



Sacramento
Employment and
Training
Agency

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

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

DATE: Thursday, January 11, 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.

A G E N D A

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

II. Consent Items

- A. Minutes of the December 7, 2006 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Continue the Services of SETA Job Search Consultant
- D. Sacramento County Annual Investment Policy of the Pooled Investment Fund – All Calendar Years

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Transition Grant Agreement between Casey Family Programs and the Sacramento Employment and Training Agency (Robin Purdy)

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>

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

2. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency (Legal Counsel)
3. Approval of Incident Reporting Policy and Procedure (Kathy Kossick)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Member to the Sacramento Works, Inc. Board (Kathy Kossick)

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Modify Delegate Agreement with Francis House (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Update on SMARTware Client Tracking and Case Management System (Melissa Noteboom)

- B. Fiscal Monitoring Reports (Rick Pryor)
 - Bach Viet Association, Inc.
 - Crossroads Diversified Services, Inc.
 - Opening Doors, Inc.
 - Sacramento Chinese Community Services Center
 - Sacramento City Unified School District

- C. Dislocated Worker Update (William Walker)

- D. Sole Source Contract with California Schools Management Group to Develop and Submit an E-Rate Application (Robin Purdy)

- E. Collaboration with Prison Industry Authority (PIA) and the Elk Grove Unified School District to Submit a Prisoner Re-Entry Initiative Grant (William Walker)

- F. Citrus Heights Career Center Newspaper Item (Robin Purdy)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: FRIDAY, JANUARY 5, 2007

ITEM II-A - CONSENT

MINUTES OF THE DECEMBER 7, 2006 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the December 7, 2006 SETA Governing Board meeting for your review.

RECOMMENDATION:

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

REGULAR MEETING OF THE SACRAMENTO EMPLOYMENT AND TRAINING
AGENCY GOVERNING BOARD
Minutes/Synopsis

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

Thursday, December 7, 2006
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:14 a.m.

Members Present:

Sophia Scherman, Chair, SETA Governing Board; Public Representative
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of
Sacramento

Robbie Waters, Councilmember, City of Sacramento

Illa Collin, Member, Board of Supervisors

Don Nottoli, Member, Board of Supervisors

II. **Consent Items**

There were no questions or corrections to the consent items:

- A. Minutes of the November 6, 2006 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Staff Recommendations for Workforce Skills Preparation
Vendor List

Moved/Waters, second/Pannell, to approve the consent items as follows:

- A. Approve the minutes of the November 6, 2006 special meeting.
- B. Approve claims and warrants for the period 10/31/06 – 11/30/06.
- C. Approve the recommendations for the Workforce Skills Preparation
Vendor List for 2006-2007 as outlined in the board packet.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Procurement of Worker's Compensation Insurance

Mr. Jim Toner distributed the proposal with terms and conditions for SETA's insurance renewal for 2007. There is a significant reduction in the costs for 2007 over 2006 as a result of staff working with the insurance claims staff and insurance reforms approved in 2004.

Moved/Nottoli, second/Pannell, to authorize the Executive Director to purchase insurance not to exceed \$900,000.

Voice vote: Unanimous approval.

➤ Presentation to Ms. Illa Collin

Ms. Kossick presented Ms. Collin with a gift to the Independent Living Program from the management team and a small gift. On behalf of the staff, Ms. Collin was thanked her for the services for the past 30 years. She has been a huge advocate for the programs run by the Agency. Children from the Sharon Neese Child Care Center sang "May You Always Have Sunshine" to Ms. Collin.

2. Approval of Revisions to the Job Specifications of Personnel Manager

Mr. Rod Nishi reviewed this item and the modifications to the existing job specification. The Agency is implementing a new payroll system and this new person will be supervising the personnel and the payroll staff. The activity of moving to a new payroll system has been very complex. This position will be responsible for personnel/human resources and payroll functions. There will be two managers assigned in the human resources department.

Moved/Collin, second/Nottoli, to approve the modifications to the job specification of Personnel Manager. The job specification is retitled Human Resources Manager.

Voice vote: Unanimous approval.

3. Approval of Use of Fund Balance

Ms. Kossick stated that this funding is required for her to attend Capitol to Capitol.

Moved/Pannell, second/Nottoli, to approve the use of approximately \$3,500 in agency fund balance to cover travel and attendance costs for the Executive Director to participate in the 2007 Capitol to Capitol trip in April, 2007.

