



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

ILLA COLLIN
Board of Supervisors
County of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd.
Sacramento, CA 95815

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, March 2, 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.

AGENDA

- I. Call to Order/Roll Call/Pledge of Allegiance**
 - Recognition of Long-Term Employees: Laurel Lodde and Jeanie Ross (15 years)
- II. Consent Items**
 - A. Minutes of the February 2, 2006 Special Board Meeting
 - B. Approval of Claims and Warrants
 - C. Approval of Resolution for the Workforce Investment Act (WIA) Program
 - D. Approval of Out-of-State Travel to Attend the WorkKeys National Conference
 - E. Approval of Revision of Job Specification of Payroll Clerk
 - F. Approval of Fiscal Year 2006-2007 SETA-Operated Program Tracks

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

- G. Approval of Fiscal Year 2006-2007 SETA-Operated Program Options
- H. Approval to Augment and Extend the SMARTware Services Contract with Network Technologies to Include System Development

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Resolution Naming a Head Start Early Learning Center in Honor of Illa Collin (Kathy Kossick)

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

- 1. Approval of Head Start/Early Head Start Budget Allocations for Fiscal Year 2006-2007 (Norma Johnson)

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.
- Del Paso Heights School District
- Grant Joint Union High School District
- Sacramento Area Emergency Housing Center
- Transitional Living & Community Support
- Travelers Aid Society of Sacramento, Inc.
- Visions Unlimited, Inc.

B. Presentation of the 2005/2006 Occupational Outlook & Training Directory and 2006-2007 "Critical Industries and Occupations" Report (John Harden)

C. MMC Communications to Provide Public Relations and Marketing Services for 2006-2007 (William Walker)

D. Dislocated Worker Update (William Walker)

E. Regional Prosperity Index (Robin Purdy)

V. Reports to the Board

A. Chair

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

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

Subject: Retiree Health

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, FEBRUARY 23, 2006

ITEM II-A - CONSENT

MINUTES OF THE FEBRUARY 2, 2006 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the February 2, 2006 special SETA Governing Board meeting for your review.

RECOMMENDATION:

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

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

Minutes/Synopsis

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

Thursday, February 2, 2006
9:30 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 9:44 a.m.

Members Present:

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

- Recognition of Long-Term Employees: Phil Nelson, Dettie MacCracken, and Christine Bem were presented with gifts in recognition of their years of service to SETA.

Ms. Collin arrived at 9:51 a.m.

II. Consent Items

The consent calendar included approval of the minutes of the December 1, 2005 regular board meeting, approval of claims and warrants for the period 11/22/05 through 1/26/06, and approval of the Sacramento County Annual Investment Policy of Pooled Investment Fund – All Calendar Years.

Ms. Pannell asked if some of the action items could be moved to the consent calendar. Mr. Thatch replied that it cannot be done today because the agenda has been published. However, in the future, routine, non-controversial items will be put under the consent calendar.

Moved/Pannell, second/Waters, to approve the consent items as distributed.
Voice Vote: Unanimous approval

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Revision to Job Specification of Associate Teacher
2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher

3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance

Mr. Rod Nishi reported that agenda item A-1 first came to the board in December. This has gone before the union and staff has received a letter of understanding and support from the union. Items 1-4 were reviewed at the same time.

Mr. Nishi reviewed the qualifications under which employees have experience and would be considered tier 1, 2, 3. The Associate Teacher will have one title and three salary ranges based on the employees' position and experience.

Moved/Pannell, second/Scherman, to approve the following:

III-A-1: Approve the modification to the Associate Teacher job specification.

III-A-2: Approve the resolution establishing the salary range for the Associate Teacher classification.

III-A-3: Approve the reclassification of the 15 incumbent Head Start Teacher Assistants to Associate Teacher (Tier I). The incumbents will retain their seniority in this revised classification.

III-A-4: Approve the revisions to Section 14.2, Head Start Substitute Teacher Allowance, of the Labor Agreement.

Voice Vote: Unanimous approval.

Mr. Nottoli arrived at 9:56 a.m.

Mr. Nishi clarified that 12 teachers are being reclassified under III-A-3.

5. Approval of Transfer of Funds to SETA from the County of Sacramento

Ms. Kossick stated that an old lost account was located after a review. This account has been earning interest. These funds will become part of the Agency's fund balance for future use by the SETA Governing Board.

Moved/Nottoli, second/Scherman, to authorize the Executive Director to approve the hold harmless statement to complete the transfer of \$74,183 to SETA. Voice Vote: Unanimous approval.

Ms. Kossick stated that it is the Board's discretion as to how the funds are spent.

6. Approve Authorizing the SETA Executive Director to Sign Memorandum of Understanding and Letters of Commitment

Ms. Kossick stated that many items come to this board requesting signature authority for non-controversial MOUs. This item requests approval to authorize

the Executive Director to sign non-controversial MOUs and letters of commitment.

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

Voice Vote: Unanimous approval.

7. Approval of the Sacramento Employment and Training Agency Employee Recognition Policy

Ms. Welsch reviewed this item. After board approval, this recognition format will be kicked off later this month. There are different ways in which staff can be acknowledged. It is anticipated that no more than \$10,000 per year would be allocated to support the Employee Recognition program activities.

Moved/Pannell, second/Scherman, to approve the SETA Employee Recognition Policy and authorize the Executive Director to allocate resources in keeping with the policy.

Voice Vote: Unanimous approval.

8. Approval of Revision of Job Specification of Department Secretary

Mr. Nishi reviewed this item and the revisions to the job specification.

Moved/Pannell, second/Nottoli, to approve the revised job specification for Department Secretary.

Voice Vote: Unanimous approval.

Ms. Kossick invited board members to attend a luncheon for Verlene Kelly on 3/31 in the Agency atrium.

9. Approval to Submit an Employment Training Panel Application for Upgrade Nursing Training

Mr. William Walker reviewed this item. SETA is currently working with Tech Skills in a very successful program.

Moved/Pannell, second/Collin, to approve the formal submission of an application to the Employment Training Panel for a Nurse Workforce Program and authorize the Executive Director to sign the contract with ETP.

Voice Vote: Unanimous approval.

10. Approval of Amended Travel Policy for SETA Including the New Requirements of AB 1234 for Travel Reimbursement Conditions for Governing Board Members

Mr. Rick Pryor reviewed this item. Assembly Bill 1234 brought several requirements that must be followed with regard to travel reimbursement. Through this amended policy, wording has been added to pay Governing Board members for their travel expenses as well as staff traveling on Agency business.

Mr. Thatch stated that this policy covers the Sacramento Works, Inc. board, Policy Council, and all advisory bodies.

Moved/Scherman, second/Pannell, to approve the revised Sacramento Employment and Training Agency Travel Policy and Procedures and adopt the resolution regarding the changes required by Assembly Bill 1234.

Voice Vote: Unanimous approval.

11. Approval of Use of Fund Balance

Ms. Kossick stated that this item would permit the use of the fund balance to allow her to attend the Cap-to-Cap trip.

Moved/Scherman, second/Waters, to approve the use of approximately \$3,100 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2006 Cap-to-Cap trip in April.

Voice Vote: Unanimous approval.

Ms. Scherman stated that all board members try to carry the SETA message back to Washington, D. C., but it is not the same. She feels that it is essential for Ms. Kossick to attend the Cap-to-Cap trip to speak on behalf of SETA and Sacramento.

12. Approval to Release a Request for Proposals for Payroll and Human Resource Services

Mr. Rick Pryor reviewed this item which seeks approval to issue an RFP for payroll and human resource services. The company that was selected is still not providing the services that are required by SETA. The County Department of Finance has approved SETA going out with a new RFP.

Moved/Scherman, second/Nottoli, to approve the release of a Request for Proposals for Payroll and Human Resource Services.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Private Sector Representative to the Sacramento Works, Inc. Board

Ms. Kossick reminded the Board that the Sacramento Works Executive Committee was asked to provide input on potential applicants. After a recent meeting, the Executive Committee has recommended Ms. Lynn Conner to the Sacramento Works, Inc. board.

Moved/Pannell, second/Collin, to appoint Ms. Lynn Conner, a Private Business sector representative, to the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Appointment of Youth Council Member

Ms. Christine Welsch reviewed this item that requests appointment of Colleen Clark, Sacramento Housing and Redevelopment Agency, to the Youth Council.

Moved/Pannell, second/Collin, to appoint Ms. Colleen Clark to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

3. Approval to Release the Revised Workforce Skills Preparation Services Request for Qualifications (RFQ) for 2006

Ms. Robin Purdy stated that the WSP was released in December. This is a revised RFQ that will assist in recruiting agencies that can provide services to youth. Other modifications to the RFQ were reviewed.

Moved/Nottoli, second/Pannell, to approve the revised Workforce Skills Preparation Services Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

4. Approval to Release a Request for Proposals for WIA Title I, Youth Program Services for Fiscal Years 2006-2011

Ms. Christine Welsch reviewed this item and provided corrected dates. The Youth Council and youth services providers have been involved in the development of the RFP.

Moved/Nottoli, second/Collin, to approve the release of a Request for Proposals for WIA Title I Youth funds for Fiscal Years 2006-2011.

