



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

Main Office  
(916) 263-3800

Head Start  
(916) 263-3804

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

**SPECIAL MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, September 7, 2006

**TIME:** 8:45 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).

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

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ITEM II-A - CONSENT

MINUTES OF THE AUGUST 3, 2006 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 3, 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, August 3, 2006  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:02 a.m.

Members Present:

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

- Recognition of Long-Term Employees: Warren Hackett and Mohsen Ghahremani were presented with gifts in recognition of their years of service at SETA.

**II. Consent Items**

The consent calendar included the following:

- A. Minutes of the July 6, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Extensions Reclassifications
- D. Approval to Continue Participation with the Child and Adult Care Food Program

There were no questions or corrections.

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

- A. Approve the July 6, 2006 minutes.
- B. Approve the claims for the period 6/30/06 through 7/27/06.
- C. Extend the following temporary reclassifications.
  - ✓ 2 Health/Nutrition Specialists, Children and Family Services, to October 7, 2006
  - ✓ 1 Employment and Training Analyst III, Workforce Development and Planning, to September 2, 2006
- D. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair to sign the renewal application.  
Vote on Item A: Aye: 4, Nay: 0, Abstentions: 1 (Waters)  
Vote on Items B-D: Unanimous approval.

### **III. Action Items**

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

1. Approval of 2006-2007 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick stated that board members received the report for confidential and unrepresented employees under separate cover. There were no questions or comments.

Moved/Pannell, second/Waters, to approve the report, and adopt a resolution to authorize the implementation of the proposed 2006-2007 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

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

#### **B. WORKFORCE INVESTMENT ACT**

1. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick reported that the Workforce Investment Board voted to increase the size of the board from 37 members to 39 members to include an additional seat for Education and an additional Private Sector seat. Mr. David Gordon is very interested in serving on the WIB again.

Moved/Pannell, second/Scherman, to appoint David Gordon to a three-year term as an Education Sector representative on the Workforce Investment Board operating as Sacramento Works, Inc.

Voice Vote: Unanimous approval.

2. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act Local Plan Modification, Fiscal Year 2006-2007

Ms. Ginger Brunson and Ms. Robin Purdy provided an overview of modifications to the five year strategic plan. The Plan Modification was approved by the Sacramento Works Board on July 26, 2006.

Moved/Pannell, second/Nottoli, to concur with Sacramento Works, Inc., in approving the WIA 5-year plan modification.

Voice Vote: Unanimous approval.

3. Approval of Submission of Employment Training Panel Grant

Mr. William Walker reviewed this item. No questions or comments.  
Moved/Nottoli, second/Scherman, to approve the submission of an application to the Employment and Training Panel for \$1,500,000 to provide high technology training to 770 incumbent workers under a new contract.  
Voice Vote: Unanimous approval.

**C. HEAD START**

1. Approval to Utilize California Department of Education Reserve Funds to Pilot a Therapeutic Preschool Classroom

Ms. Denise Lee reviewed this item. Staff is requesting to utilize \$45,000 to fund a pilot therapeutic classroom for 10 Head Start children. If this pilot goes well, staff is hoping to expand the services to other families around the county and increase the number of therapeutic classrooms to 10 by 2010.

Mr. Nottoli inquired whether the children were positive for toxins at birth and Ms. Lee stated that it could be a part of the situation. Ms. Marilyn Palmer from River Oaks Children's Center, stated that most of the referrals they receive are foster children, and some have complications from a lack of prenatal care. Mr. Nottoli encouraged a holistic approach to include the families. He inquired whether there is a component to follow the youngster to kindergarten. Ms. Lee stated that a very large portion of this program is the parent involvement .

Ms. Sheila Self, Vice President, Early Intervention and Prevention at River Oaks, reviewed the ways in which the children will receive systemic care. The program will provide: 1) A child classroom component to assist the children to become more socially competent. 2) Parents go through Incredible Years Parent Training, a 12 week program on how to positively interact with the child, and 3) Teachers are specifically trained how to work with these children. The student teacher ratio is 3:1.

With foster parents, it is critical for them to receive the trainings as well. This program will be on site with other Head Start classrooms. The intent is to get children up to mastery and into the mainstream Head Start program.

