



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, December 6, 2007

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 Employee: Jody Marquez (20 years)

II. Consent Items

- A. Minutes of the November 1, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Staff Funding Recommendations for Telecommunications Services and Equipment (John Valdez/Ralph Giddings)
- 2. Approval to Hire a Retired SETA Annuitant

3. Discussion/Action of Employee Recognitions
4. Approval of Procurement of Worker's Compensation Insurance (Rick Pryor)
5. Approval to Adjust Zones in the Broadband/Performance Management Policy (Rod Nishi)

B. WORKFORCE INVESTMENT ACT

1. Approval of Staff Recommendation for the Youth Vendor Services (VS) List (Espie Lindsey)
2. Approval to Submit a Proposal for Workforce Investment Act Veterans' Employment-Related Assistance Program (Robert Bradley/Bill Walker)

C. HEAD START

1. Approval to Release a Request for Proposals for Head Start Janitorial Services (Rod Nishi)

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Community Services Block Grant (CSBG) Funding Recommendations for Fiscal Year 2008 (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
- Asian Resources, Inc.
 - Elk Grove Unified School District
 - Grant Joint Union High School District

B. Dislocated Worker Update (William Walker)

C. Review of Annual Audit Report (Rick Pryor)

D. Presentation of Effective Partnerships (Roy Kim/Rosalinda Stoffel, Sacramento County Department of Human Assistance)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, NOVEMBER 29, 2007

ITEM II-A - CONSENT

MINUTES OF THE NOVEMBER 1, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the November 1, 2007 regular 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, November 1, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:11 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Don Nottoli, Member, Board of Supervisors
Jimmie Yee, Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento

Member Absent:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento

- Recognition of Long-Term Employees: The following staff were recognized for their years of service to SETA: Blanche Eid, Roneca Provost, Steve Stewart (10 years); Diana Douglas (15 years); Jody Marquez (20 years), Sharon Adams, Denise Douglas, Donna Hubbs, Francisco Navarro, Denise Sedlacek (25 years).

II. **Consent Items**

- A. Minutes of the October 4, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel
- D. Approval of a Revision to the Sacramento Employment and Training Agency Employee Recognition Policy
- E. Approval of the 2007-2008 Modification of the Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the October 4, 2007 minutes.
- B. Approve claims and warrants for the period 9/28/07 through 10/25/07.
- C. Approve out of state travel for one staff person to Seattle, Washington for the DOL/ETA Forum on Integrated Service Delivery Systems will cost approximately \$1,500.
- D. Approve the Sacramento Employee Recognition Policy and authorize the Executive Director to allocate resources to support the policy. It is anticipated that approximately \$15,000 per year would be allocated to support the Employee Recognition program activities.

- E. Approve the submission of SETA's Modification of the Five (5) Year Strategic Plan to the State of California, Employment Development Department.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

4. Election of Officers of the Sacramento Employment and Training Agency Governing Board

Ms. Kossick reviewed the rotation of officers for the coming year.

Moved/Waters, second/Nottoli, to elect Bonnie Pannell as chair and Jimmie Yee as vice chair for a one-year term to begin on November 2, 2007.

Voice Vote: Unanimous approval

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Professional Classification and Merger of Classifications of Recruitment Specialist I, II, III, Employment Services Specialist, Community Services Specialist, Youth Services Specialist, Community Services Coordinator, and Neighborhood Services Coordinator

Ms. Scherman opened the public hearing on this item. Mr. Calvin McGee reviewed the three items regarding the Workforce Development Professional. This is the culmination of a very long two-year process.

Ms. Scherman closed the public hearing.

Moved/Nottoli, second/Yee, to:

1. Approve the new classification of Workforce Development Professional and the proposed Alternative Range Criteria for the classification.
2. Merge the classification Recruitment Specialist I, into the Workforce Development Professional classification Range 1 at steps consistent with each employee's current compensation rate and abolish the Class Title: Recruitment Specialist I. Abolish the Recruitment Specialist II and the Recruitment Specialist III classifications.
3. Merge the classifications Employment Services Specialist, Community Services Specialist and Youth Services Specialist into the Workforce Development Professional classification Range 2 at steps consistent with each employee's current compensation rate and abolish the Class Titles: Employment Services Specialist, Community Services Specialist and Youth Services Specialist.
4. Merge the classifications Community Services Coordinator and Neighborhood Services Coordinator into the Workforce Development Professional classification Range 3 at steps consistent with each employee's current compensation rate and abolish the Class Titles: Community Services Coordinator and Neighborhood Services Coordinator.

Voice Vote: Unanimous approval

2. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional – and -
3. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification

Items 2 and 3 were reviewed together. There were no questions or comments.

Moved/Nottoli, second/Yee, to

- Approve the attached Resolution establishing a salary range for the classification of Workforce Development Professional, and
- Approve the retention and seniority, with all of the privileges and consequences of the operation of that seniority, for the incumbents in each of the classes merged into the Workforce Development Professional Classification.

Voice Vote: Unanimous approval

5. Approval of Labor Agreement with the American Federation of State, County, and Municipal Employees

Ms. Kossick reported that this agreement has been acted upon by the employees and the Head Start Policy Council.

Moved/Nottoli, second/Yee, to approve the labor agreement with the American Federation of State, County, and Municipal Employees effective November 1, 2007 – July 1, 2010.

Voice Vote: Unanimous approval

6. Approval of 2007-2008 Compensation Recommendations for Unrepresented Confidential and Management Personnel

Ms. Kossick distributed the recommendations under separate cover. The recommendations line up with the bargaining unit agreements.

Moved/Nottoli, second/Waters, to approve the report, and adopt the resolution to authorize the implementation of the proposed 2007-2008 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval

7. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident

Mr. Roy Kim introduced Carolyn Reynolds, Account Executive with Arthur J. Gallagher Risk Management Services. Ms. Reynolds presented the insurance package and stated that modifications have been reviewed with staff. The package policy has increased 11% from the previous year. Some insurance has

remained the same. Gallagher Risk Management recommends that flood insurance be carried on all locations going forward.

Ms. Kossick stated that staff has until December 1 when the annual policy is due; staff can go through all 58 SETA sites and determine which are in the flood plain and those that are not. Insurance can be carried on only those in the flood plain. Mr. Thatch stated that insurance premiums are allowable costs; losses are, for the most part, not allowable costs. SETA does not have a source of funds to pay for uninsured loss. The Board requested seeing a flood plain map and where SETA sites are located.

Moved/Yee, second/Waters, to authorize the Executive Director to work with Arthur J. Gallagher to determine appropriate insurance coverage. A report back to the board will be given.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

8. Approval to Augment and Extend Contract with California Schools Management Group for E-rate Consultation Services

Mr. Ralph Giddings reviewed the board item; staff is recommending approval with CSMG. They provide assistance with filing with FCC and act as a liaison with schools and library division of the California Department of Education. A sole source finding was read into the minutes.

Moved/Yee, second/Waters, to find that non-competitive procurement is justified because the Year 11 E-Rate Services are available only from one source and approve the Year 11 E-Rate consulting services contract with CSMG through June 30, 2009, to be billed at standard rates not exceeding \$150 per hour, with a maximum reimbursable contract amount of \$25,000.

Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0

10. Approval to Waive SETA's Requirement to Provide Insurance Endorsements for Sacramento Area Electrical Apprentice Training Center

This item was dropped from the agenda.

11. Approval to Submit and Accept Funds from the California Department of Transportation for the Sacramento Regional Highway Construction Training Initiative and Authorize the Executive Director to Execute the Subgrant Agreement and Related Modifications

Ms. Welsch reviewed this item. SETA was invited to resubmit a budget for continued funding for federal highway funds. Ms. Welsch acknowledged Marsha Strode and Becky Walton who work on the construction trades program.

Moved/Nottoli, second/Yee, to:

- Approve the submission of a proposal to the California Department of Transportation to continue the Sacramento Regional Highway Construction Training Initiative for \$968,000,
- Accept Workforce Development funds from the California Department of Transportation to continue the Sacramento Regional Highway Construction Industry Training Initiative for \$968,000, and
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

1. Approval of Modifications to the Bylaws of the SETA Operated Head Start/Early Head Start Policy Council

No questions or comments.

Moved/Nottoli, second/Waters, to approve the modifications to the Policy Council bylaws.

Voice Vote: Unanimous approval

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Resolution to Accept Program Year 2007 Community Services Block Grant Preparedness Funding and Authorize the SETA Executive Director to Sign all Grant Documents

Ms. Cindy Sherwood-Green stated that staff received notification in August that additional funds would be received. SETA received \$24,000 to provide disaster preparedness training. Staff is requesting approval of a resolution that accepts the funding and authorizes the Executive Director to sign all documents.

Moved/Nottoli, second/Scherman, to approve the resolution.

Voice Vote: Unanimous approval

Mr. Diamond Longiel, SETA's CSBG monitor was introduced. Mr. Longiel is in the process of monitoring SETA's programs.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.

- B. Dislocated Worker Update: Mr. William Walker announced that the Bank of America will be laying off 68 people.

- C. Article in the Sacramento Bee on the Therapeutic Preschool: No questions.
- D. Article in the Sacramento Business Journal on the Juvenile Justice Grant: Ms. Welsch introduced Ginger Brunson.
- E. Quarterly Head Start Update: Ms. Brenda Campos reported that staff is preparing for the on-site monitoring. Staff has been providing training and technical assistance to delegates; there is a calendar for the various trainings.

V. Reports to the Board

- A. Chair: Ms. Scherman requested that the board discuss employee recognition. She suggested a SETA pin for 5 years, 10 years, and longer. She requested that this item be placed on the agenda.
- B. Executive Director: Ms. Kossick officially thanked Ms. Scherman for her tenure as chair. Ms. Kossick thanked Mr. Nottoli and Ms. Pannell for attending Family Day. Ms. Kossick thanked Ms. Carpenter for her work on this publicity. Mr. Nottoli acknowledged the amount of work that went into the planning of Family Day and how well run it was. The board was reminded that the January meeting will be held on January 17, 2008. SETA was not successful in getting the Healthy Families Grant.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No report.

VI. CLOSED SESSION: PURSUANT TO GOVERNMENT CODE SECTION 54957: PUBLIC EMPLOYEE PERFORMANCE EVALUATION: EXECUTIVE DIRECTOR

The board went into closed session at 11:18 a.m. and back into open session at 11:40 a.m. There was nothing to report out of closed session.

- 9. Approval of Compensation Package for Executive Director

Moved/Nottoli, second/Yee, to approve the compensation package for the Executive Director.

Voice vote: Unanimous approval.

- VII. Adjournment: Meeting adjourned 11:41 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 10/16/07 through 11/29/07, and all expenses appear to be appropriate.

ITEM III-A – 1 – ACTION

APPROVAL OF STAFF FUNDING RECOMMENDATIONS FOR TELECOMMUNICATIONS SERVICES AND EQUIPMENT

BACKGROUND:

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission began adding a tax on telecommunication services to provide discounts to schools and library programs. The program, known as the Schools and Libraries Program of the Universal Service Fund, is commonly referred to as E-Rate. Discounts are awarded to eligible schools and libraries depending on the level of poverty and the urban/rural status of the populations served and range from 20% to 90% of the costs of telecommunications, internet services, hardware, software, internal connections and basic maintenance on eligible internal connections. For the past 11 years the eligible entities for E-Rate have included schools, school districts and libraries. Last year Head Start programs were added to the list of eligible applicants.

The benefit of SETA applying for the E-Rate program is that, if qualified, the SETA Children and Families Services Department will receive discounts of up to 90% on all telecommunications (voice and data) and hardware and software purchases made next fiscal year.

SETA was contacted about the E-Rate program in October, 2006 and has completed a Technology Plan, filed a Service Request to publicly notice its intent to put its telecommunication services out for bid, and released a request for proposals to secure a telecommunications equipment and services provider.

On September 6, 2007 the SETA Governing Board approved the release of the Request for Proposals for Telecommunications Services and Equipment and authorized the Executive Director to enter into negotiations with the selected vendor. A Mandatory proposers' conference was held on October 26, 2007 and was attended by 17 telecommunications companies. The deadline for submission of the proposal was October 26, 2007. Six companies responded to the Request for Proposals, including:

1. Digital Telecommunication Corporation (DTC)
2. Nexus IS, Inc.
3. Marketware Technologies
4. Verizon Business Network Services, Inc.
5. AMS.NET, Inc.
6. AT&T

Proposals were reviewed by three teams (Technical, Business, Price) made up of SETA staff and a Telecommunications Analyst from the City of Sacramento.

Two proposals (Verizon and Marketware) were eliminated because they were evaluated as not addressing the core needs of the agency as specified in the RFP. Verizon was eliminated from consideration because they proposed a central office solution. Marketware, was eliminated because their proposal contained no call accounting software, no network management, and contained a single point of failure.

Two proposals (AT&T and AMS.NET, Inc.) were eliminated because their prices were too high. AT&T proposed a solution for \$1,989,891 and AMS.NET, Inc. proposed a solution for \$2,074,378.

Of the remaining two viable proposals, DTC and Nexus IS, staff is recommending entering into negotiations with DTC. DTC has experience working with school districts, has low maintenance costs, included staff training certifications and a telephone help desk, and ranked high in terms of technology and pricing. DTC proposed a solution that would cost \$998,853.

Nexus IS has experience working with school districts, has E-Rate experience, and ranked high in terms of technology; however, has extremely high maintenance costs, offered limited credits for staff training, and proposed a significantly higher price than DTC. Nexus IS proposed a solution that would cost \$1,319,192.

RECOMMENDATION:

Staff is recommending approval to enter into negotiations with DTC for telecommunication services and equipment and to authorize the Executive Director to execute the necessary contract documents, provided that they are consistent with the Request for Proposals and DTC's response thereto.

Staff is further recommending that, in the event that negotiations with DTC fail, the Executive Director is authorized to begin negotiations with the second ranked proposer, Nexus IS.

