2007. SETA will provide over 32,000 self-sufficiency services to over 6,500 CalWORKs/TANF customers.

Under the agreement, SETA will continue to provide job training and employment services to residents of Mather Community Campus, and reimburse DHA \$405,183 for the costs of operating the Sacramento Works Career Center – Mather for PY2006-2007.

RECOMMENDATION:

Ratify the agreement for \$2,670,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers.

ITEM III-C - 1 – ACTION

APPROVAL OF FISCAL YEAR 2006-2007 HEAD START/EARLY HEAD START  
PROGRAM IMPROVEMENT GRANT SUBMISSION

BACKGROUND:

SETA was notified from the Administration for Children and Families the availability of competitive Program Improvement funds. Program Improvement funds are for one-time expenditures which are non-predictable or non-recurring. Head Start Managers, Brenda Campos and Denise Lee have met with SETA Head Start's Program Coordinator, Program Officers and Teaching staff to seek input on health and safety concerns that meet eligibility to apply for supplemental Program Improvement funds. This agenda item was approved by the Head Start/Early Head Start Policy Council on May 23, 2006. A breakout of the proposal is as follows:

Grantee's Head Start proposal	\$2,101,000
Delegate Agencies Head Start proposal	\$2,114,337
Delegate Agency Early Head Start proposal	<u>\$ 230,000</u>
Total Grant Submission	<u>\$4,445,337</u>

Head Start Managers, Brenda Campos and Denise Lee will be available to answer any questions.

RECOMMENDATION:

Approve the formal submission of an application to Administration for Children and Families for a supplemental Program Improvement Grant and authorize the Executive Director to execute the contract for Head Start Fiscal Year 2006-2007.

**SETA HEAD START/EARLY HEAD START 2006-2007  
PROGRAM IMPROVEMENT SUMMARY PAGE**

<u>AGENCY</u>	<u>HEAD START</u>	<u>EARLY HEAD START</u>
<b>SACRAMENTO EMPLOYMENT AND TRAINING AGENCY</b>		
Galt Head Start Playground Structure Replacement \$40,000 Playground Surface Replacement \$30,000	\$70,000	
Northview Head Start Re-Surface parking lot and playground area with asphalt.	\$40,000	
Shade Structures Two Head Start Centers @ \$12,000 x 2 = \$24,000 One Head Start Center @ \$30,000	\$54,000	
Countrywood Head Start Playground Surface Replacement \$17,000	\$17,000	
Grizzly Hollow (New Center) Preschool Playground Construction \$90,000	\$90,000	
Bannon Creek Modular Modular Unit Purchase \$500,000 Utility Hook-Up \$50,000 New sewer lines and separate electrical meter \$60,000 Parking Lot Exit \$50,000 Playground Structure \$40,000 Playground Surface Replacement \$30,000	\$730,000	
Bright Beginnings Modular Modular Unit Purchase \$500,000 Utility Hook-Up \$50,000	\$550,000	
Hopkins Park Modular Modular Unit Purchase \$500,000 Utility Hook-Up \$50,000	\$550,000	
<b>Subtotal for SETA</b>	<b>\$2,101,000</b>	

<u>AGENCY</u>	<u>HEAD START</u>	<u>EARLY HEAD START</u>
<b>DEL PASO HEIGHTS UNIFIED SCHOOL DISTRICT</b>		
Kitchen Renovation/Construction Construction \$25,000 Equipment \$95,000	\$120,000	
Insulated Food Carriers \$1,500 x 5 = \$7,500	\$7,500	
Shade Structure	\$12,000	
Water Heaters 4 @ \$6,000	\$24,000	
Carpet	\$36,000	
<b>Subtotal for Del Paso</b>	<b>\$199,500</b>	<b>0</b>
<b>ELK GROVE UNIFIED SCHOOL DISTRICT</b>		
Bathroom Renovation – William Daylor School	\$150,000	
Renovation and Expansion of Playground – William Daylor School	\$57,000	
Installation of Landing Material for Playground-Florence Markofer Elementary	\$40,000	
Installation of Shade Structures	\$20,000	
Installation of Drinking Fountains	\$20,000	
<b>Subtotal for Elk Grove</b>	<b>\$287,000</b>	<b>0</b>
<b>SACRAMENTO CITY USD</b>		
Shade Structure – 6 sites @ \$15,000	\$90,000	
Outdoor Drinking Fountain w/Cage – 10 sites @ \$2,500	\$25,000	
Child Outdoor Seating with Security Kit – 12 sites @ \$1,200	\$14,400	
Playground Asphalt Resurface – 7 sites @ \$20,000	\$140,000	
Sprinkler System – 2 sites @ \$7,500	\$15,000	
Doors w/windows – 3 sites @ \$3,000	\$9,000	
Paint – 2 sites @ \$3,500	\$7,000	
Playground Enhancement – 8 sites @ \$2,000	\$16,000	