Moved/Pannell, second/Scherman, to approve the use of California Department of Education State Preschool reserve funds in the amount of \$45,000 to pilot a therapeutic, early intervention preschool classroom. Additional future funds will be sought to support the project with outside grants and partnerships.  
Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

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

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

IV. **Information Items**

- A. Head Start Quarterly Report: Ms. Yolanda Macias was acknowledged for preparing the quarterly report.
- B. Fiscal Monitoring Reports: No comments.
- C. Update on Hires from the Job Expo: No additional report.
- D. One Stop Demographic Report for 2005-2006: No additional report.
- E. Update on Elk Grove Unified School District WIA Youth Funding: Mr. William Walker provided an oral report on this. At the July meeting staff was asked to identify funds to assist Elk Grove to continue services. Additional funding will be sought to assist Elk Grove to provide services. The Hire Hope program will continue status quo.

Ms. Collin left the meeting at 11:15 a.m.

Ms. Juanita Sendejas Lopez addressed the board.

Ms. Scherman is concerned about the lack of funding for the South County Career Center. Ms. Robin Purdy reported that staff should know in September of any carryover funds available. At that time, a recommendation will be brought forward to the board to consider additional funding recommendations.

Ms. Kathy Hamilton, South County Career Center, addressed the board.

- F. Dislocated Worker Update: Mr. William Walker provided an update on the dislocated worker program.

V. **Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick reported that the Department of Labor Employment Training Administration selected SETA's Nurse Workforce Initiative project as its Recognition of Excellence Award winner in the category of Building an Industry/Business Driven Workforce Investment System. A 90-second video on the program was shown.
- C. Counsel: No report.
- D. Members of the Board: No reports.
- E. Public: No comments.

VI. **Adjournment:** Meeting adjourned at 11:36 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/28/06 through 8/31/06, and all expenses appear to be appropriate.



ITEM II-C - CONSENT

APPROVAL OF MEMORANDUM OF UNDERSTANDING BETWEEN THE COUNTY  
CHILD HEALTH AND DISABILITY PREVENTION PROGRAM AND THE SETA HEAD  
START PROGRAM

BACKGROUND:

The County Department of Health and Human Services, Child Health and Disability Prevention Program wishes to collaborate with the SETA Head Start Program to insure that Head Start staff and CHDP staff are fully aware of the services provided by each program.

The attached Memorandum of Understanding (MOU) outlines the responsibilities of each party regarding communication between the two programs. The County Counsel considers this a contract and is requesting that the SETA Governing Board officially approve the attached resolution providing the Executive Director authority to execute this contract.

RECOMMENDATION:

Approve the attached Memorandum of Understanding and Resolution providing authority for the Executive Director to execute the MOU.

ITEM II-D – CONSENT

APPROVAL OF STAFF RECOMMENDATION FOR WORKFORCE  
SKILLS PREP VENDOR LIST

BACKGROUND:

In February, 2006 the SETA Governing Board approved the release of the revised Workforce Skills Preparation Services Request for Qualification (WSP RFQ). SETA staff is submitting the attached recommendations for governing board review and approval.

RECOMMENDATION:

Approve the attached recommendation for the Workforce Skills Prep Vendor List for 2006-2007.

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

**NorCal Center on Deafness**

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Comments
<b>Interpretation/Translation Assistance:</b>				
<b>Sign Language Interpreting</b>	\$80-1 <sup>st</sup> hour per interpreter \$55 each addn'l hour per interpreter	n/a	1-hour minimum	Assignments exceeding 1.5 hours will require a team of two interpreters
<b>Tactile Interpreting</b> [Deaf/Blind (finger spelling)]	\$65 per hour per interpreter	n/a	2-hour minimum	none
<b>Real-Time Captioning (RTC)</b> [Simultaneous written text of spoken language]	\$85 per hour per captioner	n/a	3-hour minimum	\$45 Transcription Fee (cost may vary based on complexity and size of meeting)
<b>Emergency Interpreting</b> (Same-day service)	\$100 per hour (portal to portal)	n/a	2-hour minimum	Cost incurred upon dispatch of interpreter
<b>Video Interpreting</b> (Interpreting from a remote location via TV, videophone, etc.)	\$30 per 15-minutes	n/a	15-minute minimum	none
<b>Overtime Charge</b>	\$15 per 15-minutes	n/a	n/a	none
<b>Extensive Travel</b> (more than one hour of travel from Sacto/Stockton)	\$25 per hour	n/a	n/a	none