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

4. Approval to Establish a New Agency Imprest Account

Mr. Rick Pryor reviewed this item which requests the establishment of a new imprest account to take care of special needs payroll issues. The amount of the account will be \$15,000 at Bank of America. The fund is replenished by the County.

Moved/Nottoli, second/Collin, to approve the establishment of an imprest account in the amount of \$15,000 to create checks needed outside of the payroll system.

Voice vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence Approval to Fund the Galt High School District for the Workforce Investment Act, Title I, Youth Program, for Program Year 2006-2007

Ms. Christine Welsch reviewed this item. In 2006, the Youth Council approved youth funding. SCOE was funded to provide services to Galt but returned the funds to SETA. An RFQ was sent to a number of sources and one proposal was received from Galt High School District. Because there was only one bid, a sole source finding was made.

Mr. Thatch stated that the Board finds that, after solicitation of a number of sources, competition has been deemed inadequate and that, consistent with SETA's Procurement Policies and Federal Regulations, non-competitive procurement is appropriate. Based upon such findings, the Board concurs with the recommendation of Sacramento Works, Inc. to fund the Galt High School District for \$75,000 for the WIA, Title I, Youth Program, FY 2006-2007, to provide services to the Galt area.

Moved/Nottoli, second/Pannell, to make the sole source finding as read into the record and concur with the recommendation to fund Galt High School District for \$75,000 for the WIA, Title I, Youth Program, FY 2006-2007.

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

Ms. Welsch spoke of attending a kickoff program for a group that will work to stop youth violence. Partners include the Employment Development Department, City of Sacramento Parks and Recreation, and a number of local congregations. Young people will be recruited for a boot camp to prepare them to go to work.

2. Appointment of Member to the Sacramento Works, Inc. Board

Ms. Kossick reviewed this item that requests approval to fill a slot on the WIB. Ms. Gloria Parker, Area 4 Agency on Aging, submitted an application to fill a mandated partner slot for older American Workers.

Moved/Collin, second/waters, to appoint Ms. Gloria Parker to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of Authorization of Signature for the California State Department of Social Services, Community Care Licensing Division

This item authorizes Denise Lee to sign licensing documents on behalf of the Agency.

Moved/Collin, second/Nottoli, to grant authorization to Denise Lee to sign Community Care Licensing forms for submission to the California State Department of Social Services, Community Care Licensing Division.
Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Termination of Delegate Agency Agreement with Meadowview Community Action, Inc. and Allocate Unspent Balance to Travelers Aid

Ms. Cindy Sherwood-Green reviewed this item. This item was reviewed and approved by the Community Action Board at their November 8 meeting.

Moved/Pannell, second/Waters, to approve the termination MCA's delegate agreement, and augment Travelers Aid's delegate agreement by \$22,581.

Mr. Nottoli inquired if staff was confident the \$10,000 already spent was spent appropriately. Ms. Sherwood-Green stated that SETA monitors are still working with MCA to locate the appropriate documentation.

Mr. Waters asked how documentation is investigated and if the documentation is not found, what happens? Ms. Kossick replied that SETA has program and fiscal monitors that go out to attempt to validate the expenditure of funds. Staff is continuing the effort to validate the expenditures. Mr. Waters suggested modifying the process by which programs are paid their funds only after documentation is provided. Ms. Kossick explained the situation regarding setting of appointments and MCA not showing up. A report on this issue will be provided in January.

Voice Vote: Unanimous approval.

2. Approval of Community Services Block Grant Contract Extensions for Fiscal Year 2007 and Funding Augmentation for Travelers Aid

Ms. Cindy Sherwood-Green reported that all of the operators have been evaluated and are performing satisfactorily. Many program operators have exceeded their contracted goals. Ms. Sherwood-Green reviewed the services provided through Travelers Aid. This funding augmentation is recommended because no other operator is funded to provide safety net services.

Community Action Board Chair Ms. Elizabeth Mitchell was introduced.

Moved/Collin, second/Pannell, to approve the following staff recommendations:

1. Extend all CSBG subcontracts for an additional one year term
2. Maintain Daren Maeda as a SETA consultant for an additional year; and
3. Augment Travelers Aid for an additional \$32,000 for the 2007 program year.

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

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Dislocated Worker Update: Mr. William Walker reviewed this item. The San Jose Mercury News modified the number of staff to be laid off.

Last year, SETA submitted an application requesting \$235,000 in rapid response funds to work with small businesses. SETA was recently notified of the award totaling \$222,000.