<u>AGENCY</u>	<u>HEAD START</u>	<u>EARLY HEAD START</u>
Carpeting/Flooring – 7 sites @ \$2,000	\$14,000	
Replacement of Playground Border	\$10,000	
Replace Ceiling Tiles	\$5,000	
Installation of Doorbells/Intercom Hookups – 9 sites @ \$15,000	\$135,000	
Indirect Costs	\$12,812	
<b>Total for Sacramento City USD</b>	<b>\$493,212</b>	
<b>SAN JUAN USD HEAD START</b>		
Shade Structures – Howe Ave, Sunrise, Lichen, Encina, Garfield, Marshall	\$175,000	
Grading and Landscaping playground and pathway areas – Howe Ave., Pasadena, Sunrise, Marshall	\$100,000	
Drinking Fountains and Sinks – Howe Ave., Coleman, Encina, Skycrest	\$50,000	
Replace Carpet with Tile – Citrus Heights, Sunrise, Kingswood	\$15,000	
Bathroom Renovation – Sunrise, Encina, Marshall	\$40,000	
Carpet – Encina, Sunrise	\$12,000	
Installation of Tempered Hot Water Heaters – Howe Ave, Pasadena	\$12,000	
New Tile – Sunrise	\$10,000	
Outdoor Children's Tables – Sunrise, Howe Ave., Lichen, Marshall, Grand Oaks, Roberts	\$55,000	
Storage Sheds – Mariposa, Grand Oaks, Sunrise, Kingswood	\$25,000	
Cabinets – Roberts, Pasadena, Howe Ave., Kingswood, Sunrise	\$55,000	
Sand Tables – Grand Oaks, Dyer Kelly	\$15,000	
Window Blinds – Sunrise, Coleman	\$6,000	
Resurfacing of Parking Lot Play Areas and Walkways - Marvin Marshall	\$195,000	
Resurfacing walkway and grading drainage system - Sunrise	\$45,000	
Changing Table – Creekside	\$5,000	
Playground Structures – Howe Ave., Grand Oaks	\$40,000	



<u>AGENCY</u>	<u>HEAD START</u>	<u>EARLY HEAD START</u>
Laminators – Marshall and Fair Oaks	\$25,000	
Laptops – All ECE Preschool Classrooms (86 count)	\$90,000	
Playground Renovation – Sierra Nueva Shade Structures, Climbing Structure, Outdoor Sinks		\$135,000
Playground Renovation – San Juan Drainage, Play structure Material in fall zone, Outdoor Sinks		\$95,000
Subtotal for San Juan	<b>\$970,000</b>	<b>\$230,000</b>
<b>WOMEN'S CIVIC IMPROVEMENT CLUB</b>		
Security Cameras	\$17,750	
Washing Machine and Dryer including hook-up	\$10,950	
Water Fountain	\$5,550	
Electrical System	\$105,500	
Iron Fencing	\$24,875	
<b>Subtotal for WCIC</b>	<b>\$164,625</b>	

<b><i>SUB TOTALS</i></b>	<b>HEAD START</b>	<b>EARLY HEAD START</b>
SETA (Grantee)	\$2,101,000	
Del Paso Heights School District	\$199,500	
Elk Grove Unified School District	\$287,000	
Sacramento City Unified School District	\$493,212	
San Juan Unified School District	\$970,000	\$230,000
Women's Civic Improvement Club (Playmate)	\$164,625	
<b>GRAND TOTAL</b>	<b>\$4,215,337</b>	<b>\$230,000</b>
<b>GRANT TOTAL</b>	<b>\$4,445,337</b>	

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: Mr. Chuong Tran** **DATE: June 26, 2006**  
**FROM: Greg P. Tayros, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.**

PROGRAM	ACTIVITY	FUNDING	CONTRACT PERIOD	PERIOD COVERED
RESS	VESL/ES	\$ 185,000	10/1/05-9/30/06	10/1/05-3/31/06
TA	VESL/OJT	119,200	10/1/05-9/30/06	10/1/05-3/31/06
TAD	ES	6,057	10/1/05-9/30/06	10/1/05-3/31/06
TA	ES	56,100	10/1/05-9/30/06	10/1/05-3/31/06
TAD	VESL/OJT	9,800	10/1/05-9/30/06	10/1/05-3/31/06

Monitoring Purpose: Initial  Follow-Up  Special  Final   
 Date of review: 4/27/06 & 4/28/06

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

**Program Operator:** Bach Viet Association, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2005 to March 31, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action :**

- 1) None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

**TO:** Mr. Bill Walters **DATE:** May 4, 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Younger Youth	\$ 33,000	7/1/05-06/30/06	7/1/05-2/28/06
WIA-Title I	Older Youth	30,000	7/1/05-06/30/06	7/1/05-2/28/06
WIG	Advanced Navigator Training Pilot Project	34,100	7/1/05-06/30/06	7/1/05-2/28/06

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
 Date of review: 4/21/06

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

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

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2005 to February 28, 2006 have been traced to the subgrantee's records. The records appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