ITEM III-A – 2 – ACTION

APPROVAL TO HIRE A RETIRED SETA ANNUITANT

BACKGROUND:

In June, 2007, the Sacramento Employment and Training Agency volunteered to become a “Learning Lab” to test out a new demand-driven one stop career center which is based on program integration, a combined customer pool, an increased number of customer receiving skills development training and services and new outcome measures. SETA’s Deputy Director of Workforce Development has been appointed to the Statewide Integrated Services Planning Team, is co-chairing the Integrated Customer Pool Work Group, and is, in partnership with the Employment Development Department, leading a team of one-stop staff and partners to plan and implement the desired changes locally.

The Workforce Development Managers, Program Officers and Supervisors are all fully engaged in the planning process and five local teams are meeting to make recommendations on the changes to the client flow, eligibility, and services.

SETA has determined a need for a temporary, part-time SETA consultant employee to assist with the planning and implementation of the learning lab in Sacramento County. The consultant will be responsible for the following:

1. Coordination of the planning process for the Learning Lab Integrated Service Plan (due January, 2008)
2. Team leader for the Skills Development and Product Box Teams (through April 30, 2008)
3. Facilitator of weekly Team Leader meetings (through June 30, 2008)
4. Development of Procedures Manual (due April 30, 2008)
5. Coordination of training for staff and partners (through September 30, 2008)

It is anticipated that this consulting position will take about 550-600 hours to complete. The cost will not exceed \$20,000. SETA’s policy on hiring consultants states that any decision to retain the services of a temporary consultant employee in excess of \$10,000 per year must be made by the SETA Governing Board.

Staff is recommending hiring a Retired Annuitant, Sandra Brown as the Consultant for this project. Sandra has worked for SETA for 15 years and has been instrumental in the development of the one stop career center system, has chaired the CAIZ Training Team for one stop staff and partners, has chaired the case managers’ focus group, and has established relationships with staff and partners. This combination of skills and experience will make the planning and implementation of the Integrated Service Plan Learning Lab for Sacramento County a success.

RECOMMENDATION:

Approve hiring Sandra Brown as a retired annuitant as a temporary SETA Consultant employee with a maximum compensation of \$20,000.

ITEM III-A – 3 – ACTION

DISCUSSION/ACTION OF EMPLOYEE RECOGNITIONS

BACKGROUND:

This item provides the board an opportunity to discuss future employee recognitions.

RECOMMENDATION:

Take appropriate action.

ITEM III-A- 4 - ACTION

APPROVAL OF PROCUREMENT OF WORKER'S COMPENSATION INSURANCE

BACKGROUND:

The Agency's insurance policy for Worker's Compensation expires December 31, 2007. SETA's broker, Arthur J. Gallagher & Company, is in the process of obtaining quotations for coverage. An oral report will be provided at the meeting.

RECOMMENDATION:

Hear the oral report and recommendations and authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2008.

ITEM III-A – 5 - ACTION

APPROVAL TO ADJUST ZONES IN THE BROADBAND/PERFORMANCE
MANAGEMENT POLICY

BACKGROUND:

On October 1, 1998, the SETA Governing Board approved a “Broadbanding Pay and Performance Management” program. The action taken by the Board was to approve the program as well as the adoption of the “Broadbanding Pay and Management Manual: Guidelines, Policies, and Procedures” in order to fully implement its structure and program. The index referenced as a means of adjusting the zones was the American Compensation Association Salary Survey of Compensation Trends. This index has changed and has not been available for a number of years.

The Executive Director is recommending a modification to the management zones by utilizing the Consumers Price Index – Urban Consumers (CPI-U) which mirrors the index to be used by the Labor Contract for Cost of Living Adjustments in 2008 and 2009 for represented employees. Staff has met with the consultant that assisted the Agency in the creation of the program and may be coming to the Board to make modifications to the guidelines.

Each exempt management position was placed in one of two salary bands. The following table depicts the effect upon the maximum and minimum amounts that identifies each of the two zones. The range movement utilizes the Consumer Price Index for Urban Consumers (CPI-U).

2000	2001	2002	2003	2004	2005	2006	2007
3.4	1.6	2.4	1.9	3.3	3.4	2.5	3.6
							Ending September

In August 2004 and October 2006, the Board took action to move the zone maximum and minimums utilizing the Western region of the United States as reported by the U.S. Department of Labor – Bureau of Labor Statistics. Those actions moved Zone 1 to \$52,400 - \$113,000 and Zone 2 to \$41,100 - \$81,200. The use of CPI-U will move Zone 1 to \$54,814 - \$118,814 and Zone 2 to \$42,005 - \$84,010.

RECOMMENDATION:

Staff is recommending use of the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$54,814 - \$118,814 and Zone 2 to \$42,005 - \$84,010.

ITEM III-B – 1 - ACTION

APPROVAL OF STAFF RECOMMENDATION FOR YOUTH VENDOR SERVICES (VS)
LIST

BACKGROUND:

In September, 2007 the SETA Governing Board approved release of the *Revised Vendor Services (VS) Request for Qualifications (RFQ)*. Vendor Services (VS) are off-the-shelf, vendorized activities that provide additional options for adults, dislocated workers, and youth who face a myriad of challenges to academic success and/or gainful employment.

Vendors recommended for inclusion on SETA's VS List have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult/dislocated worker programs, and/or Youth and Child Development and Family programs funded by SETA.

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Youth Vendor Services (VS) List.

YOUTH VENDOR SERVICES (VS) LIST

Staff recommendations

APPLICANT: CALIFORNIA CAPITAL F.D.C.

SERVICES <u>RECOMMENDED</u> FOR YOUTH VENDOR SERVICES (VS) LIST:			
Activity	Individual Rate	Group Rate	Workshop Series Rate
Leadership Development Opportunities	\$ 16 per hour (13 hour max. or \$208)	\$397 per hour per group (13 hour max. or \$5,161); 10 minimum to 30 max. clients.	\$ 5,168 (13 hours) 10 minimum to 30 maximum clients.

ITEM III-B – 2 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR WORKFORCE INVESTMENT ACT VETERANS' EMPLOYMENT-RELATED ASSISTANCE PROGRAM

BACKGROUND:

The Employment Development Department (EDD) in coordination with the California Workforce Investment Board, has released a Solicitation for Proposals (SFP) for \$6 million for Veterans' Employment-Related Assistance Programs. The funds include up to \$3 million of Governor's Discretionary 15 Percent funds and up to \$3 million of Dislocated Worker 25 Percent Additional Assistance funds.

The goal of the program is to transition veterans into high-wage, high growth occupations. The target group is recently separated veterans returning to California. SETA is collaborating with the local EDD Veterans Service staff at the Sacramento Works Career Center, Mark Sanders and the Sacramento Veterans Resource Center, the local grantee for Veterans' Workforce Investment Act funding (WIA Title 1 Chapter 6 Subtitle D Section 168). The total amount of the proposal is \$500,000 to serve 200 veterans.

The SFP was due to the Employment Development Department on November 26, 2007. Staff has submitted the proposal and is requesting retroactive approval from the SETA Governing Board for submittal and authorization for the Executive Director to accept the funds and subcontract with

- ⇒ Sacramento Veterans Resource Center (SVRC), the WIA-funded Veterans' Services provider for Sacramento County, to provide outreach, case management, training and job placement services, for \$424,142.
- ⇒ Employment Development Department for 25% of a Veterans Employment Services Specialist to identify and refer recently separated veterans for \$25,858.