Voice Vote: Unanimous approval.

5. Approval to Transfer 20% of Workforce Investment Act Dislocated Workers Funding to Adult Programs

Ms. Ginger Brunson reviewed this item. This is a routine administrative item. There were no questions or comments.

Moved/Pannell, second/Scherman, to approve the submission of a transfer of funds request to move 20% (\$718,538) of Dislocated Worker program funds to the Adult program.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Out-of-State Travel to Attend the National Head Start Hispanic Institute

Ms. Norma Johnson reviewed this item that requests approval for two staff to attend this conference. The Administration for Children and Families will reimburse SETA \$1,000 for each participant.

Moved/Pannell, second/Collin, to approve out-of-state travel for two staff to attend the National Head Start Hispanic Institute in Denver, Colorado from February 27 to March 3, 2006 at an approximate cost of \$1,500 per person.

Voice Vote: Unanimous approval.

2. Approval of Memorandum of Understanding with Drs. Prentice Starkey and Alice Klein of U. C. Berkeley

Ms. Johnson mentioned this collaboration recently. This is a pilot program to implement a literacy program for mathematics. SETA and San Juan are currently working with this math curriculum.

Mr. Thatch asked that the motion be made contingent upon his office making minor modifications to the MOU. Mr. Thatch reviewed the modifications that will be made.

Moved/Scherman, second/Pannell, to authorize, subject to legal counsel review, the Executive Director to sign a Memorandum of Understanding for implementation of a pilot math literacy curriculum in selected Head Start centers.

Voice Vote: Unanimous approval.

3. Approval to Accept Offer from Meadowview Community Action, Inc. to Voluntarily Terminate Head Start Delegate Agreement

Ms. Johnson introduced Mr. James Sweeney from Meadowview Community Action. Staff and MCA have been working out the provisions of the agreement. Ms. Johnson stated that SETA is working to bring existing MCA employees on SETA's payroll. Right now, the MCA staff will come on as temporary employees until the benefit and jobs specifications are worked out. Staff is working to make this as least disruptive as possible to the employee.

Ms. Kossick referred to the backup information that explains the situation. The issue to resolve is how to deal with the employees. The MCA staff will go through the probation program just like any other SETA staff person.

Ms. Collin asked if the delegate agencies have to meet the same federal standards as does SETA. Ms. Johnson stated yes, and that MCA employees will be placed in jobs as close to their jobs as possible with the salary as close as possible.

Mr. Waters stated that he found it disturbing that there was very little cooperation and hopes that the uncooperative persons will not be hired. Ms. Johnson replied that the teaching staff has been very cooperative. Ms. Kossick stated that according to the agreement, two MCA administrative staff will be kept on until to 3/31 to help with the transitioning.

Ms. Pannell commended Ms. Kossick and Mr. Sweeney that while there were problems, this has been worked out for the best for the children. Her number one concern is for the children.

Ms. Collin expressed concern about the children and the families. Head Start is one of the only ways a lot of these children will receive the dental/medical/social services that are needed.

Mr. Nottoli inquired about the church lease and Mr. Thatch stated that it is his view that the lease is long term and assignable. This is a ground lease, not a building lease.

Moved/Pannell, second/Nottoli, to authorize termination of MCA's Delegate Agreement on such terms and conditions as outlined by legal counsel.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2006-2007 Community Services Block Grant Funds

Ms. Cindy Sherwood-Green reviewed this item requesting approval of a resolution accepting CSBG funding. Ms. Sherwood-Green reviewed some modifications made to the resolution.

Moved/Collin, second/Pannell, to approve a resolution accepting CSBG funds.
Voice Vote: Unanimous approval.

2. Approval of Community Action Board Bylaws

Ms. Sherwood Green reported that the last bylaws revision was 17 years ago. Staff is asking for changes to bring the Agency in compliance with regard to low

income compliance on the board. A modification to the bylaws will change low income representation by the low income persons themselves. Also, staff is asking for the approval to allow private and low-income organizations to recruit two members rather than one. The federal poverty income guidelines will be used to determine whether a person is low income.

The modification to the bylaws will let more low income people participate. Mr. Thatch stated that SETA was directed by the Federal government to modify the bylaws regarding the low-income regulations for board member. Ms. Sherwood Green reviewed the poverty areas that would be utilized to select low income board members. After discussion by the board, it was decided to delete of the word "unincorporated" from Section 1.2 (5) - a description of the South Sacramento target group.

Moved/Nottoli, second/Scherman, approve the amendments to the Community Action Board bylaws.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS – No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Women's Empowerment Program: No questions.

C. Dislocated Worker Update: Mr. William Walker reported that SETA staff is working on the Ralph's Market dislocation. The majority of the people being displaced are clerks. There are eight stores in the county and 365 employees are being displaced.

D. Update on Nurse Workforce Initiative (NWI) Graduates: Ms. Collin stated that the statistics are outstanding on this program. Ms. Sherwood-Green distributed an updated chart indicating the wage increase is actually 96% and that our retention rate has been 95%. Ms. Collin wants to make sure that these stats are getting out to the public. Mr. Walker will be working with MMC to ensure that this story will be in the newspaper.

Ms. Maria Steel and Ms. Melanie Klinkamon, lead case managers, were introduced.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick recognized the January birthdays of Ms. Pannell, Mr. Waters and Ms. Collin.

Ms. Scherman asked if Ms. Collin's decision to retire is true. Ms. Collin stated that after much soul searching, she has decided to retire. December 31 is the end of her term.

C. Counsel: No report.

D. Members of the Board

Ms. Scherman stated that we need to pat ourselves on the back. A press release needs to be sent to the local newspapers when great things occur at the agency, such as the NWI program.

A job fair will be held February 11 Pannell Community Center.

E. Public: None.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR
Pursuant to Government Code Section 54957.6**

Agency Negotiator: VeRonica Busby

Employee Organization: AFSCME Local 146

Subject: Retiree Health

The board adjourned into closed session at 11:03 a.m. and went back into open session at 11:19 a.m. Mr. Thatch stated that there was no report out of closed session.

VII. Adjournment: Meeting adjourned at 11:19 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 1/27/06 through 2/22/06, and all expenses appear to be appropriate.

ITEM II-C - CONSENT

APPROVAL OF RESOLUTION FOR THE WORKFORCE INVESTMENT ACT (WIA)
PROGRAM

BACKGROUND:

As a local Workforce Investment Area in Sacramento County, SETA is entitled to receive funds allocated to the State under the Workforce Investment Act, Title I, Adult, Youth and Dislocated Worker programs.

The attached resolution would authorize the SETA Executive Director to execute all WIA plans, adjustments, modifications, subgrant agreements and any other WIA documents required by the State of California Employment Development Department or the United States Department of Labor.

RECOMMENDATION:

Approve the attached resolution providing signatory authority to the SETA Executive Director for WIA programs.

RESOLUTION NO.: 2006-5

WHEREAS, the Sacramento Employment and Training Agency (SETA) is a joint powers agency of the County of Sacramento and the City of Sacramento; and

WHEREAS, Section 101(6)(B) authorizes the units of general local government in a Workforce Investment Area that includes more than one unit of general local government to designate the chief elected official for such Workforce Investment Area; and

WHEREAS, Section 117 (d)(3) of the WIA provides that the chief elected official shall serve as the local grant recipient and the fiscal agent for the Workforce Investment Area; and

WHEREAS, the County of Sacramento and the City of Sacramento have designated the SETA Governing Board as the chief elected official, grant recipient and fiscal agent for the Workforce Investment Area; and

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the SETA Governing Board authorizes the Executive Director of SETA to execute all WIA plans, adjustments, modifications, grant applications, subgrant agreements and any other WIA documents required by the State of California Employment Development Department or the United States Department of Labor.

This authorization shall remain in effect until June 30, 2010, and shall automatically expire at that time, unless earlier revoked or extended by the SETA Governing Board.

On a motion by member _____, seconded by member _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board on March 2, 2006.

Aye:
Nay:
Absent:

Dated March 2, 2006

Chair, SETA Governing Board

Attested:

Clerk of the SETA Governing Board

ITEM II-D - CONSENT

APPROVAL OF OUT OF STATE TRAVEL TO ATTEND THE WORKKEYS NATIONAL CONFERENCE

BACKGROUND:

ACT, Inc. is hosting their 9th Annual WorkKeys National Conference, May 3-5, 2006 at the Hilton Nashville Downtown in Nashville, Tennessee.

WorkKeys is a nationally recognized work skills certification system used across the nation to help individuals, educators, and employers identify the skills needed to be successful on the job and to determine where additional training can help develop a higher caliber workforce. WorkKeys is built around a set of assessments that measure an individual's abilities in "real world" skills often required for successful job performance.

- WorkKeys offers individuals the ability to assess whether they possess the necessary skills to compete in today's high-demand workplace.
- WorkKeys helps educators prepare students for the workplace and make successful life transitions.
- WorkKeys allows businesses to identify applicants that possess key job skills, pinpoint skill gaps of current employees, and ensure continuous quality for our existing and future workforce.