TO: Mr. Wyman Sanders DATE: May 5, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Del Paso Heights School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA, Quality	\$ 1,534,639	8/1/05-07/31/06	8/1/05-2/28/06
Head Start	T & TA	7,500	8/1/05-07/31/06	8/1/05-2/28/06
Head Start	Prog Improvement	63,500	8/1/05-07/31/06	8/1/05-2/28/06

Monitoring Purpose: Initial  Follow-Up  Special  Final

Dates of review: 4/6/06

	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	X			

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2005 to February 28, 2006 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council



MEMORANDUM

**TO:** Mr Bruce Wagstaff **DATE:** April 19, 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 80,000	7/1/05-06/30/06	7/1/05-03/31/06
WIA-Title I	One-Stop(D. W.)	25,000	7/1/05-06/30/06	7/1/05-03/31/06
DHA	One-Stop Svcs	346,998	7/1/05-06/30/06	7/1/05-03/31/06
CSBG	Family Self-Sufficiency	26,000	1/1/05-12/31/05	1/1/05-12/31/05

**Monitoring Purpose:** Initial  (WIA) Follow-Up  Special  Final  (CSBG)

**Date of review:** 3/30/06 & 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		N/A		
10 Adherence to Budget	X			
11 In-Kind Contribution		N/A		
12 Equipment Records		N/A		

**Program Operator:** Department of Human Assistance

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2005 to March 31, 2006 for the WIA and from January 1, 2005 to December 31, 2005 for the CSBG program have been traced to the subgrantee's records.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Darlene Waddle **DATE:** May 3, 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	Younger Youth	\$ 191,883	7/1/05-6/30/06	7/1/05-1/31/06

**Monitoring Purpose:** Initial  X  Follow-Up  \_\_\_  Special  \_\_\_  Final  \_\_\_

**Date of review:** 3/15/06 & 3/28/06

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

**Program Operator:** Galt Joint Union High School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2005 to January 31, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Maurine Huang **DATE:** April 28, 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of City of Sacramento/Opening Doors

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
RESS	SA/CO	\$ 40,702	10/1/05-09/30/06	10/1/05-3/31/06

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

**Date of review:** 4/18/06

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

**Program Operator:** City of Sacramento/Opening Doors, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2005 to March 31, 2006 for the Refugee program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Cheryl Powell **DATE:** April 26, 2006

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

**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One Stop Serv-Adult	\$ 120,000	7/01/05-06/30/06	7/01/05-2/28/06
WIA-Title I	One Stop Serv-D.W.	150,000	7/01/05-06/30/06	7/01/05-2/28/06
WIA-Title I	Younger Youth	193,825	7/01/05-06/30/06	7/01/05-2/28/06
WIA-Title I	Older Youth	164,632	7/01/05-06/30/06	7/01/05-2/28/06

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

**Date of review:** 4/12/06

	<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	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2005 to February 28, 2006 for WIA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board





**Program Operator:** Slavic Assistance Center

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2005 to March 31, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Edenausageboye Davis **DATE:** April 26 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of WCIC

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic, COLA,	\$ 644,039	8/01/05-7/31/06	8/01/05-2/28/06
Head Start	T & TA	7,500	8/01/05-7/31/06	8/01/05-2/28/06

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

**Date of review:** 4/20/06

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

**Program Operator:** WCIC

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2005 to February 28, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

## ITEM IV-B – INFORMATION

### EXPANSION OF SERVICES FOR THE RESIDENTS OF MATHER COMMUNITY CAMPUS

#### BACKGROUND:

The Sacramento Employment and Training Agency (SETA) is responsible for the implementation and oversight of the Sacramento Works One Stop Career Center system. The Workforce Investment Act requires that all One-Stop system partners contribute a fair share of the operating costs of the One-Stop system in proportion to the use of the system by individuals attributable to each partner's program.

The Sacramento County Department of Human Assistance (DHA) has contracted with SETA to fund the full range of One-Stop services for CalWORKs and other low-income families as its share of operating cost contribution for the year ending June 30, 2006. Because the funding has to be fully expended by June 30, 2006, it will be used to pay expenses that are budgeted in other funding sources administered by SETA, such as the Community Services Block Grant (CSBG). The CSBG expenditures, in turn, will be extended for an addition three to six month period into the next funding cycle. This process benefits the community and the CSBG program by greatly increasing the amount of funding available to CSBG-eligible clients.

DHA has requested that a portion of the funding be used to implement an incentive program for the residents of Mather Community Campus (MCC) through the adjacent Mather One-Stop Career Center. The incentive program will begin on June 1, 2006, and will serve up to 350 clients per year. Two hundred twenty thousand dollars (\$220,000) has been allocated to the program. The residents, both singles and families, are by federal definition "homeless" because of their residence in a HUD Transitional Housing Program. MCC takes a comprehensive approach to stabilize the residents so that they can maintain a job and secure permanent housing. SETA will be utilizing CSBG to fund incentives for up to four (4) benchmarks attained through the program, such as completed a job training program, obtained a job, and maintained continuous employment for three months, based upon the client's Employment Plan. Each benchmark will be valued at \$250 and will be "banked" for the client to be used upon move out for first month's rental assistance or on practical items that contribute to stability. In addition, gift certificates, in the form of Scrip, will be presented to program clients upon successful accomplishment of an interim activity that is in addition to the pre-set planned benchmarks. Books, tuition, training fees and emergency support services will also be available to the residents.