RECOMMENDATION:

Authorize the SETA Executive Director to:

- submit a proposals for WIA Veterans Employment-Related Assistance Program Funding,
- accept WIA Funding from the State Employment Development Department, and sign contract documents, and
- enter into subrecipient agreements with Sacramento Veterans Resource Center (SVRC) and the Employment Development Department.

ITEM III-C – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR HEAD START
JANITORIAL SERVICES

BACKGROUND:

The Sacramento Employment and Training Agency (SETA) Head Start program provides comprehensive developmental services primarily to low-income preschool children and their families through our 38 Early Learning Centers. These centers are located throughout the Sacramento County area in a variety of venues including community centers, churches, schools, and housing complexes. Janitorial services are needed for the upkeep and cleanliness of these centers.

Procurement for these services will be under the guidelines of the Agency's procurement policy established to insure fair and equitable use of the Federal funds utilized for services. A Request for Proposals (RFP) shall be the method utilized to procure the janitorial services for the cleaning of the Head Start Early Learning Centers. The facilities range from 1 to 4 classrooms with lavatory, food preparation areas, and offices.

The facilities will be grouped into seven (7) geographical areas and the proposers will be able to offer their services on as many areas as they wish. Details of each site will be provided, as well as a visit to each site is scheduled.

Tentative schedule of RFP:

- Governing Board approves release of RFP.....December 6, 2007
- Release of RFP.....December 7, 2007
- Site Visits/offerors' Conference.....December 10-14, 2007
- Proposals Due at SETA by 5 p.m.....January 3, 2008
- Publish SETA staff recommendations.....January 17, 2008
- Governing Board approves.....February 7, 2008

A service contract will be developed with each successful proposer in this solicitation process. The period of time covered in this agreement shall be for a three year period with up to two one year extensions at the discretion of SETA.

Staff will be available to answer questions.

RECOMMENDATION

Approve the issuance of the Request for Proposals for Head Start janitorial services.

ITEM III-D - 1 - ACTION

APPROVAL OF COMMUNITY SERVICES BLOCK GRANT (CSBG) FUNDING RECOMMENDATIONS FOR FISCAL YEAR 2008

BACKGROUND:

On September 7, 2007, SETA released a Request for Proposals (RFP) for the Community Services Block Grant (CSBG) program for fiscal year 2008. The RFP solicited services under Safety-Net and Family Self-Sufficiency categories as identified in the 2008/09 CSBG Community Action Plan. The amount of funding available for program services was \$800,000, of which ½ would be allocated to Safety-Net services and the remaining ½ allocated to case-managed Family Self-Sufficiency services. The deadline for receipt of proposals was October 5, 2007. Thirty-five proposals were received by the 4:30 p.m. deadline, requesting a total of \$1,591,466.74.

All applications received through this solicitation went through a review process to develop funding recommendations to the Community Action Board. Staff recommendations were developed through the deliberation of a team of twelve (12) readers representing SETA's Planning, Contracts, Monitoring, MIS and Fiscal Units. The readers evaluated, scored and ranked each proposal using standardized evaluation and scoring criteria that were identified in the RFP. Proposals were ranked #1 through #4. Unfortunately, due to the limited availability of CSBG funding, only 22 of the 35 applications were recommended for funding. The top ranked proposals achieved their scores based on the following criteria:

- The proposing agency responded thoroughly and completely to all required sections of the RFP.
- The proposing agency had the ability to affect and document outcomes for clients enrolled in Family Self-Sufficiency programs.
- The proposing agency adhered to the service priorities set forth in SETA's 2008/09 Community Action Plan.
- The proposing agency succeeded in achieving planned, contracted goals, or, if not previously funded by CSBG, the agency's potential for success.
- Ensuring that all identified high-risk neighborhoods were served.
- Ensuring that all identified target groups were served.

Agencies that ranked #1 are recommended for their full funding request or a substantial increase over their current funding level. Agencies that ranked #2 are recommended funding at an amount equal to or higher than their current level funding. Some agencies that ranked #3 are recommended for funding at their current level. Agencies that ranked #4 are not recommended for funding. Two (2) new agencies, Folsom Cordova Community Partnership (Rank #2) and Housing Now (Rank #3), are recommended for funding in the Safety-Net category. Two existing agencies, Sacramento Area

Emergency Housing Center and Legal Services of Northern California submitted proposals for additional projects and are recommended for funding in both categories.

Because of the limited amount of funding available, staff also considered:

- the degree of impact the requested funding would have on the program's target group;
- whether services were comprehensive if the agency was proposing a family self-sufficiency program; and
- duplication of services, specifically if the agency proposed employment services.

Daren Maeda, Director of Linkage to Education, submitted a proposal for funding to continue his position as a SETA Consultant to provide services designed to redirect the lives of high-risk youth who are being released from juvenile institutions and emancipated foster youth to prepare and place them into local colleges. Staff recommends that his position be continued as a SETA Consultant for an additional year for \$30,000.

Attached are the resulting proposal rankings, funding recommendations, and brief proposal summaries that may include funding stipulations for identified proposers. Staff requests your approval of the CSBG funding recommendations and to authorize staff to enter into discussions with all of the successful FY 2008 CSBG proposers to increase the numbers of families/individuals to be served and/or negotiate services to be offered.

The SETA Community Action Board accepted staff recommendations at its November 14, 2007 meeting. The CAB also recommended approval of the placement of the Mental Health Association on a priority list for funding, should additional funding be available, subject to a satisfactory monitoring review and the resolution of the agency's administrative problems.

RECOMMENDATION:

1. Approve CAB funding recommendations for the Fiscal Year 2008 Community Services Block Grant.
2. Approve the continued funding of Daren Maeda as a SETA Consultant for an additional year.
3. Authorize staff to enter into discussions with all successful FY 2008 CSBG proposers to increase the numbers of families/individuals to be served and/or negotiate services to be offered. Staff will return to the Board in January 2008 with an informational item reflecting the revised numbers of families/individuals to be served and/or services to be offered.