Currently, SETA is piloting WorkKeys in 5 programs and in July, 2006 will be using Work Keys in the WIA youth program and in the One Stop Career Center System. The five pilots are:

- Employer Services: Federal Express, Material Handler
- Northern California Construction Training
- Construction Boot Camp
- Sacramento Works Scholarship Program at Burbank
- Hillsdale Career Center Intensive Services

Total cost of travel is \$1,365.00. Funding for the conference will be come from the Workforce Investment Act.

RECOMMENDATION:

Approve out of state travel for one staff person to Nashville, Tennessee for the WorkKeys National Conference.

ITEM II-E - CONSENT

APPROVAL OF REVISION OF JOB SPECIFICATION OF PAYROLL CLERK

BACKGROUND:

No revision has been made to the Payroll Clerk job specification since the classification was established in 1994. The propose revisions have been made to the specification to more clearly define the essential and marginal duties of this classification, and indicate physical demands/qualifications of the position. The changes are noted in bold italics.

This is a confidential and unrepresented position.

RECOMMENDATION:

Approve the revised job specification for Payroll Clerk.

PAYROLL CLERK

ORGANIZATIONAL RESPONSIBILITY

A Payroll Clerk is responsible to the Fiscal ~~Division~~ **Department** Chief or designee.

DEFINITION

Under close supervision, performs routine payroll and general clerical work, assists in the preparation and typing of various payroll transaction forms; files forms and payroll documents, gives general payroll information to other employees and the public.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for the position which performs a variety of accounting, fiscal, payroll, and statistical recordkeeping assignments, requiring specific knowledge of fiscal methods and systems.

EXAMPLES OF ESSENTIAL DUTIES

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

1. Assists in the preparation of payroll documents;
2. Verifies correctness and accuracy of payroll warrants and distributes to employees;
3. Verifies employment by informing authorized persons of employees' status;
4. Types information onto personnel and payroll documents from verbal or written instructions, prepares and processes a variety of payroll information and data;
5. Maintains a variety of financial records and files;
6. Operates office equipment and computer systems;

EXAMPLES OF MARGINAL DUTIES

1. Opens and distributes mail;
2. Files correspondence and other material.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and practices of finance and statistical recordkeeping, including payroll functions.

Laws and regulations governing the maintenance of payroll records.

Financial recordkeeping procedures and policies.

Operation of data processing equipment

Office methods, procedures, and practices.

CONTINUED

Page 2 – Payroll Clerk

Ability to:

- Process and maintain accurate payroll information.
- Prepare and maintain a variety of fiscal records and reports.
- Make arithmetical calculations quickly and accurately.
- Operate a computer and other office equipment.
- Deal tactfully and courteously with employees making inquiries about SETA payroll functions and policies.
- Establish and maintain cooperative working relationships.

AND

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

One year of responsible financial and statistical recordkeeping experience comparable to that of an Account Clerk II with the Sacramento Employment and Training Agency.

PHYSICAL Demands / QUALIFICATIONS

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

ITEM II-F - CONSENT

APPROVAL OF FISCAL YEAR 2006-2007 SETA OPERATED PROGRAM TRACKS

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the SETA Operated Program Tracks for Fiscal Year 2006-2007 (see attachment).

This item will be reviewed by the Head Start Policy Council at their February 28, 2006 meeting.

RECOMMENDATION:

Approve the Fiscal Year 2006-2007 SETA Operated Program Tracks.

ITEM II-G - CONSENT

APPROVAL OF FISCAL YEAR 2006-2007 SETA HEAD START PROGRAM OPTIONS

BACKGROUND:

This agenda item provides an opportunity for the Board to approve the Program Options for Fiscal Year 2006-2007 (see attachment)

This item will be reviewed by the Head Start Policy Council at their February 28, 2006 meeting.

RECOMMENDATION:

Approve the Fiscal Year 2006-2007 Head Start Program Options.

ITEM II-H - CONSENT

APPROVAL TO AUGMENT AND EXTEND THE SMARTWARE SERVICES CONTRACT WITH NETWORK TECHNOLOGIES TO INCLUDE SYSTEM DEVELOPMENT

BACKGROUND:

SETA currently has a sole source contract with Network Technologies for maintenance and support of SMARTware2000 through June 30, 2006. Mark Montalvo, Network Technologies, was the first developer of SMARTware2000. Sole source approval was granted based on the highly unique nature of the software and the limited number of software developers with knowledge of the SMARTware 2000 application. SETA is seeking to extend and augment contract #173201SMS(2) with Network Technologies for an additional two years of support and maintenance at \$41,560 per year and redevelopment services at \$63,113 per year.

Developed in 1997, SMARTware2000 was the first fully web-based, database driven automated case management and client tracking system used in the Workforce Development community. SMARTware2000 was purchased by SETA in December 2003 from the Shasta County Private Industry Council. It was developed using LiveWire, one of the only technologies available at that time. The technology used is no longer available for purchase or supported by the manufacturer. Other sources for support and options for development are limited.

In order to continue to develop SMARTware2000, it will be necessary to use new technology. A technical team comprised of the SMARTware2000 Users Group has researched and recommends the migration of SMARTware2000 to a new programming language. This language will provide more options for customization, development and data storage. Costs will be reduced through lower software licensing fees, lower support cost, and less developer time.

The estimated redevelopment will take 1485 hours to complete at \$85 per hour, for a total cost of \$126,225. This development is estimated at an 18-24 month timeframe with payments only to be made for work hours completed. The cost for redevelopment will be paid through current and future SMARTware2000 licensing fees.

SMARTware2000 is currently used by 11 counties with fiscal year 2005-2006 licensing fees totaling \$82,060, with a planned increase of 5% for fiscal year 2006-2007. The participation of two SETA programmers should reduce the number of billed hours required to complete the redevelopment.

RECOMMENDATION:

Approve the extension and augmentation of the service contract #173201SMS(2) with Network Technologies for an additional two years of support and maintenance at \$41,560 per year and redevelopment services at \$63,113 per year.

ITEM III- A-1 - ACTION

APPROVAL OF RESOLUTION NAMING A HEAD START EARLY LEARNING
CENTER IN HONOR OF ILLA COLLIN

BACKGROUND:

Supervisor Illa Collin has supported the Sacramento Employment and Training Agency since its creation in 1978. Supervisor Collin has served on the Governing Board and guided the agency through its growth, adding many human services programs to its operations. With the recent announcement by Supervisor Collin to retire at the end of this year, staff is recommending that a SETA Early Learning Center be named in her honor.

RECOMMENDATION:

Approve the attached resolution naming the Fruitridge Early Learning Center the Illa Collin Early Learning Center.

RESOLUTION NO. 2006-6

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, Ms. Illa Collin has been on the SETA Governing Board since 1978:
and

WHEREAS, during Ms. Collin's tenure on the Governing Board, she has provided countless hours of support to the children, families, job seekers, and employers in Sacramento County; and

WHEREAS, the SETA Governing Board wishes to acknowledge her excellent contributions to the SETA programs; and

NOW, THEREFORE, BE IT RESOLVED THAT, the SETA Governing Board hereby names the Illa Collin Early Learning Center at 5746 40th Street 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 second day of March, 2006, by the following vote, to wit:

Ayes:
Noes:
Absent:

Attest: _____
Clerk of the Boards

Chair of the Governing Board

Date: March 2, 2006

ITEM III-C - 1 – ACTION

APPROVAL OF HEAD START/EARLY HEAD START BUDGET ALLOCATIONS FOR
FISCAL YEAR 2006-2007

BACKGROUND:

Attached please find the budget allocations for Fiscal Year 2006-2007 for the Head Start and Early Head Start programs. The funding allocations for both programs include a one percent reduction as a result of the Defense Appropriations Act which reduced Fiscal Year 2006 funding levels of virtually all discretionary programs.

The Elk Grove Unified School District program will expand from 300 to 376 children and families primarily due to the under enrollment and subsequent reduction of slots previously allocated to the Del Paso Heights School District.

RECOMMENDATION:

Approve the Head Start/Early Head Start budget allocations for Fiscal Year 2006/2007.