A SETA CSBG Neighborhood Services Coordinator will be working with MCC case managers to administer the incentives and enroll the clients into the Family Self Sufficiency component of the CSBG program. Staff from the Department of Human Assistance will be in attendance to answer questions.

## ITEM IV– C- INFORMATION

### SACRAMENTO'S NURSE WORKFORCE INITIATIVE SELECTED FOR NATIONAL DEPARTMENT OF LABOR RECOGNITION OF EXCELLENCE AWARD

#### BACKGROUND:

In February, 2006, the Department of Labor Employment Training Administration (DOL/ETA) announced the third annual Recognition of Excellence initiative to recognize high levels of success by entities managing and partnering with ETA-funded programs that would also facilitate the replication of promising practices throughout the workforce investment system. For the five separate categories of recognition, one winner and two honorable mentions will be selected.

SETA submitted an application in the category entitled, **Building an Industry/Business Driven Workforce Investment System**. This award category recognizes public workforce systems that have built the capability to respond effectively to the needs of all of its customers: business, employers, workers and job seekers, by maintaining a market-driven focus. Applications were reviewed and scored on a 100 point scale in accordance with the criteria in each recognition category.

SETA's application described the successes of the Nurse Workforce Initiative, a \$2.1 million, eight county project that SETA administered from 2002 until 2005. It also described the project's innovative strategies to meet its goals, the development of strong collaboration with the healthcare industry, education, and labor partners, its excellent performance outcomes, how its training programs produced job-ready graduates in an extremely high demand occupation, the community benefits of the training, and its replication.

As the highest ranking applicant in its award category, SETA was recently notified that it was selected to receive the Recognition of Excellence 2006 award. SETA and the other honorees will be recognized and showcased at the 2006 Workforce Innovations Conference on July 11-13 in Anaheim sponsored by the DOL/ETA. As a winner, SETA will receive three complimentary registrations to the conference and an engraved commemorative symbol.

A copy of the application is attached.

## INTRODUCTION

**Regional Nurse Support (RNs)** The Sacramento Employment and Training Agency (SETA) applied for and received a three-year, \$2.1 million Workforce Investment Act (WIA) grant in 2002 to increase the supply of licensed nurses in our region. As part of the Governor of California's Aging with Dignity Initiative, the purpose of the project was to recruit, train and retain sufficient numbers of licensed nurses to reduce the critical nursing shortage in local health facilities. In order to meet the nursing workforce needs in the region, 657 new nurses would need to graduate each year. The capacity at local nursing schools is seriously inadequate and only half of that amount is produced.

The project was implemented through a strong eight-county regional partnership consisting of four Workforce Investment Areas, five healthcare providers, six educational entities, and a labor organization. The project's service delivery system was based in the One Stop Career Centers where incumbent healthcare workers who wanted to increase their skills, returning nurses, graduates of earlier WIA projects, low-income workers and the unemployed were the focus of recruitment. Partners representing Workforce Development provided administrative oversight of the project, one-stop based recruitment and case management, support services, and placement. Education partners expanded their capacity to add nursing slots through contract education. Healthcare partners provided referral of incumbent workers, training facilities, clinical instructors, tuition support, and a commitment to hire graduates. The labor organization provided healthcare career counseling and support to members who were program participants. The local planning efforts of the Healthcare Workforce Collaborative (HWC), a partnership that includes representatives of Sutter Health,

Catholic Healthcare West, Kaiser Permanente, University of California at Davis Medical Center, Los Rios Community College, California State University Sacramento, and SETA were integrated into the planning process for the RNs program.

By the end of the project period, the following planned outcome goals were met:

1. To recruit, train and retain qualified licensed nurses to reduce the critical labor shortages in health facilities throughout the region.
2. To develop relationships throughout the region between educators, employers, labor and workforce development professionals and pursue long-term partnerships.
3. To integrate and sustain promising and best practices developed and implemented during the grant.
4. To develop strategies for recruiting incumbent healthcare workers and workers who have left the nursing profession.
5. To provide career paths that will enable workers to advance in the healthcare industry.