## Sacramento County Office of Education (SCOE)

Proposed Service(s)	Individual Rate	Workshop Rate	Length	Comments
<b>Basic Computer Technology/Literacy</b>				
WinWay Deluxe	\$60 per hour	\$125 (2-25 clients)	3 hours	none
Basic Computers/Job Search	“”	“”	“”	“”
<b>Financial Literacy/Planning</b>				
Budgeting	\$60 per hour	\$125 (2-25 clients)	3 hours	none
Credit	“”	“”	“”	“”
Car Buying	“”	“”	“”	“”
<b>Informational Workshops</b>				
Healthy Families Health Insurance	\$60 per hour	\$125 (2-25 clients)	1 hour	none
Low-Income Home Energy Program (LIHEAP)	“”	“”	“”	“”
Completing Applications	“”	“”	“”	“”
Nontraditional Employment	“”	“”	“”	“”
Labor Market Information	“”	“”	“”	“”
<b>Interpretation/ Translation Assistance</b>	\$60 per hour	\$125 (2-25 clients)	as needed	Russian/Ukrainian
<b>Job Readiness/Pre-Employment Skills Training</b>				
Master Application	\$60 per hour	\$125 (2-25 clients)	3 hours	none
Resume	“”	“”	“”	“”
Interview Preparation	“”	“”	“”	“”
Put Your Best Foot Forward	“”	“”	“”	“”
Job Search Workshops	“”	“”	“”	“”

**Sacramento County Office of Education (SCOE) [continued]**

<b>Proposed Service(s)</b>	<b>Individual Rate</b>	<b>Workshop Rate</b>	<b>Length</b>	<b>Comments</b>
<b>Job Retention/Life Skills</b>				
<b>Goal Setting</b>	\$60 per hour	\$125 (2-25 clients)	3 hours	none
<b>True Colors</b>	“”	“”	“”	“”
<b>Stress Management</b>	“”	“”	“”	“”
<b>Self Esteem</b>	“”	“”	“”	“”
<b>Time Management</b>	“”	“”	“”	“”
<b>Effective Communication</b>	“”	“”	“”	“”
<b>Career Advancement</b>	“”	“”	“”	“”
<b>Vocational Assessment</b>	\$60 per hour	\$125 (2-5 clients)	as needed	none
<b>In-Service Training</b>				
<b>Team Building</b>	\$60 per hour	\$125 (2-50 clients)	as needed	none
<b>7 Habits of Highly Effective People</b>	“”	“”	“”	“”
<b>How to Handle Negative People</b>	“”	“”	“”	“”
<b>How to Motivate &amp; Inspire</b>	“”	“”	“”	“”
<b>What Matters Most</b>	“”	“”	“”	“”
<b>Workplace Success</b>	“”	“”	“”	“”
<b>Goal Setting</b>	“”	“”	“”	“”
<b>True Colors</b>	“”	“”	“”	“”
<b>Stress Management</b>	“”	“”	“”	“”
<b>Self Esteem</b>	“”	“”	“”	“”
<b>Time Management</b>	“”	“”	“”	“”
<b>Effective Communication</b>	“”	“”	“”	“”

**Visions Unlimited, Inc.**

<b>Proposed Service(s)</b>	<b>Individual Rate</b>	<b>Workshop Rate</b>	<b>Length</b>	<b>Comments</b>
<b>Counseling</b>	\$80 per hour	n/a	n/a	none

ITEM III-A – 1 - ACTION

TIMED ITEM 8:45 A.M. AND PUBLIC HEARING: FINAL READING AND  
APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
BUDGET FOR FISCAL YEAR 2006 –2007

BACKGROUND:

In June, 2006 the Board took action to open a public hearing on the 2006-2007 proposed agency budget. At that time, the public hearing was scheduled to close September 7, 2006.

The final budget for the fiscal year 2006-2007 will be sent under separate cover. Staff will be available to answer questions.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the 2006-2007 agency budget.

ITEM III-B - 1- ACTION

APPROVAL OF CONTRACT EXTENSION TO ACCEPT CALWORKS FUNDS FROM  
THE COUNTY DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

The County Department of Human Assistance is extending its agreement with SETA for an additional year to pay up to \$200,000 in wages for CalWORKs customers who need subsidized employment as part of their Welfare-to-Work plan.

On July 6, 2006, the Board approved the allocation of \$939,112 for On-the-Job Training (OJT) under the WIA Adult program for program year 2006-2007. The allocation included \$132,850 in CalWORKs funds to serve 71 customers. Staff is recommending setting aside the remaining \$67,150 for future allocation.

OJT is an activity designed to place customers into full-time jobs in higher skill occupations on a "hire first" basis where supervision and training are provided by the employer. It provides the opportunity for customers to be trained or retrained while acquiring the work skills necessary to succeed in and retain employment. OJT providers use a standard OJT Contract form and employers are eligible for reimbursement of up to 50 percent of the customer's wages.

RECOMMENDATION:

Approve the extension of the agreement with the County Department of Human Assistance, PY2006-2007.