FISCAL YEAR 2008 COMMUNITY SERVICES BLOCK GRANT
SETA STAFF AND COMMUNITY ACTION BOARD (CAB)
FUNDING RECOMMENDATIONS

Safety-Net Services										
Prop #	Rank	Agency	Target Group	Target Area *	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	CAB Recomm	Page #
8	1	Francis House	Low Income Homeless	Countywide	\$40,000	\$80,000	\$119 672 Families	\$65,000	\$65,000	5
9	1	Vol. Legal Services of Northern California	Low Income Ex-offender	Countywide	\$25,000	\$25,000	\$56 444 Individuals	\$25,000	\$25,000	6
25	1	The Salvation Army	Low Income Homeless	Countywide	\$62,750	\$81,155	\$144 563 Families	\$67,000	\$67,000	10
6	1	South County Services	Low Income	Rural South Sacramento County and River Delta Area	\$55,000	\$69,979	\$261 268 Families	\$60,000	\$60,000	5
28	2	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$20,000	\$25,297	\$35 720 Individuals	\$20,000	\$20,000	10
13	2	WIND Youth Services	Homeless Youth	Countywide	\$17,500	\$28,250	\$57 500 Individuals	\$22,600	\$22,600	7
19	2	Folsom Cordova Community Partnership	Low Income Homeless	Rancho Cordova	\$0	\$39,903	\$9 4500 Families	\$21,500	\$21,500	8
21	3	Travelers Aid	Low Income Working Poor w/ Children	Countywide	\$69,000	\$82,617	\$90 914 Families	\$69,000	\$69,000	9
2	3	Housing Now	Developmentally Disabled	Countywide	\$0	\$40,300	\$474 85 Individuals	\$20,000	\$20,000	4
32	3	Sacramento Area Emergency Housing Center	Low Income Homeless Families w/ Children and Single Women	Countywide	\$0	\$12,550	\$523 24 Families	\$12,550	\$12,550	11
15	3	Greater Sacramento Urban League	Low Income Homeless	North Highlands and North Central Sacramento County	\$20,000	\$43,913	\$122 360 Families	\$20,000	\$20,000	7
4	4	St. John's Shelter for Women and Children	Homeless Women with Children	Countywide	\$27,000	\$57,547	\$89 650 Families	\$0	\$0	4
TOTAL SAFETY-NET RECOMMENDED:								\$402,650	\$402,650	

* **NOTE:** Although most CSBG funded agencies will provide services to any eligible Sacramento County resident, they may limit their outreach efforts to specific **Target Areas** noted in the Target Area column.

Family Self-Sufficiency – Youth

Prop#	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	CAB Recomm	Page #
11	1	Waking the Village (Tubman House)	Homeless Pregnant or Parenting Youth and their Children	Countywide	\$21,500	\$49,873	\$1,662 30 Individuals	\$36,400	\$36,400	6
26	2	County of Sacramento DHHS	High-Risk Youth	Oak Park	\$21,500	\$19,134	\$1,276 15 Individuals	\$19,134	\$19,134	10
14	2	WIND Youth Services	Homeless Youth	Countywide	\$32,000	\$38,722	\$323 120 Individuals	\$38,722	\$38,722	7
23	2	La Familia	At-Risk and Latino Youth	South County, Galt and River Delta Region	\$60,250	\$96,914	\$1,426 68 Individuals	\$61,444	\$61,444	9
17	3	Elk Grove USD	Foster Youth	Elk Grove Unified School District	\$14,250	\$32,000	\$1,067 30 Individuals	\$14,250	\$14,250	8
12	4	Stanford Home	At-Risk Youth	Countywide	\$0	\$99,183	\$1,984 50 Individuals	\$0	\$0	6
35	4	Visions Unlimited	Youth	South Sacramento, Oak Park, Phoenix Park, Valley Hi and Galt	\$47,000	\$58,478	\$835 70 Individuals	\$0	\$0	12
16	4	Greater Sacramento Urban League	Youth	North Highlands and North Sacramento County	\$0	\$58,424	\$1,947 30 Individuals	\$0	\$0	7
							TOTALS	\$169,950	\$169,950	

Family Self-Sufficiency – Seniors/Disabled

Prop#	Rank	Agency	Target Group	Target Area	Current Funding	Funding Request	Cost per/ # Served	Staff Recomm.	CAB Recomm	Page #
34	2	Visions Unlimited	Seniors	South Sacramento, and River Delta Region	\$42,000	\$66,289	\$829 80 Individuals	\$55,000	\$55,000	12
29	2	Legal Services of Northern California	Seniors and Grandparent Caregivers	Countywide	\$0	\$25,160	\$524 48 Individuals	\$20,000	\$20,000	11
7	2	Paratransit	Disabled and Seniors	Countywide	\$34,000	\$36,264	\$403 90 Individuals	\$34,000	\$34,000	5
10	3	Sacramento County DHA	Seniors	Countywide	\$26,000	\$26,000	\$1,040 25 Individuals	\$26,000	\$26,000	6
27	3	Mental Health Association	Seniors	Countywide	\$33,750	\$33,750	\$355 95 Individuals	\$0	\$0	10
							TOTAL	\$135,000	\$135,000	

Family Self-Sufficiency – Homeless Families

<u>Prop#</u>	<u>Rank</u>	<u>Agency</u>	<u>Target Group</u>	<u>Target Area</u>	<u>Current Funding</u>	<u>Funding Request</u>	<u>Cost per/ # Served</u>	<u>Staff Recomm.</u>	<u>CAB Recomm</u>	<u>Page #</u>
24	2	My Sister's House	Asian/Pacific Islander Domestic Violence Victims and their children	South and South Central Sacramento County	\$21,500	\$49,979	\$714 70 Individuals	\$32,750	\$32,750	9
31	2	Sacramento Area Emergency Housing Center	Homeless Families and Single Women	Countywide	\$50,000	\$59,653	\$139 430 Families	\$59,650	\$59,650	11
							<u>TOTAL</u>	\$92,400	\$92,400	

Family Self-Sufficiency – Other

<u>Prop#</u>	<u>Rank</u>	<u>Agency</u>	<u>Target Group</u>	<u>Target Area</u>	<u>Current Funding</u>	<u>Funding Request</u>	<u>Cost per/ # Served</u>	<u>Staff Recomm.</u>	<u>CAB Recomm</u>	<u>Page #</u>
18	4	Bach Viet Association	Vietnamese and Slavic Immigrant and Refugee Families	Countywide	\$0	\$38,566	\$536 72 Families	\$0	\$0	8
33	4	W.E.A.V.E., Inc.	Victims of Domestic Violence	Countywide	\$0	\$54,304	\$1,358 40 Families	\$0	\$0	12
5	4	St. John's Shelter for Women and Children	Formerly Homeless St. John's Clients	Countywide	\$0	\$43,630	\$175 250 Families	\$0	\$0	5
1	4	Asian Resources	Unemployed Day Workers	Oak Park	\$0	\$40,000	\$444 90 Families	\$0	\$0	4
20	4	Galt Adult School of GJUHS	Low Income Families	South Sacramento County and River Delta Region	\$0	\$34,563	\$934 37 Individuals	\$0	\$0	8
30	4	Terra Nova Counseling	Serna Village Residents	Serna Village (North Highlands)	\$0	\$47,983	\$1,333 36 Families	\$0	\$0	11
							<u>TOTAL</u>	\$0	\$0	

TOTAL FAMILY SELF-SUFFICIENCY RECOMMENDED:

\$397,350

TOTAL FUNDING AVAILABLE:

\$800,000

CSBG
2008 Program Year
Proposal Descriptions

Proposal Number	<u>Proposer Organization</u>
1	<p style="text-align: center;">Asian Resources, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$40,000 to hire a resource technician to staff collaborative members of an, as yet un-established, community center intended to meet the employment needs of 90 day laborers in the Oak Park area. The center is to be established for two purposes: 1) create order among day laborers and the employers trying to hire them and 2) empower day laborers to take advantage of other social services available to them.</p> <p>Staff and the CAB recommend no funding for this proposal because there is no definite date for the opening of the 41st Street Community Center and service projections for this proposal are not possible. Staffing a community collaborative is not a priority set forth in the SETA Community Action Plan.</p>
2	<p style="text-align: center;">Housing Now (Safety-Net)</p> <p>Proposer requests \$40,300 to assist 85 developmentally disabled Alta California Regional Center clients maintain independent living in the community. Direct services proposed include emergency motel vouchers, emergency utility payments, eviction avoidance and transportation assistance.</p> <p>Staff and the CAB recommend \$20,000 in CSBG funding with the stipulation that services will be available to any CSBG-eligible developmentally disabled resident of Sacramento County. Funding is recommended because emergency housing resources for independent living for this target group are limited.</p>
3	<p>This Proposal Was Not Evaluated</p>
4	<p style="text-align: center;">St John's Shelter for Women and Children (Safety-Net)</p> <p>Proposer requests \$57,546.86 to serve 650 homeless women with children in crisis. The proposal described all the agency's services and it wasn't clear how the Safety-Net services (food, transportation, motel assistance) would be administered or provided. No line item funding justifications or job descriptions were included in this proposal.</p> <p>Staff and the CAB recommend no funding for this proposal because it did not describe where the CSBG funding would be used, but rather, described the entire agency's functions.</p>

Proposal Number	<u>Proposer Organization</u>
5	<p style="text-align: center;">St. John’s Shelter for Women and Children (Self-Sufficiency)</p> <p>Proposer requests \$43,630 to provide up to 3 years of after-care services to support approximately 250 low income families who have graduated from St. John’s Shelter Program. Services would include counseling guidance and classes already part of Sr. John’s Shelter Program, periodic phone check-ins with clients and their children by case managers and emergency resources of food and transportation.</p> <p>Staff and the CAB recommend no funding for this proposal. All of St. John’s clients are enrolled in the After Care program but there was no clear description of the difficulties experienced by the families upon exit. The need for After Care services was not established. In addition, the Budget Item Justification did not describe the proposed budget expenditures or how the food and transportation services, budgeted for \$10,238, will be administered. Further, the proposal notes that CSBG funds will be used towards the purchase of a car, a use not noted as an allowable activity in SETA’s Community Action Plan.</p>
6	<p style="text-align: center;">South County Services (Safety-Net)</p> <p>Proposer requests \$69,979 to provide eviction avoidance, motel assistance, transportation assistance, translation/interpretation and utility assistance to 268 low-income families residing in South Sacramento County, including the Galt and River Delta Communities. South County Services is the only proposer offering to provide direct client services in this priority target area.</p> <p>Staff and the CAB recommend \$60,000 in CSBG funding.</p>
7	<p style="text-align: center;">Paratransit, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$36,264 to provide one-on-one training on Regional Transit bus and light rail systems for 75 disabled participants and 15 seniors. Participants will learn to safely use general public transportation on a regular basis and maintain independence.</p> <p>Staff and the CAB recommend \$34,000 in CSBG funding.</p>
8	<p style="text-align: center;">Francis House (Safety-Net)</p> <p>Proposer requests \$80,000 to provide emergency services including grocery vouchers, motel vouchers, bus tickets and gasoline vouchers to meet the increasing demand for services by homeless and impoverished families. Francis House proposes to serve 672 families.</p> <p>Staff and the CAB recommend \$65,000 in CSBG funding.</p>

Proposal Number	<u>Proposer Organization</u>
9	<p style="text-align: center;">Voluntary Legal Services Program of Northern California, Inc. (Safety-Net)</p> <p>Proposer requests \$25,000 to provide 444 individuals with prior criminal convictions or who have lost their driving privileges with the information, training, assistance or legal forms they need to expunge their criminal records or obtain the legal right to drive for the purpose of increasing their employability. Weekly expungement clinics are held at Mather, Hillsdale, Broadway, South County and Rancho Cordova Career Centers.</p> <p>Staff and the CAB recommend \$25,000 in CSBG funding.</p>
10	<p style="text-align: center;">Sacramento County Department of Human Assistance (Self-Sufficiency)</p> <p>Proposer requests \$26,000 to provide weekly in-home visits to 25 isolated, homebound seniors by 5 low-income senior companions. During their visits, senior companions may provide a variety of services including transportation, meal preparation, shopping, respite care for families, paperwork assistance, social outings and translation services.</p> <p>Staff and the CAB recommend \$26,000 in CSBG funding.</p>
11	<p style="text-align: center;">Waking the Village (Tubman House) (Self-Sufficiency)</p> <p>Proposer requests \$49,873 to provide long-term transitional housing and aftercare services to 14 homeless parent families and pregnant women between 18 and 21 years of age and their children. Services include mentoring, child development classes, mental health services, educational attainment assistance, 24/7 staffing, employment assistance, life skills training, transportation and meals.</p> <p>Staff and the CAB recommend \$36,400 in CSBG funding.</p>
12	<p style="text-align: center;">Stanford Home for Children (Self-Sufficiency)</p> <p>Proposer requests \$99,183 to provide pre-employment services and employment assistance to 50 in-crisis youth ages 15 and above resulting in a minimum wage job for at least 90 days. The program uses the State of California Department of Rehabilitation vocational service model.</p> <p>Staff and the CAB recommend no funding for this proposal because the program's service delivery system, described in this proposal, is similar to the system funded under the Workforce Investment Act (WIA). With employment services available at the Sacramento Works Career Centers and limited CSBG dollars, staff does not recommend funding for employment and training activities through CSBG.</p>

Proposal Number	<u>Proposer Organization</u>
13	<p style="text-align: center;">WIND Youth Services (Safety-Net)</p> <p>Proposer requests \$28,250 to provide outreach, safe daytime refuge, meals, identification documents, crisis clothing, sleeping bags, hygiene supplies and crisis counseling to 500 homeless youth at WIND's day center.</p> <p>Staff and the CAB recommend \$22,600 in CSBG funding.</p>
14	<p style="text-align: center;">WIND Youth Services (Self-Sufficiency)</p> <p>Proposer requests \$38,722 to serve 120 homeless and runaway youth aged 11-18 with life skills development, educational programming, case management and transitional shelter at WIND's 16 bed shelter.</p> <p>Staff and the CAB recommend \$38,722 in CSBG funding.</p>
15	<p style="text-align: center;">Greater Sacramento Urban League (Safety-Net)</p> <p>Proposer requests \$43,913 to provide emergency transportation, eviction avoidance, food, utility services and motel assistance to 360 families. This is the only agency that provides direct CSBG services to the residents of the North Central and North Highlands target areas.</p> <p>Staff and the CAB recommend \$20,000 in CSBG funding.</p>
16	<p style="text-align: center;">Greater Sacramento Urban League (Self-Sufficiency)</p> <p>Proposer requests \$58,424 to serve 30 high-risk out-of-school youth with transportation, educational, life skills and soft skills services.</p> <p>Staff and the CAB recommend no funding for this proposal because the program's service delivery system, described in this proposal, is similar to the system funded under the Workforce Investment Act (WIA). With employment services available at the Sacramento Works Career Centers and limited CSBG dollars, staff does not recommend funding for employment and training activities through CSBG. (Staff and the CAB recommend funding for Greater Sacramento Urban League's Safety-Net proposal #15)</p>