### **INNOVATION**

The RNs program innovations begin with a broad and inclusive **collaboration** that made the project possible and the regional nature of the community in which it was proposed. The project was built on existing regional infrastructure and relationships that were established over seven years ago to develop community solutions to mitigate the shortage in nursing and other healthcare occupations. The desperate need for workers in the region, a common thread that initially brought the partners together, was effectively addressed through close collaboration and the unique contribution each



partner provided. All partners came to the table with ideas for what would become the RNs system design. An attitude of “whatever we do has to serve us all in the long term” became apparent as the separate partners became one team with a common goal that they supported in their own way. Recognizing that meeting the nurse staffing mandates of 1 nurse to 5 patients would require many innovative strategies, the collaborative decided that the RNs project would have as a primary component a new strategy that would allow the major hospitals to recruit from their own labor pool of incumbent workers, typically Medical or Nurse Assistants, who would be supported as they moved up the career ladder. The workers would occupy new nurse education slots that were created through this program and be case managed and provided guidance and support services to ensure their successful completion. This strategy proved to be remarkably successful because, unlike nursing students without the support, the dropout rate was minimal. It is this innovation of process and attitude of partner equality that has brought this collaborative success, sustainability and the potential of replication.

A second innovation that evolved out of the RNs program was the development of the **Sacramento Works Healthcare Career Centers**. Recognizing the long term commitment necessary to mitigate the statewide nursing shortage, two specialized career centers were established to meet the needs of individuals seeking healthcare career information and employment profiles, healthcare students seeking case management and other supports necessary to graduate and become employed, and re-entry workers from both the U.S. and abroad. By leveraging the existing One-Stop infrastructure, SETA and its RNs industry and education partners were able to blend existing core services with specialized medical training to develop qualified and

culturally diverse staff to fill the employers' job openings and provide skill upgrades for current staff.

### **COLLABORATION**

Local Workforce Investment Boards (WIBs) of the Capital Area Investment Zone (CAIZ), including the counties of Sacramento, Yolo, El Dorado, Placer, Alpine, Sierra and Nevada, had been active partners for six years when they began to meet to address the regional healthcare needs in 2001. This healthcare collaboration built on the existing partnership and became inclusive of healthcare employers, education entities, faith-based organizations, labor and professional organizations. The partners developed a solid relationship and worked together on this region's first large healthcare employment project, the Caregiver Training Initiative, for which \$2.6 million was received to train entry-level healthcare workers. The partnership continued to meet on a regular basis on local workforce issues, one of which was to address the shortage of nurses in hospitals region-wide, and came together again to prepare for the region's next healthcare project, the Nurse Workforce Initiative, that resulted in successfully obtaining funding for the RNs project. The collaborative's local WIB representatives contacted and met with their existing local education and employer partners to plan strategies most likely to increase the supply of licensed nurses in their area and best meet the needs of their target population. The addition of the local WIBs' resources was welcomed by existing nurse education programs as a way to strengthen support for employment and training programs to benefit the nursing profession.

The Sacramento region has a sustainable leadership collaborative, the Health Workforce Collaborative (HWC), which has been setting policy and developing

healthcare training and education infrastructure for the past 4 years. The members of the HWC have a clear commitment to work together to achieve the primary goals of the RNs program: increasing the number of Registered Nurses in the region and decreasing the vacancy rates for healthcare workers. Members of the Healthcare Workforce Collaborative met with the Regional Nurse Support (RNs) planning team and shared best practices learned from their recent planning meeting with the Annie E. Casey Foundation in Washington, D.C. After a series of meetings, key concepts of the regional project were developed by the partners in cooperation with major local employers, employee associations and nursing schools. It became clear that all partners and sectors represented at the table clearly had the same goal of a career ladder mobility support system by which they would all benefit if they succeeded. The needed or missing supports for a truly collaborative effort were proposed and put in place without duplication of service among partners.

**Partner Contributions** -The following list is a description of leveraged resources for the project and each partner's specific performance expectation:

- Sacramento Employment and Training Agency - \$503,915 - Unfunded cost of providing RNS administrative support, case management, support services and ancillary staffing. SETA served as the project's fiscal and administrative agent and provided recruitment, assessment, supportive services and case management to 93 nursing students.
- San Joaquin County Employment and Economic Development Department - \$93,616 - Staff costs associated with case management and support services for

participants. San Joaquin County provided intake, assessment, support services, and case management to 45 nursing students.

- Golden Sierra Job Training Agency - \$18,137 - 10% of ancillary staff salaries not funded by the RNS proposal. Golden Sierra conducted marketing and outreach and provided assessment, support services and case management to 45 RN students.
- Yolo County Department of Employment and Social Services – Yolo County provided recruitment, intake, assessment, case management, support service, training, job search and placement, and follow-up services to 19 RN students.
- California State University, Sacramento - \$17,500 - Approximately 45% of the cost of hiring faculty and a student assistant. CSUS expanded the existing LVN to RN training program by 10 students.
- Grant Adult Education Center - \$242,167 - Remainder of non-WIA project component costs not covered. Grant Adult provided LVN training to 30 participants.
- Los Rios Community College District - \$30,000 – Student coordination, facilities for student orientations, 600 hours of individual student assessment and counseling, counseling offices and supervision. Los Rios expanded its Nurse Education program by 40 additional students.
- San Joaquin Delta College - \$450,000 - Staff and support for LVN to RN training. Delta College provided skills upgrade training for 25 LVNs to become RNs.
- Sierra Community College - \$49,500 - Training costs for 15 RN students.
- Catholic Healthcare West - \$486,000 - Donated hospital clinical training facilities. CHW supported, hired and/or promoted project graduates, and provided training facilities.