## ITEM III-B-2 – ACTION

### APPROVAL TO SUBMIT A RAPID RESPONSE APPLICATION TO THE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR FISCAL YEAR 2006/2007

#### BACKGROUND:

The Sacramento Employment and Training Agency (SETA)/Local Workforce Investment Area (LWIA) is requesting approval to submit an application for Rapid Response Special Project funds for \$222,033 for Fiscal Year 2006/2007. There is \$3.8 million available statewide.

Rapid Response interventions are activities that are necessary to plan and deliver services to enable dislocated workers and employers to transition to new employment as quickly as possible. SETA is proposing to use the Special Project funding for the following services:

1. Business Retention and Expansion - Funding to implement strategies for economic development through business retention and expansion, and promote the benefits, opportunities and resources through WIA programs and services that are available in the region.
2. Small Business Services—Utilizing the Business Information Centers housed in the Sacramento Works One Stop Centers and partnerships with the Small Business Development Center at Los Rios Community College and local and ethnic chambers of commerce, SETA/Sacramento Works will increase the awareness of resources and services available to businesses and job seekers..
3. Regional Coordination—Working with regional economic development agencies, regional WIBs, and local and ethnic chambers of commerce, SETA will collaborate with regional partners to implement a region-wide economic development strategy designed to retain and grow businesses in the area in which they reside and to ensure that trained and qualified workers are available to meet the workforce needs in the region.

#### RECOMMENDATION:

Approve the submission of the Special Project Rapid Response application for Fiscal Year 2006/2007. The application is due September 15, 2006. A completed copy of the proposal will be sent under separate cover. Staff will provide an oral update on the goals and objectives and budget.

ITEM III-E-1 – ACTION

APPROVAL OF STAFF FUNDING EXTENSION RECOMMENDATIONS FOR REFUGEE  
EMPLOYMENT SOCIAL SERVICES (RESS), TARGETED ASSISTANCE (TA) AND  
DISCRETIONARY GRANT PROGRAMS, PY 2006-2007

BACKGROUND

For Program Year 2006-2007, the preliminary State allocation for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and discretionary programs is **\$3,903,753**, an increase of **\$949,491**. Services provided with these funds are:

- Vocational English-as-a-Second Language combined with Employment Services (VESL/ES) for cash clients;
- Vocational English-as-a-Second Language (VESL/VT) combined with Vocational Training for cash clients;
- Social Adjustment and Cultural Orientation (SA & CO).
- Vocational English-as-a-Second Language combined with On-the-Job Training (VESL/OJT) for cash clients;
- Direct Employment Services (ES) for non-cash refugees;
- Verification/Referral and One-Stop Services for refugees.

Compared to PY 2005-2006, total program funds available for allocation are **\$3,044,873**, including **\$64,600** in Targeted Assistance Discretionary funds to serve long-term refugees. This represents a net increase of **\$402,667**. SETA is setting aside a total of \$250,000 in TA program funds: \$100,000 for Verification/Referral Liaison services and \$150,000 for One-Stop Services, training scholarships and other direct services to refugees. In addition, SETA is setting aside \$89,880 in RESS program funds from the SA & CO allocation: \$23,000 for citizenship services and \$66,880 for future allocation.

The following chart represents the proposed allocations by activity:

Activity	Final Allocations PY 2005-2006			Available Funds PY 2006-2007		
	RESS	TA/TAD	TOTAL	RESS	TA/TAD	TOTAL
VESL/ES	\$ 1,025,000	\$290,000	\$1,315,000	\$1,403,740		\$1,403,740
VESL/VT	89,100		89,100	132,776		132,776
SA & CO	244,999		244,999	350,712		350,712
VESL/OJT		491,554	491,554		606,127	606,127
ES		501,553	501,553		551,518	551,518
Total	\$ 1,359,099	\$1,283,107	<b>\$2,642,206</b>	\$1,887,228	\$1,157,645	<b>\$3,044,873</b>

Final State allocations for PY 06-07 have not been released, however, in the event that final allocations are less than proposed allocations, SETA will use carryover funds from PY 05-06 to cover the difference. Although final carryover amounts from PY 05-06 have not been identified, preliminary reports indicate a significant amount of unexpended RESS or TA program funds will be available to augment services in December 2006 or January 2007.

The PY06-07 RESS allocation includes set aside funds for services to Hmong refugees from Wat Tham Krabok, Thailand. Staff recommendations for RESS set aside funding are based on each RESS service provider's demonstrated ability to recruit and serve Hmong refugees.