HEAD START FUNDING ALLOCATION FOR FY 2006 - 07

	#	FY 2005-2006 BASIC	1% Reduction per PI 06-02	Slots	Expansion	FY 2006-2007 Basic	FY 2006 T/TA	TOTAL FEDERAL	Minimum Inkind 25%	cost / child
Del Paso Heights School District	253	\$1,534,639	(15,194)	179	(444,444)	\$1,075,001	\$7,500	\$1,082,501	\$270,625	6,006
Elk Grove Unified District	300	1,809,826	(17,919)	376	456,456	\$2,248,363	9,000	\$2,257,363	\$564,341	5,980
Sacramento City Unif. School District	1,272	7,765,507	(76,886)	1,272	-	\$7,688,621	20,000	\$7,708,621	\$1,927,155	6,045
San Juan Unified School District	680	4,124,997	(40,842)	680	-	\$4,084,155	15,000	\$4,099,155	\$1,024,789	6,006
W.C.I.C.	100	644,039	(6,377)	100	-	\$637,662	7,500	\$645,162	\$161,291	6,377
TOTAL DELEGATE	2,605	\$15,879,008	-\$157,218	2,607	\$12,012	\$15,733,802	\$59,000	\$15,792,802	\$3,948,201	6,040
SOP Operations MCA	2,624 160	16,145,917 974,000	(155,504) (14,000)	2,624 158	(12,012)	\$15,990,413 \$947,988	20,000 7,500	\$16,010,413 \$955,488	\$4,002,603	6,094
Grantee Support		2,271,864	(26,374)			\$2,245,490	274,568	\$2,520,058	\$630,015	
SETA Admin		3,922,340	(38,835)	-		\$3,883,505		\$3,883,505	\$970,876	
TOTAL SOP	2,784	\$23,314,121	-\$234,713	2,782	-\$12,012	\$23,067,396	\$302,068	\$23,369,464	\$5,603,494	
TOTAL GRANT	5,389	\$39,193,129	-\$391,931	5,389	\$0	\$38,801,198	\$361,068	\$39,162,266	\$9,551,695	

Budget Notes
2/22/2006 11:11

Admin Max
12% of
Federal

Budget Mod's that require ACF Approval
(1) any change in scope of pgm (2) out of country travel
(3) Equipment purchase of > \$5,000 (4) Construction

Startup & Program Imp.
any change in requires
ACF approval

Budget Mods
45 b4 end of yr

Early Head Start Funding For FY '2006-'07

	#	FY 2005-2006 BASIC	1% Reduction per PI 06-02		FY 2006-2007 Basic	FY 2007 T&TA	TOTAL FEDERAL	Minimum Inkind 25%
Sacramento City Unif. School District	115	1,075,580	(10,649)	-	\$1,064,931	\$18,249	\$1,083,180	\$270,795
San Juan Unified School District	129	1,181,083	(11,694)	-	\$1,169,389	\$20,112	\$1,189,501	\$297,375
TOTAL DELEGATE	244	\$2,256,663	-\$22,343	\$0	\$2,234,320	\$38,361	\$2,272,681	\$568,170
SOP Operations	213	1,882,043	(18,634)	-	\$1,863,409	\$29,312	\$1,892,721	\$473,180
Grantee Support / SETA Admin		549,543	(6,055)		\$543,488	\$34,908	\$578,396	\$144,599
SCOE		15,000		-	\$15,000	\$15,000	\$30,000	\$7,500
TOTAL SETA/SCOE	213	\$2,446,586	-\$24,689	\$0	\$2,421,897	\$79,220	\$2,501,117	\$617,779
TOTAL GRANT	457	\$4,703,249	-\$47,032	\$0	\$4,656,217	\$117,581	\$4,773,798	\$1,185,950

Budget Notes
2/22/2006 11:14

Admin Max	Budget Mod	Budget Mod's that require ACF Approval	Startup & Program Imp.
12% of Federal	25% or \$5,000 in cost category Memo to Yolanda Macias	(1) any change in scope of program (2) out of country travel (3) Equipment purchase of > \$5,000 (4) Construction	any change in requires ACF approval

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:** January 9, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 179,930	10/1/04-9/30/05	10/1/04-9/30/05
TAD	VESL/OJT	10,320	10/1/04-9/30/05	10/1/04-9/30/05
TAD	ES	6,880	10/1/04-9/30/05	10/1/04-9/30/05
TA	ES	72,000	10/1/04-9/30/05	10/1/04-9/30/05
TA	VESL/OJT	74,400	10/1/04-9/30/05	10/1/04-9/30/05

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

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	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, 2004 to September 30, 2005 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major findings in the final monitoring.
- 3) The findings mentioned in our previous monitoring report dated January 1, 2005 have been corrected and are now considered closed.

Recommendations for Corrective Action :

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Wyman Sanders **DATE:** January 6, 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	\$ 1,270,192	9/30/04-07/31/05	9/30/04-7/31/05
Head Start	T & TA	7,500	9/30/04-07/31/05	9/30/04-7/31/05

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

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

Findings and General Observations:

- 1) The total costs as reported to SETA from September 30, 2004 to July 31, 2005 have been traced to the delegate's records. The records were 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. Hal Steward **DATE:** January 13, 2006
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Grant Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	VESL/OJT	\$109,200 ^G	10/01/2005-09/30/2006	10/01/2005-11/30/2005
TA	ES	\$70,000	10/01/2005-09/30/2006	10/01/2005-11/30/2005
TA	YESL/ES	\$230,000	10/01/2005-09/30/2006	10/01/2005-11/30/2005
RESS	VESL/ES	\$40,000	10/01/2005-09/30/2006	10/01/2005-11/30/2005
RESS	VESL/VT	\$89,100	10/01/2005-09/30/2006	10/01/2005-11/30/2005
TA	VESL/OJT	\$79,406	10/01/2004-09/30/2005	10/01/2004-09/30/2005
TAD	VESL/OJT	\$10,320	10/01/2004-09/30/2005	10/01/2004-09/30/2005
TA	ES	\$96,000	10/01/2004-09/30/2005	10/01/2004-09/30/2005
TA	ES	\$6,880	10/01/2004-09/30/2005	10/01/2004-09/30/2005
RESS	VESL/ES	\$266,980	10/01/2004-09/30/2005	10/01/2004-09/30/2005
RESS	VESL/VT	\$89,180	10/01/2004-09/30/2005	10/01/2004-09/30/2005

Monitoring Purpose: Initial X Follow-up _____ Special _____ Final _____
Date of review: Dec. 9 2005 and various dates
Period Covered: See above

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

Program Operator: Grant Joint Union High School District

Findings and General Observations:

(1) The total costs as reported to SETA for the period October 1, 2004 to November 30, 2005 have been traced to the subgrantee's fiscal records. The records were verified and appeared to be in order and there are no adjustments required.

Recommendation:

None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Hal Steward **DATE:** January 10, 2006
FROM: Anthony Yu, SETA Fiscal Monitor
RE: On-site Fiscal Monitoring of Grant Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Younger Youth	\$159,990	07/01/2004-06/30/2005	07/01/2004-06/30/2005
WIA	Younger Youth	\$159,990	07/01/2005-06/30/2006	07/01/2005-11/30/2005
WIA	NWI	\$135,000	07/01/2004-06/30/2005	07/01/2004-06/30/2005

Monitoring Purpose: Initial X Follow-up _____ Special _____ Final _____
Date of review: Dec. 13, 2005 and various dates
Period Covered: See above

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	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	N/A			
13 Program Income	N/A			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Grant Joint Union High School District

Findings and General Observations:

(1) The total costs reported to SETA for the WIA and NWI contracts were reconciled with the subgrantee's fiscal records. The fiscal records appeared to be in order and supported the reported expenditures to SETA.

Recommendation:

None.

cc: Kathy Kossick
Governing Board

Program Operator: PARATRANSIT, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2005 to December 31, 2005 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. Bonnie Hyer **DATE:** January 12, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacto Area Emer. Housing Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 50,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial _____ Follow-Up _____ Special _____ Final X____
Date of review: 1/11/06

	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	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: Sacramento Area Emergency Housing Center

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2005 to December 31, 2005 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. Jane Ginsberg **DATE:** February 9 , 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Transitional Living & Comm. Support

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Family Self-Sufficiency	\$ 38,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final_ X__
Date of review: 2/8 /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	N/A			
5 Staff Payroll/Files	X			
6 Fringe Benefits	X			
7 Participant Payroll	N/A			
8 OJT Contracts/Files/Payment	N/A			
9 In direct Cost Allocation	N/A			
10 Adherence to Budget	X			
11 In-Kind Contribution	N/A			
12 Equipment Records	N/A			

Program Operator: Transitional Living & Community Support

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: January 26, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 55,000	01/1/05-12/31/05	01/1/05-12/31/05

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final_X__

Date of review: January 20, 2006

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	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: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Margaret Mapes **DATE:** January 17, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Visions Unlimited, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG-Youth	Family Self-Suff.	\$ 45,000	1/01/05-12/31/05	1/01/05-12/31/05
CSBG-Seniors	Family-Self-Suff.	42,000	1/01/05-12/31/05	1/01/05-12/31/05

Monitoring Purpose: Initial ___ Follow-Up___ Special ___ Final __X__
Date of review: 1/13/06

		SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
AREAS EXAMINED		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	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: Visions Unlimited, Inc.

Findings and General Observations:

1. The total costs as reported to SETA from January 1, 2005 to December 31, 2005 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

ITEM IV- B - INFORMATION

PRESENTATION OF THE 2005/2006 OCCUPATIONAL OUTLOOK & TRAINING DIRECTORY AND 2006-2007 "CRITICAL INDUSTRIES AND OCCUPATIONS" REPORT

BACKGROUND:

This annual publication is produced by Sacramento Works, Inc. and the Sacramento Employment and Training Agency (SETA) and is the only comprehensive source of local labor market and education/training provider data available. The publication is comprised of three major sections: a series of **occupational profiles** based on surveys with local/regional employers; a comprehensive multi-county directory of the region's **education and training providers**; and an **occupation/training index** (an index of occupations and the local education/training providers who offer related training for those occupations).