- Healthy Community Forum (a collaboration of Sutter Health, UC Davis Medical Center, CHW, and Kaiser Permanente) - \$600,000 - Cost of clinical educators. Member hospitals committed to support, hire and/or promote project graduates.
- San Joaquin General Hospital - \$135,558 - Clinical training facility and faculty for participant training and support. San Joaquin General Hospital hired or promoted project graduates and provided a clinical training site.
- Kaiser Permanente- \$297,400 – Paid time off for incumbent workers to attend nursing courses and 30% of fringe benefits. Kaiser was a clinical training site and promoted project graduates.
- SEIU United Healthcare West/Shirley Ware Education Center - \$39,000 – Office space, utilities, supplies and staff time to recruit, assess, and counsel 20 Kaiser nursing students.

### **PERFORMANCE OUTCOMES**

The project ended on December 31, 2005 with successful results. Its **Goal 1** was to recruit, train and retain qualified licensed nurses to reduce the critical labor shortages in health facilities throughout the region.

**Performance Outcome 1:** The project created new nursing slots, successfully graduated a high percentage of nursing students, and placed or upgraded new nurses in long term employment. In addition, the following accomplishments were achieved:

- **A total of 214 participants were enrolled.** Most of the students would not have otherwise been able to attend nursing school due to the limited number of slots available in the region.
- **Ninety-five (95) new nursing slots were developed through this project.**

- **One hundred eighty-five (185) participants have graduated to date and are now either employed as nurses or are in the process of passing their nursing exams.** The remaining participants are scheduled to graduate this spring or fall.
- **The project's entered employment rate is at 98% verses a planned 80%.**
- **Wage gains dramatically exceeded the proposed rate.** The average wage of graduates is 96% higher compared to wages at the time of enrollment. The project's proposed earnings change goal was \$3,700. The average wage of all the students at the time of enrollment was \$31,200. The average wage at the first quarter after exit was \$61,318, exceeding the proposed earnings change by \$28,100. Based on a cost per participant of less than \$10,000, this result demonstrates that the return on investment in this project is a remarkable 196%.
- **High retention rate.** The project has already made a significant impact on reducing the nursing school attrition rate in the region. Innovative strategies for retention have paid off – the project has seen a final dropout rate of 7% during the program's 3 years, compared to a typical 30% or more attrition rate in nursing schools locally and statewide. This incredibly low attrition rate has been attributed to careful assessment and comprehensive services by the case managers who employed intensive WIA case management strategies and supports to reduce the risk of negative outcomes.

The impact that these performance outcomes have had on jobseekers, employers and local economic development is a significant reduction in the existing regional shortage of skilled nurses in only three years. During this period, 98% of exited participants

completed training and found immediate employment or substantive career growth as a nurse with local health industry employers. These results exceeded planned expectations. Other planned project goals and positive outcomes are as follows:

**Goal 2:** To develop relationships throughout the region between educators, employers, labor and workforce development professionals to pursue long-term partnerships.

**Performance Outcome 2:** RNs partners continue to meet and develop strategies to ensure the region has an adequate healthcare labor pool to continue providing the high quality of services to which the region has become accustomed. This is best demonstrated by the willingness of partners to collaborate on subsequent projects representing significant healthcare industry cash matches to achieve projected labor pool gains.

**Goal 3:** To integrate and sustain promising and best practices developed and implemented during the grant.

**Performance Outcome 3:** The most promising best practices developed have been implemented. Chief among them is the development of an assessment and case management tool that carefully evaluates a client's potential to succeed in the project and identifies needed resources and supports to overcome any barriers encountered during training. Additionally, the implementation of two Healthcare Career Centers, centralized locations where job seekers and students obtain resources and information on healthcare opportunities and career ladders, provided an increased ability to recruit incumbent healthcare workers and workers from underrepresented groups (Hispanic, Russian/Ukraine, Southeast Asian immigrants).

**Goal 4:** To develop strategies for recruiting incumbent healthcare workers and workers who have left the nursing profession.

**Performance Outcome 4:** For incumbent workers seeking career ladder growth, the largest barriers were time away from their job for training and loss of income for classes scheduled during normal working hours. To overcome these barriers, industry partners agreed to compensate incumbent workers for a limited period each week during which they could attend scheduled classes. While not enough to fully compensate the incumbent worker participants, it was enough to result in all training slots being filled for this component and a higher than average retention rate. Registered Nurses not actively working the nursing profession were assisted in transitioning back into the acute care environment and nursing workforce through the project's Registered Nurse Refresher Course that was developed specifically for this population.

**Goal 5:** Provide career paths that will enable workers to advance in the healthcare industry.

**Performance Outcome 5:** Project health system partners referred qualified incumbent workers for enrollment and offered generous support as the incumbent workers gained new skills and advancement on the job. Specific career ladders were developed that included Medical Assistant/Certified Nurse Assistant to Licensed Vocational Nurse, Medical Assistant/Certified Nurse Assistant to Registered Nurse, and Licensed Vocational Nurse to Registered Nurse.