PY 05-06 program performance through July 31, 2006, compared to end of year goals, was used as the basis for funding extension recommendations. Through July 31, 2006, programs have enrolled a total of 1,634 customers versus planned enrollment of 1,389 customers (118%), with 877 (54%) entering employment and 556 (63%) retaining employment after 90 days. An additional 1,313 customers have been served in the SA & CO component. SETA anticipates that all service providers will meet or exceed contracted performance goals by Sept. 30, 2006, the end of the program year.

#### RECOMMENDATION

Approve funding extensions for the Refugee Employment Social Services, Targeted Assistance and discretionary grant programs, PY 2006-2007, as indicated in the attached charts.

**Sacramento Employment and Training Agency  
Refugee Program, PY 2006 - 2007  
Summary of Staff Funding Recommendations**

SERVICE AGENCY	TA and TAD				RESS			Recom- mendation PY 06-07
	VESL/OJT		ES		VESL/ES	VESL/VT	SA & CO	
	Standard	Discretion	Standard	Discretion				
<b>Asian Resources</b>	\$105,000	\$8,075	\$118,000	\$5,383	\$198,000			\$434,458
<b>Bach Viet</b>	158,000	8,075	66,000	5,384	199,000			436,459
<b>Grant JUHSD</b>	170,000	8,075	91,000	5,384	309,116	\$132,776		716,351
<b>Hmong Women</b>							\$74,071	74,071
<b>Opening Doors</b>							41,373	41,373
<b>SAAC</b>							92,388	92,388
<b>Sac. Lao Family</b>			90,218	5,383	299,804			395,405
<b>Sac. City USD</b>			77,500	5,383	198,820			281,703
<b>Slavic Comm.</b>							53,000	53,000
<b>SOAR</b>	140,827	8,075	76,500	5,383	199,000			429,785
<b>TOTALS</b>	<b>\$573,827</b>	<b>\$32,300</b>	<b>\$519,218</b>	<b>\$32,300</b>	<b>\$1,403,740</b>	<b>\$132,776</b>	<b>\$260,832</b>	<b>\$2,954,993</b>

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Recommendations, PY 2006 - 2007**  
**Component: VESL/ES**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY 05-06	STAFF FUNDING RECOMMENDATION PY06			# TO BE SERVED	
			RESS	Set-aside	Total	RESS	Set-aside
1	Grant JUHSD	\$290,000	\$288,000	\$21,116	\$309,116	144	11
2	Asian Resources	184,000	198,000	0	198,000	99	0
2	Bach Viet	185,000	199,000	0	199,000	100	0
2	Sacramento City USD	185,000	141,298	57,522	198,820	71	29
2	Sacramento Lao Family	286,000	235,000	64,804	299,804	118	32
2	Sacramento Occ. Adv. Res.	185,000	199,000	0	199,000	100	0
<b>TOTALS</b>		\$1,605,000	\$1,260,298	\$143,442	\$1,403,740	630	72

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Recommendations, PY 2006 - 2007**  
**Component: VESL/VT**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY05-06	STAFF FUNDING RECOMMENDATION PY06-07			# TO BE SERVED	
			RESS	Set-aside	Total	RESS	Set-aside
1	Grant JUHSD	\$89,100	\$114,573	\$18,203	\$132,776	35	6
<b>TOTALS</b>		\$89,100	\$114,573	\$18,203	\$132,776	35	6

Sacramento Employment and Training Agency  
**REFUGEE PROGRAM**  
 Staff Funding Recommendations, PY 2006 - 2007  
Component: VESL/OJT

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY05 06	STAFF FUNDING RECOMMENDATION PY06-07				
			AMOUNT			# TO BE SERVED	
			STANDARD	DISCRETION	TOTAL	STANDARD	DISCRETION
1	Bach Viet	\$129,000	\$158,000	\$8,075	\$166,075	61	3
1	Grant JUHSD	141,354	170,000	8,075	178,075	65	3
2	Asian Resources	92,200	105,000	8,075	113,075	40	3
2	Sacramento Occ. Adv. Res.	129,000	140,827	8,075	148,902	54	3
<b>TOTALS</b>		<b>\$491,554</b>	<b>\$573,827</b>	<b>\$32,300</b>	<b>\$606,127</b>	<b>221</b>	<b>12</b>