Sacramento Works, Inc., the local Workforce Investment Board, has taken on the role of engaging the business community by assessing the regional labor market, identifying critical industries, and developing a plan to train workers for critical industries. On November 30, 2005, the Sacramento Works, Inc. Board approved the revised "Critical Industries" list for 2006. These seven industries represent those that are most consistent with our goal of helping job seekers, through the one-stop system, to find long term, career oriented employment.

ITEM IV-C - INFORMATION

MMC COMMUNICATIONS TO PROVIDE PUBLIC RELATIONS AND MARKETING SERVICES FOR 2006-2007

BACKGROUND:

In January 2006, the Sacramento Works, Inc. Executive Committee approved the extension of MMC Communications' contract in the amount of \$32,000 to provide public relations and marketing services to increase the visibility and expand the awareness of the programs and services offered to the employer community by Sacramento Works, Inc.

The contract extension for MMC Communications was based on key successes that were accomplished in the previous 2005-2006 contract period:

- Effective marketing campaign "Sacramento works for me—it can work for you too!" featuring print (The Sacramento Business Journal) and radio (KFBK and KXJZ) advertising focusing on putting a face to the employers utilizing Sacramento Works services.
- Regular items in the Bob Shallit column of the Sacramento Bee
- Major Editorial Coverage in the Sacramento Bee and Sacramento Business Journal:
 - Attitudes count 'Soft skills' top list of what area employers desire-*Sacramento Bee*
 - Job-recruitment service busier as labor market tightens --*Sacramento Business Journal*
 - New career centers open to lessen nurse shortage -- *Sacramento Business Journal*
 - Security Screeners sought-*Sacramento Bee (All Neighborhood Sections)*
 - TV coverage of Sacramento Police Dispatchers recruitment event held at Sacramento Works, December 21- *KCRA/NBC Channel 3 5pm News (177,000 viewers) and 11PM News (40,000 viewers)*
 - Radio Talk Show coverage featuring Sacramento Works- *KNCI Radio- Tom Mailey Show*

In comparing nine months of MMC's contract period, March 2005 to December 2005 to the previous year period of March 2004 to December 2005, the following results have been documented:

- Substantial services to employers have increased from 391 to 545, an increase of 39%.
- Employer Services Job Orders have increased from 106 to 529, an increase of 399%.
- Employer Services total hires have increased from 391 to 451, an increase of 15%.

Attached is a full marketing report prepared by MMC Communications.



mmc | communications
S I N C E 1 9 9 1

MMC Communications
End of Year Report

Sacramento Works
Employer Outreach
Committee Meeting

January 23, 2006



Table of Contents

Executive Summary

Strategic Approach

Results

Conclusion

Appendices



Executive Summary

Since March 2005, MMC Communications has been working with Sacramento Works to develop and implement a public relations campaign designed to expand awareness of the employer programs and services offered by the Workforce Investment Board, and increase the number of employers using those services.

This multi-dimensional campaign has incorporated a variety of different activities. MMC developed a radio advertising campaign that showcased the individual success stories of employers who use Sacramento Works. We assisted Sacramento Works in revising its print advertising campaign to implement the new messages and strategy [Appendix A].

Sacramento Works received dozens of inquiries from employers and job seekers who heard the series of radio ads and saw the print advertisements. In contrast, the previous print campaign generated very few calls.

MMC worked proactively with the news media, pitching stories and developing relationships with reporters to enhance Sacramento Works' visibility in the

Since the public relations campaign was implemented, Sacramento Works has experienced a:

- **399%** increase in the number of job orders placed by employers
- majority of its employers (**56%**) using Sacramento Works for the first time
- **72%** increase in the number of substantial services provided to employers
- **42%** increase in the number of people hired through Sacramento Works

[Appendix C]

media and position it as an authoritative source of workforce-related information. Since March, we have been able to secure news coverage for Sacramento Works on more than 30 occasions [Appendix B]. Coverage included newspaper and business journal features, articles, columns, in-depth radio interviews, television news coverage and more.

Each campaign element was created to strategically reinforce and enhance the awareness of Sacramento Works in the employer community and solidify the organization's image as the region's workforce resource. Campaign strength was also enhanced by careful planning to ensure all elements were thematically consistent and mutually reinforcing.

Since the public relations campaign was implemented, Sacramento Works has experienced a significant increase in the number of employers using its services. Job orders placed by employers have quadrupled since the campaign began. In addition to this increase, the organization is experiencing an increase in the number of people attending its recruitment events. In fact, recently it has been necessary to change rooms to accommodate more job seekers and limit the number of people who can attend, due to space constraints. Employers have been more satisfied at the turnout and employee selection. This development plays a direct role in the increase in employers' interest in Sacramento Works' services.

As the statistics, media coverage and anecdotal evidence show, the public relations campaign has been successful. Our efforts have increased awareness of the organization in the employer, job seeker and media communities and have helped strengthen Sacramento Works' position as a leading workforce authority and resource.

Strategic Approach

MMC Communications was initially tasked with helping Sacramento Works increase the number of employers using its services. Our strategic approach was multifaceted. First, we set out to highlight employers who have successfully used Sacramento Works for recruitment, training or other services. We selected employers representing the critical industries identified by Sacramento Works. Employers, many of them widely recognized in the business community, shared their successful experience in their own words. Their stories were used in print and radio advertisements with the tagline, “Sacramento Works works for me, it can work for you, too!”

For example, one radio ad featured Bruce Parks, owner of Tarts and Truffles, describing how “[F]or the past five years, Sacramento Works has contributed to the success of my business by helping me recruit and hire food service and catering staff.” Dave Binley of Valspar explained how his company exclusively uses Sacramento Works for all its hiring needs. This kind of third-party endorsement creates a powerful impact.

The existing print campaign was revised to implement the new messages and strategy. Each new ad featured a photo of an employer and a quote describing how Sacramento Works assisted in the success of their business [Appendix A].

Advertisements ran in the *Sacramento Business Journal* and on KFBK radio, two mediums directly targeting the employer community. A variation of the radio ad ran on KXJZ, the local NPR station, whose employer audience appreciates organizations that support public radio.

A second strategic approach was to raise Sacramento Works’ visibility through the news media. MMC Communications met on a regular basis with Sacramento Works representatives to identify potentially newsworthy stories

that we could present to the local news media. Through this process, we were able to secure extensive coverage in print, radio and television for stories such as the need for “soft skills,” Norwegian Cruise Lines’ great success hiring through Sacramento Works, the new Healthcare Career Center and more. Each story reinforces the message that employers are finding success partnering with Sacramento Works and positions Sacramento Works as a regional authority in workforce-related issues.

We realized that in order to attract additional employers, it would also be necessary to increase the number of job seekers using Sacramento Works. Employers would be more likely to use Sacramento Works if they were confident that Sacramento Works would deliver a good number of quality candidates. This task would be particularly challenging because the region’s current high employment rates make it more difficult to find qualified candidates.

We asked Sacramento Works to provide us with details on all upcoming recruitment events. Regular news releases were issued to area media announcing the various events. The primary goal was to have the events included as calendar items in the newspaper, thus promoting the events and increasing the number of job seekers in attendance. A secondary goal was to continuously put Sacramento Works’ name in front of employers and position Sacramento Works in their minds as a place where a lot was happening. Employers would become more aware of services provided by Sacramento Works and more likely to explore those services themselves.

The calendar items also boosted news media interest. The Sacramento Works news releases, provided reporters an ongoing reminder of the organization and the services it offers. This type of awareness led to additional media coverage. For example, KOVR 13 called us to explore doing a longer story about Norwegian Cruise Line’s recruitment activities with Sacramento Works. They

obtained the information from calendar item releases that we sent out and wanted to create a large story.

We are now in the process of finalizing the development of an additional advertising component that will further promote Sacramento Works' services to job seekers. The Sacramento Regional Transit District and Sacramento Works have collaborated to place free display ads inside RT buses. We adapted the print and radio campaign, profiling individuals who had used Sacramento Works' services. The demographics of this audience are more conducive to promoting the organization's employee services, so we took this opportunity to profile a job seeker who had successfully used Sacramento Works. The new ads will be placed in buses in February.

Our strategy from the beginning of this campaign has been to put a face to Sacramento Works by profiling individuals who have had successful experiences with the organization. We have developed a comprehensive campaign that directly targets employers and job seekers, and that works synergistically to increase awareness of Sacramento Works and the utilization of its services.

Results

Sacramento Works has seen positive results across the board [Appendix C] as a result of the public relations campaign. The number of job orders placed by employers has grown from 106 to 529, a remarkable 399 percent increase over the same time period the previous year. Employers using Sacramento Works for the first time generated a majority of the increase. In fact, 56% of the employers who used Sacramento Works during this time period were using the organization for the first time. In addition to the outstanding increase in job orders, the usage of substantial services rose a significant 72 percent during the same period. The number of people hired through Sacramento Works increased a notable 42 percent, a testament to the fact that the message is reaching both employers and job seekers.