**LINKING SERVICES TO DEMAND OCCUPATIONS, ECONOMIC DEVELOPMENT  
AND COMMUNITY BENEFIT**



**A high percentage of matching funds was contributed by project partners.** As identified in Criteria b: Collaboration, project partners representing education, healthcare industry employers, workforce development, and labor organizations have contributed both cash and in-kind matching funds equivalent to 141% of the initial grant. The collaborative partners have been successful in establishing a team structure, developing three nursing cohorts of incumbent workers, consolidating the recruitment orientation for healthcare workers in community college classes, increasing the number of nurses being trained, providing input on the curriculum for community college and K-12 healthcare programs, and developing closer linkages with school-to-career and workforce development agencies.

**The use of labor market information to identify high demand occupations.**

Working in conjunction with the State of California Labor Market Information Division of the Employment Development Department and with information supplied in the Occupational Outlook and Training Directory for the Sacramento region, the local WIB developed a list of the most critical labor market industries for the Sacramento region. High on the list was the current and projected nursing and allied healthcare worker shortage which was shown to have the highest growth rate in our region. It has a strong career path for incumbent workers, the highest wages of all other industries, and its trainees or workers are supported unsparingly by the employers through cash incentives, paid time off and reimbursement for training costs. Current healthcare provider training capacity has been identified by the healthcare industry and education partners as inadequate to meet immediate and long term needs. There are currently

more than 1,000 openings for Registered Nurses at local hospitals, but local nursing schools graduate just 259 Registered Nurses annually.

Prospective candidates are thoroughly informed of the benefits of choosing a career in healthcare, specifically nursing. Career guidance is offered to those who are highly motivated to participate in training to increase their skills and move up the healthcare career ladder into higher paying nursing positions. The average beginning nursing wage in this region is \$30 per hour and placement of licensed nurses is assured.

### **REPLICABILITY**

**Retention Model** - Because this project has had such an impressive impact on reducing the attrition rate of nursing students, the unique tools and resources the project's staff used for recruitment of qualified incumbent workers and new students, assessment to determine each candidate's potential for success, comprehensive case management to ensure participant progress and success, and provision of support services to overcome unforeseen barriers to completion was easily replicable. SETA is currently operating another WIA 15% nursing project and is using the RNs case management model with equally successful results. The local community college partner, Los Rios Community College District, recently received expansion funding and is using the RNs model of assessment, case management and the provision of support services to ensure student retention. The goal of the Los Rios project is to reduce its attrition rate to 10%. Los Rios staff are convinced that the RNs model of assessment and case management is the key to achieve this goal.

**Sacramento Works Healthcare Career Centers** - The establishment of two centralized healthcare resource/career centers allows job seekers interested in the

nursing profession or other healthcare occupations to obtain a variety of information at single locations. The centers offer standard one-stop core, intensive and training services, and extended opportunities for recruiting qualified staff to fill the employers' job openings, and provide skill upgrades for current staff. The centers leverage the ongoing recruitment efforts of healthcare industry partners to meet immediate staffing needs, and create a unique field trip destination for local school to work entities. The centers are key sites to recruit immigrants with training and experience in the healthcare field from their countries of origin but without the resources or guidance to establish the same career in the U.S. The centers are stable, sustainable foundations for future collaborations and are highly replicable models for initiatives targeting other demand occupations in the future.

ITEM IV-D – INFORMATION

NURSING INITIATIVES ARTICLE IN THE SACRAMENTO BUSINESS JOURNAL

BACKGROUND:

Attached for your information is an article on the nursing initiatives operated by Sacramento Works that appeared in the Sacramento Business Journal on April 28, 2006.

## ITEM IV-E - INFORMATION

### FINAL REPORT ON THE VOLUNTEER INCOME TAX ASSISTANCE (VITA)/EARNED INCOME TAX CREDIT (EITC) PROJECT

#### BACKGROUND:

The EITC is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

For tax year 2005, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continues to participate in the EITC Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

Attached is the final report for tax year 2005.

Staff will be available to answer questions.

**SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
DATA COLLECTION VITA PROJECT 2005 TAX RETURN**

<b>SITE</b>	<b>RETURNS</b>	<b>EITC</b>	<b>FEDERAL</b>	<b>STATE</b>	<b>NET REFUND</b>
Del Paso S 71-01-0356	87	\$ 45,420	\$ 118,336	\$ 9,081	\$ 127,417
Franklin S 71-01-0117	61	33,372	73,003	7,216	80,219
Hillsdale S 71-01-0320	132	69,303	143,621	18,015	161,636
Rancho Cordova S 71-01-0091	90	48,886	84,957	7,435	92,392
<b>SETA Total</b>	<b>370</b>	<b>\$ 196,981</b>	<b>\$ 419,917</b>	<b>\$ 41,747</b>	<b>\$ 461,664</b>
ASIAN RESOURCES, INC.	311	N/A	\$ 395,216	\$ 30,682	\$ 425,898
MARK SANDERS SWCC	59	\$ 21,341	\$ 52,551	\$ 8,384	\$ 60,935
SACRAMENTO COUNTY	2,711	\$ 2,483,196	N/A	N/A	\$ 4,678,817
<b>GRAND TOTAL</b>	<b>3,451</b>	<b><u>\$ 2,701,518</u></b>	<b>N/A</b>	<b>N/A</b>	<b><u>\$ 5,627,314</u></b>