**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Recommendations, PY 2006 - 2007**  
**Component: ES Stand Alone**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY05-06	STAFF FUNDING RECOMMENDATION PY06-07				
			AMOUNT			# TO BE SERVED	
			STANDARD	DISCRETION	TOTAL	STANDARD	DISCRETION
1	Bach Viet	62,157	66,000	5,383	71,383	60	5
1	Grant JUHSD	\$87,308	\$91,000	\$5,383	\$96,383	83	5
2	Asian Resources	115,208	118,000	5,383	123,383	107	5
2	Sacramento Lao Family	87,308	90,218	5,383	95,601	82	5
2	Sacramento City USD	75,308	77,500	5,383	82,883	70	5
2	Sacramento Occ. Adv. Res.	74,264	76,500	5,383	81,883	70	5
<b>TOTALS</b>		<b>\$352,088</b>	<b>\$519,218</b>	<b>\$32,300</b>	<b>\$551,518</b>	<b>472</b>	<b>30</b>



**Sacramento Employment and Training Agency**  
**REFUGEE PROGRAM**  
**Staff Funding Recommendations, PY 2006 - 2007**  
**Component: SA and CO**

PERFORMANCE RANKING	AGENCY NAME	CURRENT FUNDING PY05-06	STAFF FUNDING RECOMMENDATION PY06-07			# TO BE SERVED	
			RESS*	Set-aside	Total	RESS	Set-aside
1	Hmong Women's Heritage	69,343	\$14,000	\$60,071	\$74,071	82	436
1	Slavic Assistance Center	48,352	53,000	0	53,000	312	312
1	Southeast Asian Ass. Ctr.	86,602	72,000	20,388	92,388	424	543
2	Opening Doors	40,702	33,000	8,373	41,373	194	243
<b>TOTALS</b>		\$244,999	\$172,000	\$88,832	\$260,832	1012	1534

\*Set aside \$23,000 for citizenship services and \$66,880 for future allocation.

Sacramento Employment and Training Agency  
 Monthly Program Performance Report, (Actual vs Planned), Program Year 2005-2006

As of 7/31/06

<b>Refugee Employment and Social Services (RESS)/ Targeted Assistance (TA)</b>																			
<b>RESS - 0506 Vocational English-as-a-Second Language, combined with Employment Services</b>																			
<b>End of Year Goals</b>																			
Providers	Component	Number Served				Number Placed				90 Day Job Follow-up			Grant Reductions/Terminations			Average			
		(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)			(Actual vs Planned)			Hr. Wage			
Asian Resources, Inc.	VESL/ES \$164,000	122	vs	93	131%	FT	39	vs	41	95%	28	vs	23	92%	16	vs	26	62%	\$8.80
Bach Viet Association, Inc.	VESL/ES \$165,000	98	vs	98	100%	FT	49	vs	54	91%	29	vs	26	93%	16	vs	27	59%	\$9.06
Grant J.U.H.S.D.	VESL/ES \$270,000	230	vs	146	158%	FT	122	vs	64	191%	96	vs	37	249%	46	vs	41	112%	\$9.57
SCUSD/Old Marshall Adult Ed. Center	VESL/ES \$165,000	138	vs	98	141%	FT	30	vs	43	70%	23	vs	27	74%	13	vs	27	48%	\$7.71
SOAR	VESL/ES \$165,000	89	vs	100	89%	FT	51	vs	60	85%	24	vs	18	111%	20	vs	30	67%	\$9.37
Sacramento Lao Family Community, Inc.	VESL/ES \$266,000	188	vs	144	131%	FT	81	vs	78	104%	50	vs	34	124%	19	vs	41	46%	\$9.40
						PT	9	vs	10	90%									
						PT	2	vs	0										
						PT	9	vs	16	56%									
						PT	19	vs	11	173%									
						PT	1	vs	0										
						PT	0	vs	2	0%									

Sacramento Employment and Training Agency  
 Monthly Program  
 Performance Report, ( Actual vs Planned), Program Year 2005-2006  
 As of 7/31/06

<b>Refugee Employment and Social Services (RESS Set-Aside)</b>																							
<b>RESS - 0506</b>		<b>Vocational English as a Second Language combined with Vocational Training (VESL/VT)</b>																					
<i>End of Year Goals</i>																							
Providers	Component	Number Served				Entered Classroom Training				Number Placed				90 Day Job Follow-up				Grant Reductions/Terminations				Average	
		(Actual vs Goal)				(Actual vs Goal)				(Actual vs Goal)				(Actual vs Goal)				Hr.Wage					
Grant J.U.H.S.D.	VESL/VT	39	vs	27	144%	32	vs	23	139%	FT	14	vs	12	117%	9	vs	6	150%	3	vs	8	38%	\$9.93
	\$89,100									PT	1	vs	3	33%									