Proposal Number	<u>Proposer Organization</u>
17	<p style="text-align: center;">Elk Grove Unified School District (Self-Sufficiency)</p> <p>Proposer requests \$32,000 to provide 30 foster youth in the Elk Grove Unified School District's Foster Youth Services Program who are within one year of emancipation and up to one year after emancipation with stable housing, education, employment, job retention, transportation, child care and counseling services to enable them to become self-sufficient.</p> <p>Staff and the CAB recommend \$14,250 in CSBG funding.</p>
18	<p style="text-align: center;">Bach Viet Association (Self-Sufficiency)</p> <p>Proposer requests \$38,566 to serve 72 Vietnamese and Slavic immigrant or refugee families with housing counseling services on such topics as tenant rights and responsibilities, rental housing search, foreclosure prevention, budgeting and credit and finding higher paying jobs. Clients needing affordable or subsidized housing will be referred to the Sacramento Housing and Redevelopment Agency (SHRA).</p> <p>Staff and the CAB recommend no funding for this proposal because the proposer did not adequately describe its experience with counseling clients on housing issues and proposes to utilize staff who are not currently specialists in this field.</p>
19	<p style="text-align: center;">Folsom Cordova Community Partnership (Safety-Net)</p> <p>Proposer requests \$39,903 to serve 4500 low-income and immigrant families in the Rancho Cordova area with a priority for seniors and women with children. Proposed services include motel assistance, food vouchers, diapers, transportation and utility services.</p> <p>Staff and the CAB recommend the following:</p> <ol style="list-style-type: none"> 1) that the SETA Governing Board approve Folsom Cordova Community Partnership to subcontract with Folsom Cordova Unified School District for fiscal management, and 2) approve \$21,500 in CSBG funding to expand the limited services available to low-income residents of Rancho Cordova.
20	<p style="text-align: center;">Galt Adult School of GJUHS (Self-Sufficiency)</p> <p>Proposer requests \$34,563 to serve 37 individuals in the Southern Sacramento County and River Delta regions with life skills training to educate parents in navigating services for employment, medical, transportation, education or social services.</p> <p>Staff and the CAB recommend no funding for this proposal because information and referrals as a stand-alone activity is not considered a priority service in the SETA Community Action Plan. The services proposed are already available at the Sacramento Works Career Center in Galt and at South County Services.</p>

Proposal Number	<u>Proposer Organization</u>
21	<p style="text-align: center;">Travelers Aid (Safety-Net)</p> <p>Proposer requests \$82,617 to serve 914 homeless and working poor families with minor children with motel vouchers, eviction avoidance, food, transportation and utility assistance. Travelers Aid is one of the few agencies that provide direct client services to the homeless and low-income families residing in Meadowview and South Sacramento communities.</p> <p>Staff and the CAB recommend \$69,000 in CSBG funding.</p>
22	<p>This Proposal Was Not Evaluated</p>
23	<p style="text-align: center;">La Familia Counseling Center, Inc. (Self-Sufficiency)</p> <p>Proposer requests \$96,914 to serve 68 youth aged 10-21 years, at risk of dropping out of school or with pre-gang or gang affiliation and their families by providing counseling, life skills, gang awareness and AOD workshops to increase academic, athletic and social skills. At least 8 former foster or incarcerated youth will be assisted in pursuing higher education by enrolling into college.</p> <p>Staff and the CAB recommend \$61,444 in CSBG funding.</p>
24	<p style="text-align: center;">My Sister's House (Self-Sufficiency)</p> <p>Proposer requests \$49,979 for its Sister's Achieving Self-Sufficiency (SASS) program that targets low-income female Asian and Pacific Islander survivors of domestic violence. Clients receive comprehensive services that include transitional shelter in the organization's 3 bedroom house, case management, referrals, translation, transportation and meals.</p> <p>Staff and the CAB recommend \$32,750 in CSBG funding with the stipulation that the \$12,000 budgeted for training stipends as an incentive or an award for program participants are not paid with CSBG funding.</p>

Proposal Number	<u>Proposer Organization</u>
25	<p style="text-align: center;">The Salvation Army (Safety-Net)</p> <p>Proposer requests \$81,155 to serve 563 families and individuals with eviction avoidance, motel vouchers, utility assistance, food and transportation assistance. Services will be available in up to six areas throughout the county with one location providing services in the evenings and on Saturdays. Services are available at multiple sites in the community through the CSBG funding of a mobile case worker. Sites served are Elk Grove, South Sacramento, Oak Park, downtown Sacramento, Rancho Cordova and Citrus Heights</p> <p>Staff and the CAB recommend \$67,000 in CSBG funding.</p>
26	<p style="text-align: center;">County of Sacramento Department of Health and Human Services (Self-Sufficiency)</p> <p>Proposer requests \$19,134 to serve 15 CSBG-eligible youth at risk of dropping out of school by providing a YouthWORKS after-school program at American Legion High School to increase academic achievement and reducing drug usage, gang involvement and early sexual activity. Services include tutoring, case management, life skills/AOD/tobacco education, recreation and transportation.</p> <p>Staff and the CAB recommend \$19,134 in CSBG funding.</p>
27	<p style="text-align: center;">Mental Health Association (MHA) (Self-Sufficiency)</p> <p>Proposer requests \$33,750 to provide weekly home visitation, assistance with errands, shopping, connecting seniors with other available community resources and telephone check-in services to 95 homebound seniors.</p> <p>Staff and the CAB recommend no funding for this proposal because of multiple administrative and programmatic issues that occurred during the year. MHA closed out its 2006 CSBG program year on 11/6/07 and was uninsured for a 6 week period from 12/06 – 2/07.</p>
28	<p style="text-align: center;">Legal Services of Northern California (Safety-Net)</p> <p>Proposer requests \$25,297 to serve 720 low-income and minority seniors and grandparent caregivers with linguistically appropriate over-the-phone legal information, advice, education, advocacy and mediation to prevent exploitation and abuse and to maintain maximum independence, health and social productivity.</p> <p>Staff and the CAB recommend \$20,000 in CSBG funding.</p>