Employers are finding a wider selection of applicants to choose from as recruitment events are beginning to fill to or exceed capacity. At a Transportation Security Administration recruitment event last December, the calendar item generated an incredible number of inquiries. More than 50 people attended the event, which is normally attended by 20 to 30 individuals, and many others were placed on waiting lists or referred to the following month's event. A similar experience occurred a couple of weeks later with the Sacramento Police Department recruitment event for dispatchers. Sacramento Works received more than 350 calls regarding the employment opportunity. The event, which normally has about 40 to 50 attendees, was attended by more than 100 job seekers—and would have been attended by more had the reservation list not been closed due to space limitations. Employers have enthusiastically welcomed these results as they've commented on the large groups attending their events.

There are many elements that have contributed to the large increase in employers using Sacramento Works. We believe that the public relations

campaign has not only had an impact in and of itself, but has also helped enhance the results of other efforts being undertaken. For example, when Sacramento Works staff visit employers to introduce them to the available services, employers have often already heard the radio ads and read articles in the newspapers. They are likely to be more interested in hearing what Sacramento Works can do for them and in trying the services.

Less tangible yet equally important positive results have also been achieved. Strong relationships are being built with reporters who now see Sacramento Works as an information source for stories. Reporters now call us proactively for help on stories. In December, for example, we received a call from the news director at KNCI-FM 105.1 and KHTK-AM 1140 who had seen our news releases and calendar items. He was planning a segment on his weekly radio show about workforce trends and projections. He called us first, wanting to focus on Sacramento Works. The 30-minute radio interview not only gave Sacramento Works an opportunity to talk about future trends and establish itself as an authority on the issue, it also allowed the organization an opportunity to talk extensively about services it offers employers and job seekers.

Sacramento Works is becoming more recognized as an authoritative source on workforce issues. The result is that the media proactively contact us far more frequently than has previously been the case.

Conclusion

A lot has been accomplished in the last year: awareness has increased; more employers and job seekers are using Sacramento Works; and strong media relationships have been built. We have made significant strides in laying the groundwork for even greater results.

The public relations campaign has worked, but there are opportunities to further build on our solid foundation. As we move into the new year, we will capitalize on relationships with the media to increase coverage and continue to position Sacramento Works as the region's leading workforce authority. We will expand the advertising campaign to encompass additional critical industries. We will continue to increase the number of people attending recruitment events. We will begin incorporating the campaign themes, messages and strategies into the Sacramento Works website. Each reinforcing element, from 2005 and beyond, will lead to the common goal of increasing employer utilization of Sacramento Works' services.

Appendices

Ad Samples

Media Coverage

Result Statistics



Appendix A

Ad Samples

Media Coverage

Result Statistics



Appendix B

Ad Samples

Media Coverage

Result Statistics



Appendix B Media Coverage

Partial Media Coverage Log

This reflects, to the best of our ability, the media coverage that Sacramento Works has received as a direct result of our media relations activities. We are confident that additional broadcast PSAs and print articles have appeared, but due to limited resources, we have not been able to capture them all.

Date	Media Name	Title or Topic
3/5/05	Sacramento Bee	Bob Shallit Column – Cruise News: Norwegian Cruise Lines...
3/16/05	Sacramento Bee	Bob Shallit Column – Dress for Success: Norwegian Cruise Lines
5/21/05	Sacramento Bee	'Soft Skills' are in Demand [Teasers to 5/23 story]
5/22/05	Sacramento Bee	'Soft Skills' are in Demand [Teasers to 5/23 story]
5/23/05	Sacramento Bee	Attitudes Count: "Soft Skills" Top List of What Area Employers Desire [Story had a teaser on the front page of the paper, a mention on the briefs section in A2 and prominent placement on the cover of the business section with color photos]
5/23/05	KFBK AM 1350	Various news clips throughout the afternoon regarding "Soft Skills"
6/10/05	Sacramento Business Journal	New Career Centers Open to Lessen Nurse Shortage [Includes photo]

Date	Media Name	Title or Topic
6/30/05	Sacramento Bee, Neighbors Sections	Interviews, Info at Job Fair [Promoting Employment and Training Expo]
10/14/05	Sacramento Business Journal	Calendar Item: Sacramento Works for Women event
10/19/05	V101.1 FM Lee Perkins and Andrea in the Morning Show	Radio interview to discuss Sacramento Works for Women event and other Sacramento Works services
11/1/05	KRXQ/98 Rock	Transportation Security Administration Public Service Announcement and posting on their website
11/1/05	Eagle 96.9	Transportation Security Administration Public Service Announcement and posting on their website
11/7/05	Sacramento Bee, Business Section	Calendar Item: Transportation Security Administration recruitment event
11/7/05	Sacramento Bee, Business Section	Calendar Item: FedEx recruitment event
11/11/05	Sacramento Business Journal	Job-Recruitment Service Busier as Labor Market Tightens
11/17/05	KQVR-TV Ch. 13	Calendar Item: Norwegian Cruise Line recruitment event
11/25/05	Sacramento Business Journal	Calendar Item: Culinary Staffing recruitment event
12/1/05	Sacramento Bee, Neighbors Sections	Food Service Jobs Open [Article promoting the America's Culinary & Consulting for Event Staffing & Services recruitment event]

Date	Media Name	Title or Topic
12/1/05	Sacramento Bee, Neighbors Sections	Security Screeners Sought [Article promoting the Transportation Security Administration recruitment event]
12/2/05	Sacramento Business Journal	Calendar Item: America's Culinary & Consulting for Event Staffing & Services recruitment event
12/2/05	Sacramento Business Journal	Calendar Item: California Employment Development Department Free State Basic Payroll Tax Seminar
12/2/05	Sacramento Business Journal	Calendar Item: Transportation Security Administration recruitment event
12/5/05	Sacramento Bee, Business Section	Calendar Item: Transportation Security Administration recruitment event
12/5/05	Sacramento Bee, Business Section	Calendar Item: America's Culinary & Consulting for Event Staffing & Services recruitment event
12/5/05	Sacramento Bee, Business Section	Calendar Item: California Employment Development Department Free State Basic Payroll Tax Seminar
12/9/05	Sacramento Business Journal	Calendar Item: Sacramento Police Department recruitment event
12/11/05	KNCI-FM 105.1 FYI Show	30-minute radio interview on Sacramento Works, the services offered to employers and job seekers and where workforce trends

Date	Media Name	Title or Topic
12/11/05	KHTK-AM 1140 FYI Show	30-minute radio interview on Sacramento Works, the services offered to employers and job seekers and where workforce trends
12/12/05	Sacramento Bee	Cruise News: Norwegian Cruise Lines...
12/15/05	Sacramento Bee, Neighbors Sections	Police Dispatchers Sought
12/19/05	Sacramento Bee, Business Section	Calendar Item: Police Dispatchers
12/21/05	KCRA-TV Ch. 3 News at 5	Story on Police Dispatcher recruitment event
12/21/05	KCRA-TV Ch.3 News at 10	Story on Police Dispatcher recruitment event
12/22/05	Sacramento News & Review	Other People's Baggage
1/11/06	Village Life	Lack of Soft Skills Key Employer Challenge
Pending	Sacramento Bee	Article on changing dress code trends in businesses. Sacramento Works' <i>Dress for Success</i> instructor interviewed.
Pending	Sacramento Bee	Story on the occupational category trends as outlined in the Sacramento Works study

Appendix A Ad Samples

Sacramento Business Journal

Print Advertising Samples

SACRAMENTO WORKS, INC.

Your Workforce Resource

“When Tarts & Truffles needs employees, we call on Sacramento Works.”

Sacramento Works...it works for me, it can work for you too.

— Bruce Parks,
Owner Tarts & Truffles and
Workforce Investment Board Member

www.seta.net
(916) 263-7891

SACRAMENTO WORKS, INC.

Workforce Resource

California State Automobile Association (AAA) has partnered with Sacramento Works to help staff our Elk Grove Call Center. We have attended many “Employer Presentations” at various locations throughout the Sacramento area organized by Sacramento Works. Because of their help, we have had the opportunity to reach into our local community for employees. They have consistently provided us the high quality candidates we seek. Their professionalism and services are outstanding!”

— Elena Castillo,
Sr. Employment Specialist

www.seta.net
(916) 263-7891

SACRAMENTO WORKS, INC.

Your Workforce Resource

“We appreciate the collaboration and support provided to us by Sacramento Works that helps us educate and recruit much-needed nurses for our community.”

— Cherie Kunold, RN
Manager, Strategic Learning Development
Catholic Healthcare West and the local Mercy hospitals


www.seta.net
(916) 263-7891

Appendix A Ad Samples

Sacramento Regional Transit

Placard Samples

Your Workforce Resource

 SACRAMENTO
WORKS, INC.

“Sacramento Works...it worked for me, it can work for you too!

The Sacramento Works Career Center helped me put together my resume, search for jobs, provided workshops on job preparation and access to different training programs.”

— Kamika Whetstone
Student & Jobseeker

To find out about the Sacramento Works Career Center nearest you, call (916) 263-3800 or go online at www.seta.net.

I'm Dave Binley with Valspar.

When we came to the area, Sacramento Works helped with our start-up hiring. Now we use them exclusively for all our hiring needs.

Sacramento Works...it works for me, it can work for you too.