Sacramento Employment and Training Agency  
 Monthly Program Performance Report, (Actual vs Planned), Program Year 2005-2006  
 As of 7/31/06

<b>Targeted Assistance (TA)/(TAD)</b>																							
<b>TAF - 0503</b>		<b>Vocational English as a Second Language Combined with On-the-Job-Training (VESL/OJT)</b>																					
<b>End of Year Goals</b>																							
Providers	Component	Number Served			Entering OJT			Number Placed				90 Day Job Follow-up			Grant Reductions/Terminations			Average					
		(Actual vs Planned)			(Actual vs Planned)			(Actual vs Planned)				(Actual vs Planned)			(Actual vs Planned)	Hr. Wage							
Asian Resources, Inc.	VESL/OJT \$72,200	32	vs	36	89%	22	vs	31	71%	FT	11	vs	20	55%	5	vs	8	40%	3	vs	10	30%	\$8.14
Bach Viet Association, Inc.	VESL/OJT \$109,000	71	vs	55	129%	47	vs	47	100%	FT	35	vs	30	117%	18	vs	14	75%	14	vs	15	93%	\$8.93
Grant J.U.H.S.D.	VESL/OJT \$121,354	64	vs	55	116%	39	vs	47	83%	FT	35	vs	24	146%	21	vs	9	233%	17	vs	15	113%	\$9.90
										PT	2	vs	6	33%									
SOAR	VESL/OJT \$109,000	36	vs	54	67%	27	vs	46	59%	FT	16	vs	32	50%	9	vs	10	80%	4	vs	16	25%	\$8.50

Sacramento Employment and Training Agency  
 Monthly Program Performance Report (Actual vs Planned), Program Year 2005-2006  
 As of 7/31/06

<b>Targeted Assistance (TA)/(TAD)</b>															
<b>Stand Alone Employment Services (ES)</b>															
<b>TAF - 0503</b>															
<b>End of Year Goals</b>															
Providers	Component	Number Served				Number Placed				90 Day Job Follow-up				Average	
		(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)				Hr. Wage	
Asian Resources, Inc.	ES	108	vs	106	102%	FT	58	vs	58	100%	40	vs	29	110%	\$9.45
	\$105,208														
Bach Viet Association	ES	112	vs	68	165%	FT	72	vs	37	195%	43	vs	19	179%	\$8.78
	\$52,157														
Grant J.U.H.S.D.	ES	105	vs	81	130%	FT	91	vs	36	253%	82	vs	27	300%	\$9.08
	\$77,308					PT	2	vs	9	22%					
SCUSD/Old Marshall Adult Ed. Center	ES	55	vs	70	79%	FT	33	vs	31	106%	15	vs	22	59%	\$8.18
	\$65,308					PT	6	vs	8	75%					
Sacramento Lao Family Community, Inc.	ES	84	vs	81	104%	FT	51	vs	44	116%	34	vs	22	118%	\$10.28
	\$77,308					PT	0	vs	2	0%					
SOAR, Inc.	ES	63	vs	77	82%	FT	38	vs	46	83%	30	vs	15	153%	\$8.77
	\$64,264														

**Sacramento Employment and Training Agency**  
**Monthly Program Performance Report, (Actual vs Planned), Fiscal Year 2005-2006**  
**As of 7/31/06**

<b>End of Year Goals</b>																								
<b>Refugee Employment and Social Services (RESS)</b>																								
<b>RESS - 0406</b>		<b>Refugee/Asylee</b>																						
<b>Social Adjustment and Cultural Orientation (SA &amp; CO)</b>																								
Providers	Total Participants Served				Total Units of Service				Transl./Interp.				Crisis Interv.				Indiv/Group Counseling				Infor/Access to other Serv.			
	(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)				(Actual vs Planned)							
HWHA	331	vs	408	81%	8135	vs	1224	665%	3217	vs	408	788%	37	vs	61	61%	73	vs	61	120%	4808	vs	698	689%
Opening Doors, Inc	135	vs	239	56%	656	vs	737	89%	140	vs	210	67%	6	vs	20	30%	112	vs	183	61%	398	vs	324	123%
Slavic Assistance Center	278	vs	284	98%	865	vs	852	102%	303	vs	306	99%	11	vs	10	110%	84	vs	61	138%	473	vs	475	100%
SAAC	429	vs	509	84%	2588	vs	1527	169%	771	vs	509	151%	19	vs	9	211%	761	vs	500	152%	1037	vs	509	204%

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORT

BACKGROUND:

Attached for your information is a copy of the latest fiscal monitoring report.

Staff will be available to answer questions.