ITEM IV-F – 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 up date of information as of June 22, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

<b>WARN Status</b>	<b>Month Receive Notice</b>	<b>Company and Address</b>	<b>Dislocation Date</b>	<b># of Affected Workers</b>	<b>SETA's Intervention</b>
Unofficial	6/02/05	<b>Cintas Corporation</b> 1231 National Drive Sacramento, CA 95834	11/15/05	30	8/25/05
Official	6/30/05	<b>Qualex, Inc.</b> 125 Main Avenue Sacramento, CA. 95838	9/18/05	93	8/11/5
Unofficial	7/11/05	<b>The Holiday Inn Sacramento Capital Plaza Hotel And Convention Center</b> 300 J. Street Sacramento, CA 95814	9/15/05	N/A	N/A
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
Official	8/01/05	<b>National Imaging Associates, Inc. (NIA)</b> 11050 Olson Drive, Rancho Cordova, CA	9/30/05	51	Delivered Material
Official	8/03/05	<b>Cingular Wireless</b> 10000 Goethe Rd. Sacramento, CA 95670	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, CA 95670	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, Suite 200 Rancho Cordova, CA 95670	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 Mailed Material
Official	11/21/05	<b>Sun Microsystems</b> (Sacramento Site) 8880 Cal Center Drive, Suite 2000, 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	3/28/06
Official	12/22/06	<b>Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	1/31/06	1	Mailed 1/31/06
Unofficial	10/5/06	<b>Port of Sacramento</b> 3251 Beacon Blvd., Suite 210 West Sacramento, CA 95798	3/06/06 through 3/20/06	24	Mailed
Official	1/09/06	<b>Sun Microsystems, Inc.</b> (Sacramento site) 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	3/11/06	1	Mailed
Official	1/13/06	<b>Sprint/Nextel</b> 3075 Prospect Park Rancho Cordova, CA 95670	3/01/06	60	1/26/06

Official	2/01/06	<b>Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	3/28/06	1	Mailed
Official	2/01/06	<b>Ralph's Grocery Company (#983)</b> 5025 Marconi Ave. Carmichael, CA 95808-4205	3/27/06 through 4/10/06	68	3/13/06
Official	2/01/06	<b>Ralph's Grocery Company (#966)</b> 3615 Bradshaw Rd. Sacramento, CA 95827-3258	3/27/06 through 4/10/06	64	3/14/06
Official	2/01/06	<b>Ralph's Grocery Company (#962)</b> 9522 Greenback Lane Folsom, CA 95630-2044	3/27/06 through 4/10/06	57	3/15/06
Official	2/01/06	<b>Ralph's Grocery Company (#988)</b> 25000 Blue Ravine Rd. Folsom, CA 95630-5279	3/27/06 through 4/10/06	82	3/16/06
Official	2/01/06	<b>Ralph's Grocery Company</b> 7101 Elk Grove Blvd. Elk Grove, CA 95758	3/27/06	74	3/17/06
Official CA. WARN	2/08/06	<b>Fischer Imaging Corporation</b> 12300 North Grant Street Denver, Colorado 80241	4/07/06	1	Mailed
Official	3/27/06	<b>Defense Commissary Agency (DeCA)</b> 3401 Acacia St, Suite 115 McClellan , CA 95652-1002	9/30/06	50	Pending
Official	4/06/06	<b>Sun Microsystems, Inc.</b> 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	8/21/06	1	Mailed
Official	4/11/06	<b>Nationwide Health Plans</b> 1651 Exposition Blvd., #100 Sacramento, CA 95815	6/01/06	46	5/01/06
Official	5/10/06	<b>Northstar Plumbing and Construction</b> 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Pending
Official	5/10/06	<b>Sum Microsystems, Inc.</b> 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	7/09/06	1	Mailed
Official	5/15/06	<b>AmerisourceBergen Corporation</b> 1281 National Drive Sacramento, CA 95834	7/15/06	87	Pending

Official	5/18/06	<b>E*Trade Financial</b> 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	Pending
Official	6/06/06	<b>Albertsons #7248</b> 7248 F Street Sacramento, CA 95816	8/06-8/19/06	25	Pending
Official	6/06/06	<b>Albertsons # 7206</b> 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	Pending
Official	6/06/06	<b>Albertsons # 7213</b> 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-6/19/06	47	Pending
Official	6/15/06	<b>Intel Corporation</b> 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Pending
			<b>Total # of Affected Workers</b>	<b>2245</b>	

## 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.