Proposal Number	<u>Proposer Organization</u>
29	<p style="text-align: center;">Legal Services of Northern California (Self-Sufficiency)</p> <p>Proposer requests \$25,160 to serve 48 low-income, minority, isolated, and non-English speaking seniors and grandparent caregivers with full legal representation to preserve or obtain rights, maintaining health and independence, resolve conflicts and fight exploitation and abuse.</p> <p>Staff and the CAB recommend \$20,000 in CSBG funding.</p>
30	<p style="text-align: center;">Terra Nova Counseling (Self-Sufficiency)</p> <p>Proposer requests \$47,983 to collaborate with Sacramento Cottage Housing to offer family counseling to Serna Village residents leaving Serna Village for an independent residence. A portion of the grant will be used to train Serna Village staff to identify mental health issues and make referrals.</p> <p>Staff and the CAB recommend no funding for this proposal. Although there is no cap on administrative costs for CSBG, the proposed administrative costs for this program at approximately 50% are considered high. With limited CSBG funding available, direct client services are a priority.</p>
31	<p style="text-align: center;">Sacramento Area Emergency Housing Center (Self-Sufficiency)</p> <p>Proposes to provide emergency shelter and a series of life skills classes and supports to 180 families and 250 single women to break the immediate cycle of homelessness and locate, obtain and retain permanent housing. Request includes staffing costs for evening and weekend service provision, assistance in finding permanent housing and support services including transportation and food assistance.</p> <p>Staff and the CAB recommend \$59,650 in CSBG funding.</p>
32	<p style="text-align: center;">Sacramento Area Emergency Housing Center (Safety-Net)</p> <p>Proposer requests \$12,550 to provide one-time rental, deposit or utility assistance to 24 homeless and formerly homeless families when necessary to maintain or obtain permanent housing and preventing a return to homelessness.</p> <p>Staff and the CAB recommend \$12,550 in CSBG funding.</p>

Proposal Number	<u>Proposer Organization</u>
33	<p style="text-align: center;">W.E.A.V.E., Inc. (Self-Sufficiency)</p> <p>Proposer requests \$54,304 to provide counseling, pre-employment skills training and job development services to 40 victims of domestic violence through Crossroads Diversified Services at a Sacramento Works Career Center. Support services include transportation, utility assistance, eviction avoidance, household establishment assistance and child care subsidies.</p> <p>Staff and the CAB recommend no funding for this proposal because the program’s service delivery system, described in this proposal, is similar to the system funded under the Workforce Investment Act (WIA). With employment services available at the Sacramento Works Career Centers and limited CSBG dollars, staff does not recommend funding for employment and training activities through CSBG.</p>
34	<p style="text-align: center;">Visions Unlimited, Inc. (Seniors) (Self-Sufficiency)</p> <p>Proposer requests \$66,289 to provide periodic home visits (three times a month plus telephone check-in), and activities to 80 homebound seniors to enable them to move toward and maintain physical, psychological and social independence. Home visits include case management advocacy, delivery of USDA commodities, teaching independent living skills and intergenerational activities with youth.</p> <p>Staff and the CAB recommend \$55,000 in CSBG funding.</p>
35	<p style="text-align: center;">Visions Unlimited, Inc. (Youth) (Self-Sufficiency)</p> <p>Proposer requests \$58,478 to provide periodic field trips and weekly youth-led group meetings to 70 South Sacramento youth for the purpose of exposing youth to opportunities not otherwise available to them. Field trips include rock climbing, hiking, horseback riding, the Whole Earth Festival, the Monterey Bay Aquarium and Stinson Beach/Muir Woods.</p> <p>Staff and the CAB recommend no funding for this proposal. Visions’ Youth Diversion program has been funded by CSBG for over 20 years to provide individual, family and group counseling, educational and career enhancement services to youth at risk of suspension, dropping out of school, gang affiliation or drug use with very successful outcomes. It is not clear how this proposed recreational project is linked to Visions’ Youth Diversion project. Recreational services, as a stand-alone activity, are not an established priority of the SETA Community Action Plan.</p>

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: May Lee **DATE:** October 22, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Asian Resources, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 198,000	10/1/06-9/30/07	10/1/06-9/30/07
RESS	Elderly	\$ 5,500	10/1/06-9/30/07	10/1/06-9/30/07
RESS	Elderly-discr	\$ 10,260	10/1/06-9/30/07	10/1/06-9/30/07
TA	ES	\$ 123,383	10/1/06-9/30/07	10/1/06-9/30/07
TA	VESL/OJT	\$ 113,075	10/1/06-9/30/07	10/1/06-9/30/07
WIA	US	\$ 50,000	7/1/06-6/30/07	7/1/06-6/30/07
WIA	OSS -adult	\$ 150,000	7/1/06-6/30/07	7/1/06-6/30/07
WIA	OSS -DW	\$ 120,000	7/1/06-6/30/07	7/1/06-6/30/07
DHA	OJT	\$ 34,200	7/1/06-6/30/07	7/1/06-6/30/07
WIA	OJT	\$ 210,350	7/1/06-6/30/07	7/1/06-6/30/07
WIA	OOS-youth	\$ 120,085	7/1/06-6/30/07	7/1/06-6/30/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: September 5-7, 2007

	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	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Asian Resources, Inc.

Findings and General Observations:

The total costs as reported to SETA for RESS, TA, and WIA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Kathy Hamilton **DATE:** November 13, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	In-School Youth	\$ 97,265	7/1/06-06/30/07	7/1/06-6/30/07
WIA-Title I	Out-of-Sch. Youth	138,100	7/1/06-06/30/07	7/1/06-6/30/07
WIA-Title I	Universal Services	50,000	7/1/06-06/30/07	7/1/06-6/30/07
WIA-Title I	One-Stop Serv.-Adult	137,250	7/1/06-06/30/07	7/1/06-6/30/07
WIA-Title I	One-Stop Serv.-D. W.	85,000	7/1/06-06/30/07	7/1/06-6/30/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 9/25/07 & 10/5/07

	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	X			

Program Operator: Elk Grove Unified School District-Adult Education

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to June 30, 2007 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: Hal Steward **DATE:** October 22, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Grant JUHSD

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 288,000	10/1/06-9/30/07	10/1/06-9/30/07
RESS set aside	VESL/ES	\$ 21,116	10/1/06-9/30/07	10/1/06-9/30/07
RESS	VESL/VT	\$ 114,573	10/1/06-9/30/07	10/1/06-9/30/07
RESS set aside	VESL/VT	\$ 18,203	10/1/06-9/30/07	10/1/06-9/30/07
TA	ES	\$ 101,766	10/1/06-9/30/07	10/1/06-9/30/07
TA	VESL/OJT	\$ 186,150	10/1/06-9/30/07	10/1/06-9/30/07
WIA	OOS	\$ 153,500	7/1/06-6/30/07	7/1/06-6/30/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: September 17-21, 2007

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

Program Operator: Grant Joint Union High School District

Findings and General Observations:

The total costs as reported to SETA for RESS, TA, and WIA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

ITEM IV-B – 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 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Pending
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Pending
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	Pending
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	Pending
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	Pending
Official	10/24/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	1/1/2008	112	Pending
Official	11/1/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	12/31/2007	68	Pending
Official	11/13/2007	Levitz Furniture 4741 Watt Ave North Highlands, CA 95669	1/9/2008	53	Pending
			Total # of Affected Workers	592	

ITEM IV-C – INFORMATION
REVIEW OF ANNUAL AUDIT REPORT

BACKGROUND:

Gilbert and Associates recently completed the June 30, 2007 annual audit of the Sacramento Employment and Training Agency. This report is provided under separate cover. Mr. Rick Pryor will be available to answer questions regarding the audit.

ITEM IV-E - INFORMATION

PRESENTATION OF EFFECTIVE PARTNERSHIPS

BACKGROUND:

Mr. Roy Kim will be sharing a presentation recently made at the state-wide CalWorks conference regarding effective partnerships.

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.