Call Sacramento Works today, 263-7891.

For the past five years, Sacramento Works has contributed to the success of my business by helping me recruit and hire food service and catering staff.

Sacramento Works...it works for me, it can work for you too.

Call Sacramento Works today, 263-7891.

I'm Anette Smith-Dohring with Sutter Health.

Sacramento Works helps us develop our staff and recruit additional employees.

Sacramento Works...it works for me, it can work for you too.

Call Sacramento Works today, 263-3800.

I'm Kristi Dodgion with Comcast Cable,

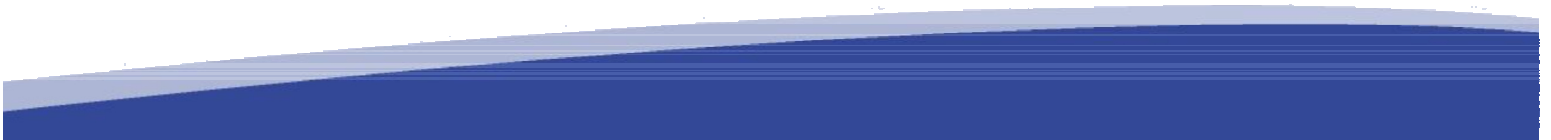
When Comcast has open positions for customer service representatives, technicians and more, Sacramento Works helps us recruit personnel through their Career Centers.

Sacramento Works...it works for me, it can work for you too.

Call Sacramento Works today, 263-7891.



We get support from Sacramento Works. For more than 25 years, Sacramento Works has assisted with the recruitment, hiring and development needs of hundreds of area employers. Sacramento Works, the Region's workforce resource. 916-263-7891.



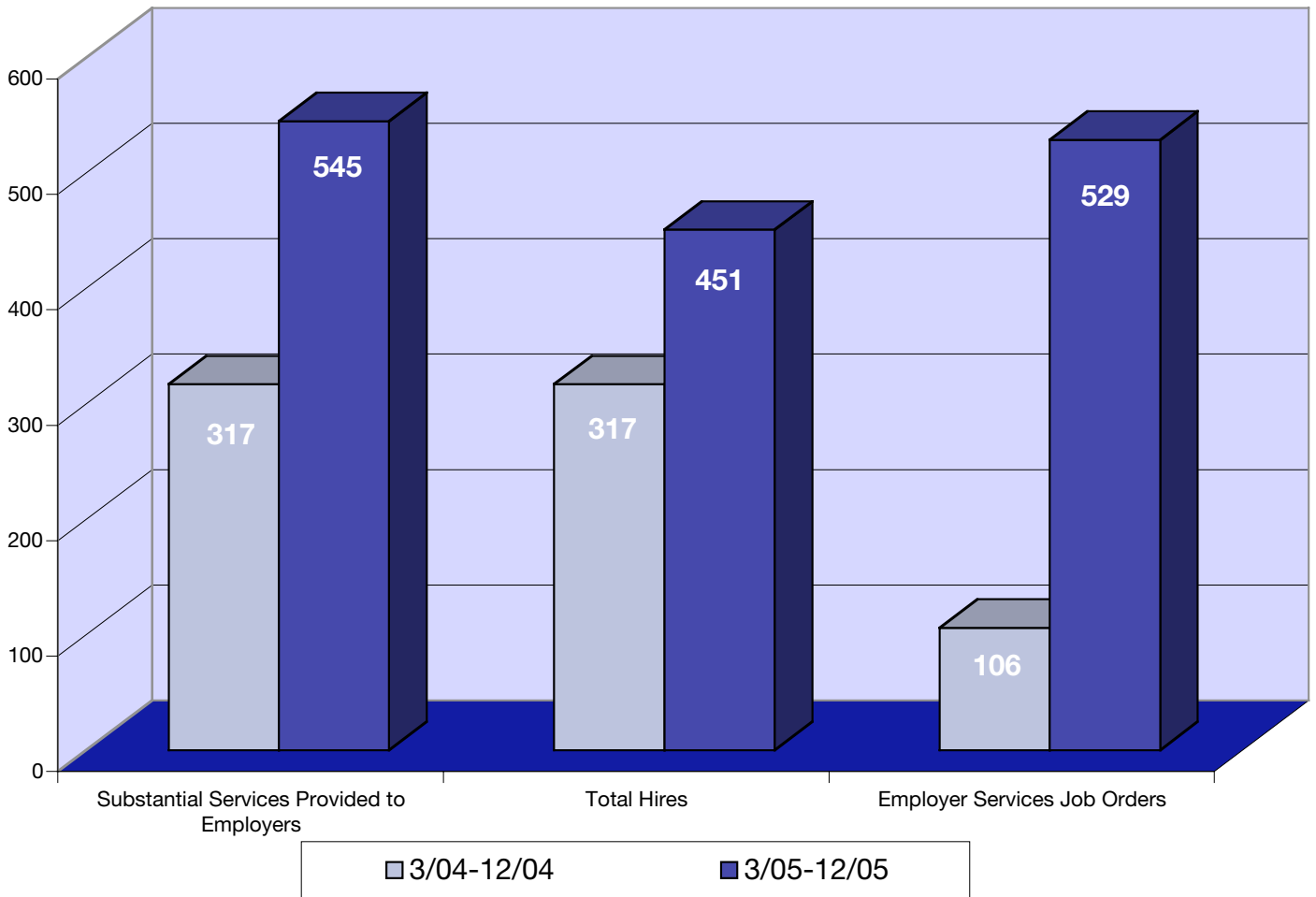
Appendix C

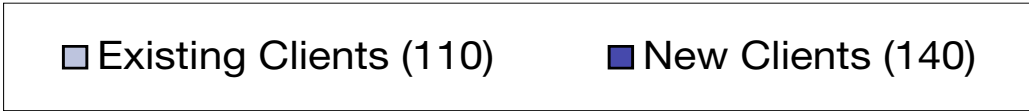
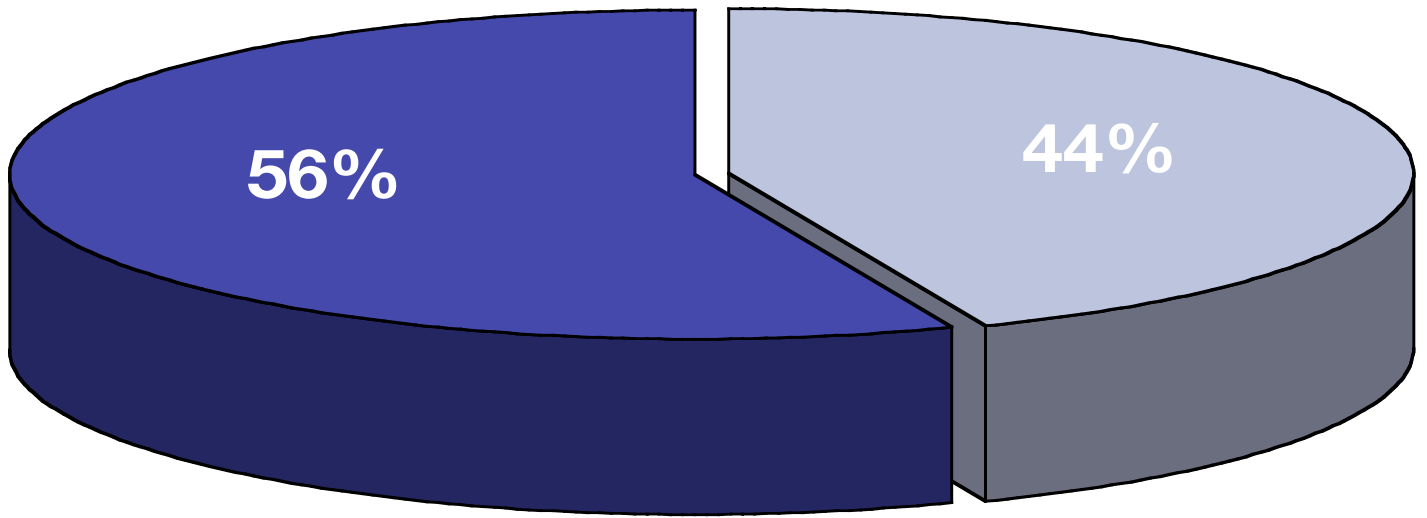
Ad Samples

Media Coverage

Result Statistics







ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

Dislocated Worker Information PY 2005/2006

The following is an update of information as of February 14, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	6/30/05	Qualex Inc. 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	Meadowview Community Action Inc 2251 Florin Road, Suite #156 Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	11/15/05	30	8/25/05
Official	8/01/05	National Imaging Associates, Inc. (NIA) 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	9/30/05 Delivered Material
Official	8/03/05	*Cingular Wireless 10000 Goethe Rd. Sacramento, California	9/27/05	1	9/27/05
Official	9/09/05	Sprint/Nextel 3075 Prospect Park Drive Rancho Cordova, CA. 95670	9/26/05	20	10/03/05
Official	9/15/05	*Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	10/03/05
Unofficial	9/19/05	Fidelity National Agency Sales and Posting 8801 Folsom Boulevard, Suite 230 Sacramento, CA. 95626	10/31/05	40	10/14/05
Official	10/05/05	E-Trade Financial 10951 White Rock Road Rancho Cordova CA 95670	12/16/05 through 4/30/06	106	Employer Declined Services
Official	10/11/05	Apria Healthcare 4244-A South Market Court Sacramento, CA 95834	1/06/06	74	12/06/05
Official	10/19/05	*Cingular Wireless 2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	12/15/06