**MEMORANDUM**

**TO:** Ms. Tammy Sanchez **DATE:** August 1, 2006  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of S C O E

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
WIA Title I	One-Stop Svcs-Adult	\$ 60,000	7/01/05-06/30/06	7/01/05-5/31/06
WIA Title I	One-Stop Svcs-D.W.	60,000	7/01/05-06/30/06	7/01/05-5/31/06

Monitoring Purpose: Initial  Follow-Up  Special  Final   
 Date of review: 7/3/06 and various dates

<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	<b>X</b>			
2 Internal Control	<b>X</b>			
3 Bank Reconciliation		<b>N/A</b>		
4 Disbursement Control	<b>X</b>			
5 Staff Payroll/Files	<b>X</b>			
6 Fringe Benefits	<b>X</b>			
7 Participant Payroll		<b>N/A</b>		
8 OJT Contracts/Files/Payment		<b>N/A</b>		
9 Indirect Cost Allocation	<b>X</b>			
10 Adherence to Budget	<b>X</b>			
11 In-Kind Contribution		<b>N/A</b>		
12 Equipment Records		<b>N/A</b>		



**Program Operator:** Sacramento County Office of Education

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2005 to May 31, 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 findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

## ITEM IV-B – INFORMATION

### UPDATE ON HEAD START ENROLLMENTS

One of the highest priorities of the Administration for Youth and Families is full enrollment. The expectation is that grantees need to be at full funded enrollment the first day of each school year and maintain full enrollment with waiting lists throughout the year. The Administration for Children and Families implemented a new risk assessment strategy several months ago called the Early Alert System (EAS). This is to identify and resolve programmatic or fiscal issues prior to refunding a grant.

The Regional ACF office has been requesting additional information on enrollments. During the last two months, this grantee has reported 2004-05 and 2005-06 enrollment for the grantee operated program and all of the delegate agencies on day one and day thirty of the programs, and on February 28 of each year. Although the grantee was fully enrolled during these years, the grantee identified areas of underenrollment on some of the dates requested.

The Regional ACF office is now requesting monthly enrollment information on both the Head Start and Early Head Start programs. In an effort to comply with the mandate for full enrollment, SETA is making every effort to be 100% enrolled throughout this year. The new grant began on August 1. We have emphasized to SETA staff and the delegate agency directors that this is a key issue. If the delegate agencies do not report and maintain 100% enrollment, a corrective action letter will be sent our immediately. Consequences of underenrollment could be reduced funding.

Management is beginning a process of reviewing the latest Community Needs Assessment, identifying areas of over-concentration of services in the County where the need may be already being met. Resources may be identified to move services to areas where the need is not currently being met and full enrollment can occur. This may result in a shift of resources between the grantee and the delegate agency. Any future action in this area will come before this board before action is taken.

ITEM IV-C – INFORMATION  
DISLOCATED WORKER UPDATE

BACKGROUND:

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

## Dislocated Worker Information PY 2006/2007

The following is an up date of information as of August 24, 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>
Official	3/27/06	<b>Defense Commissary Agency (DeCA)</b> 3401 Acacia St., Suite 115 McClellan, CA 95652-1002	9/30/06	50	7/17/06
Official	5/10/06	<b>Northstar Plumbing and Construction</b> 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Employer Did not use Services
Official	5/10/06	<b>Sun 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	7/26/06
Official	5/18/06	<b>E*Trade Financial</b> 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	8/22/06
Official	06/06/06	<b>Albertsons #7248</b> 2211 F Street Sacramento, CA 95816	8/06-8/19/06	25	7/21/06
Official	06/06/06	<b>Albertsons #7206</b> 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	7/21/06
Official	06/06/06	<b>Albertsons #7213</b> 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-8/19/06	47	7/21/06
Official	06/15/06	<b>Intel Corporation</b> 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Employer chose Outplacement Services
Official	06/30/06	<b>Crystal Cream &amp; Butter Company, Inc.</b> 1013 D Street Sacramento, CA 95815	8/31/2006	50	Pending
Official	07/28/06	<b>Northrop Grumman</b> USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Pending
Official	08/03/06	<b>Intel Corporation</b> 1515 Route Ten Parsippany, NJ 07054	7/28/06	77	Employer chose Outplacement Services
Official	08/03/06	<b>Sun Microsystems, Inc.</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	10/02/06	2	Mailed
Official	08/08/06	<b>D.R. Horton, Inc.</b> 11919 Foundation Place, Suite 200 Gold River, CA 95670	10/03/06	17	Pending
			<b>Total # of Affected Workers</b>	<b>1037</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.