Official	10/19/05	The Good Guys Store 2121 Arden Way Sacramento, CA 95825	12/03/05	33	11/01/05 Delivered Material
Official	10/11/05	The Good Guys Store 5500 Sunrise Blvd. Citrus Heights, CA	12/01/05	20	10/25/05 Delivered Material
Official	11/28/05	Sun Microsystems (Sacramento Site) 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	12/31/05	1	11/30/05 Mailed Material
Official	11/21/05	Standard Parking 6736 Earhart Drive, Sacramento, CA	12/31/05	215	12/15/05
Official	12/28/05	Metro One Telecommunications Inc. 650 Howe Avenue, Suite 300 Sacramento, CA 95825	1/31/06	101	1/19/06
Official	12/06/05	AMC Mortgage Services 10600 White Rock Road, Suite 200 Rancho Cordova, Ca. 95670	1/20/06	2	1/20/06
Official	12/07/05	Digital Insight 1860 Howe Ave., Suite #161 Sacramento, CA 95825	3/31/06	88	Pending
Official	12/22/05	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	1/31/06	1	Mailed 1/31/06
Unofficial	1/05/06	Port of Sacramento 3251 Beacon Blvd., Suite 210 West Sacramento, CA 95798	3/06/06 through 3/20/06	24	Pending
Official	1/09/06	Sun Microsystems, Inc. (Sacramento site) 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	3/11/06	1	Pending
Official	1/13/06	Sprint/Nextel 3075 Prospect Park Rancho Cordova, CA 95670	7/01/06	60	1/26/06
Official	2/01/06	Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California 95670	3/28/06	1	Pending
Official	2/01/06	Ralph's Grocery Company 5025 Marconi Ave. Carmichael, CA 95808-4205	3/27/06 through 4/10/06	68	Pending

Official	2/01/06	Ralph's Grocery Company 3615 Bradshaw Rd. Sacramento, CA 95827-3258	3/27/06 through 4/10/06	64	Pending
Official	2/01/06	Ralph's Grocery Company 9522 Greenback Lane Folsom, CA 95630-2044	3/27/06 through 4/10/06	57	Pending
Official	2/01/06	Ralph's Grocery Company 25000 Blue Ravine Bd. Folsom, CA 95630-5279	3/27/06 though 4/10/06	82	Pending
Official	2/01/06	Ralph's Grocery Company 7101 Elk Grove Blvd. Elk Grove, CA 95758	3/27/06 through 4/10/06	74	Pending
Official CA.WARN	2/08/06	Fischer Imaging Corporation 12300 North Grant Street Denver, Colorado 80241	4/07/06	1	Pending
			Total # of Affected Workers	1323	

ITEM IV-E - INFORMATION

REGIONAL PROSPERITY INDEX

BACKGROUND:

On February 2006, the Sacramento Regional Research Institute (SRRI), a joint venture of SACTO and California State University, Sacramento, published a regional Prosperity Index and released its 2005 results analyzing critical prosperity indicators that affect the region's long-term prosperity and competitiveness around the categories of Business, People and Place.

The Prosperity Index was developed as part of SACTO's five-year business attraction and marketing plan entitled Building a First-Tier Economy, and as an outcome of Partnership for Prosperity's regional economic development strategic planning process. It will provide business and community leaders a valuable tool to measure regional economic prosperity and track the region's performance against competitors in order to evaluate the competition and identify opportunities for improvement. The Index reveals how well the Sacramento Region stacks up against its competitors - where it excels and where it falls short.

Summary of Results:

- Sacramento Region Falls in the Middle of the Pack Overall, while Region's People Rank #1
- The Sacramento Region ranked fifth overall out of ten competitor regions on the inaugural Prosperity Index, receiving a score of 8.4 out of a possible 10, presenting about average economic prosperity and a moderate competitive position compared to its main competitors. The Sacramento Region received the best score in the People category, but lower scores for Business and Place. Among the regions in California, Sacramento ranked second, behind the Bay Area (which received one of the best scores on the Index) and ahead of San Diego. Salt Lake City obtained the highest overall score while Los Angeles placed last.
- Strong scores in the Sacramento Region's college enrollment, household income spread and graduation rate, along with middle-of-the-road performance in all other People indicators, gave it a first place ranking in this area.

"The Index demonstrates that our strength is our people, and we should be very proud of that. But a region must achieve high marks in all three categories to sustain its competitiveness. The report demonstrates there is always room for improvement," said

SRRRI Economist and Assistant Professor of Economics at California State University, Sacramento Dr. Suzanne O Keefe.

SRRRI will update the Prosperity Index on an annual basis, with the Business component evaluated on a quarterly basis throughout the year in its "Quarterly Economic Report."

Regional Prosperity Index Launched

Report by Sacramento Regional Research Institute (SRRI) ranks region's economic prosperity and competitiveness

Sacramento, Calif., February 10, 2006 ---The Sacramento Regional Research Institute (SRRI), a joint venture of SACTO and California State University, Sacramento, announced today the creation of a regional Prosperity Index and released its 2005 results analyzing critical prosperity indicators that affect the region's long-term prosperity and competitiveness around the categories of *Business, People and Place*.

The Prosperity Index was developed as part of SACTO's five-year business attraction and marketing plan entitled *Building a First-Tier Economy*, and as an outcome of Partnership for Prosperity's regional economic development strategic planning process. It will provide business and community leaders a valuable tool to measure regional economic prosperity and track the region's performance against competitors in order to evaluate the competition and identify opportunities for improvement. The Index reveals how well the Sacramento Region stacks up against its competitors - where it excels and where it falls short.

2005 Report: Sacramento Region Falls in the Middle of the Pack Overall, while Region's People Rank #1

The Sacramento Region ranked fifth overall out of ten competitor regions on the inaugural Prosperity Index, receiving a score of 8.4 out of a possible 10, presenting about average economic prosperity and a moderate competitive position compared to its main competitors. The Sacramento Region received the best score in the People category, but lower scores for Business and Place. Among the regions in California, Sacramento ranked second, behind the Bay Area (which received one of the best scores on the Index) and ahead of San Diego. Salt Lake City obtained the highest overall score while Los Angeles placed last.

--more--

Strong scores in the Sacramento Region's college enrollment, household income spread and graduation rate, along with middle-of-the-road performance in all other People indicators, gave it a first place ranking in this area.

"The Index demonstrates that our strength is our people, and we should be very proud of that. But a region must achieve high marks in all three categories to sustain its competitiveness. The report demonstrates there is always room for improvement," said SRRI Economist and Assistant Professor of Economics at California State University, Sacramento Dr. Suzanne O Keefe.

"While in the past organizations have benchmarked the region in areas like job growth, unemployment or income, this contemporary barometer of economic prosperity is the first effort of its kind for the region. Moving forward, the Prosperity Index will be a valuable tool to help guide and evaluate the region's economic development efforts and competitiveness," said Gary Orr, Senior Vice President of Wells Fargo & Company and SACTO's Chair.

SRRI will update the Prosperity Index on an annual basis, with the Business component evaluated on a quarterly basis throughout the year in its "Quarterly Economic Report." For future updates, please visit SRRI's web site at www.srri.net. The Prosperity Index is sponsored by Downey Brand Attorneys LLP, GenCorp and Wells Fargo & Company.

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About the SRRI Prosperity Index:

Indicators or "characteristics" within three main categories are analyzed, measured and assigned a score from 0 to 10. They include **Business** (measured indicators: job growth, establishment growth, office vacancy rate, payroll growth, unemployment rate, venture capital investment); **People** (measured indicators: college enrollment, educational attainment, graduation rate, median household income, household income spread, population growth); and **Place** (measured indicators: air quality, charitable

contributions, commute time, crime rate, fair market rent growth, housing affordability). The three categories are aggregated to create the Prosperity Index. All indicators used in the project reflect a balance of historical, current and future performance and relate to aspects that regional organizations can be influenced or directly affected by the actions and/or efforts of the regional communities.

Criteria for indicators include the following: they must be a key characteristic in describing Business, People or Place overall; comparative data must be available nationally from sources that provide consistent methodology across regions and over time; and indicators must have a relation to aspects that regional communities can influence or directly affect.

About the Selection of Competitor Regions:

In addition to the national average, ten competitor regions were chosen as benchmarks. The competitor regions are those that the Sacramento Region most often competes with for corporate site locations. Half of the regions are located in California and the other half are scattered throughout the western United States. They include **Austin, TX; San Francisco Bay Area, CA; Denver, CO; Inland Empire (Riverside/San Bernardino), CA; Los Angeles, CA; Phoenix, AZ; Portland, OR-WA; Reno, NV; Salt Lake City, UT; and San Diego, CA.**

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.