V. Reports to the Board

A. Chair: Ms. Scherman congratulated Mr. Nottoli and Mr. Waters on their re-elections. January 11 will be the date of the next Governing Board meeting.

B. Executive Director: Ms. Kossick acknowledged Mr. Nottoli's birthday on Monday. She also thanked the board for another great year.

C. Counsel: Mr. Thatch reported that Ms. Collin was elected in 1978, the year SETA was established. The first Governing Board members were Ted Sheedy and Sandy Smoley. Then Ms. Collin and Mr. Toby Johnson were then elected to the SETA Governing Board.

D. Members of the Board: All board members spoke of their appreciation for Ms. Collin and their fond memories of her.

Ms. Christine Welsch thanked Ms. Collin for the support over the years; she was one of the first champions on the non-traditional work for women programs.

Ms. Collin expressed her appreciation for the board members and staff at SETA and stated that she will continue to be involved in the programs.

E. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:57 a.m. in honor of Ms. Collin.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 11/30/06 through 1/4/07, and all expenses appear to be appropriate.

ITEM II-C - CONSENT

APPROVAL TO CONTINUE THE SERVICES OF SETA JOB SEARCH CONSULTANT

BACKGROUND:

Since the inception of the Sacramento Works One Stop Career Center System, SETA has identified periodic needs for part-time staff to provide core and intensive services on-site at Sacramento Works Career Centers. Because the need was for less than 32 hours per week, SETA utilizes the Job Search Consultant classification to fill these positions.

SETA's policy on hiring consultants limits the authority of the Executive Director to approving projects that will cost up to \$10,000. Staff is requesting approval to increase the limit for one consultant, Lorraine Canaday, currently assigned to the Sacramento Works One Stop Career Centers at Greater Sacramento Urban League and Hillsdale. Funding for this consultant comes from CalWORKS and Workforce Investment Act funds.

RECOMMENDATION:

Approve continuation of job search consulting services of Lorraine Canaday at the SWCC Greater Sacramento Urban League and Hillsdale, at a rate of \$17.00 per hour, not to exceed \$30,000.

ITEM II-D -CONSENT

SACRAMENTO COUNTY ANNUAL INVESTMENT POLICY OF THE POOLED INVESTMENT FUND – ALL CALENDAR YEARS

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2007 Sacramento County Annual Investment Policies are attached.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. The Governing Board of SETA could resolve to automatically accept each annual County Investment Policy as approved or modified by the Sacramento County Board of Supervisors. Thus the only time this item would come to this Board's attention is if there was something in the Investment Policy that the Executive Director disagreed with or had questions about.

RECOMMENDATION:

Receive, adopt, and file these Investment Policies for the Pooled Investment Fund for the calendar year 2007 and resolve to automatically adopt each year's Investment Policy as approved and as modified by the County Board of Supervisors.

ITEM III-A – 1 - ACTION

APPROVAL OF TRANSITION GRANT AGREEMENT BETWEEN CASEY FAMILY PROGRAMS AND SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

On December 1, 2000, SETA entered into a grant agreement with the Casey Family Programs to provide transition services to current and former foster youth. This very successful collaboration between SETA, Casey Family Programs, the County Department of Human Assistance and the County Department of Health and Human Services served over 1,000 transitioning foster youth in the last six years.

The Casey Family Programs have approved an amendment extending the term of the grant from January 1, 2007 through December 31, 2007. The amount of the extension is \$200,000.

In addition to assisting youth to transition from foster care to self-sufficiency, the assistance provided by the Casey Family Programs leverages other funds in the community to build and change the systems to improve services for foster youth.

The grant agreement is being sent under separate cover.

RECOMMENDATION:

Authorize the Executive Director to execute the grant agreement between Casey Family Programs and SETA and any subsequent modifications.

ITEM III-A – 2 - ACTION

APPROVAL TO REVISE APPENDIX A OF THE CONFLICT OF INTEREST CODE FOR
THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to amend its Conflict of Interest Code to add new classifications when it is determined that Form 700's should be filed. In addition, Legal Counsel and staff periodically review and revise SETA's list of employee classifications required to file Form 700's. The last revision was done December 16, 2004.

Appendix A has been revised to add new staff positions deemed necessary to report and to delete obsolete classifications.

New classifications are shown on the attachment as well as deletions.

If your Board approves the revised Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct staff to forward it to the Sacramento County Board of Supervisors for ratification.

APPENDIX A

The following persons are designated employees of SETA:

Members of the SETA Governing Board
Members of the Workforce Investment Board
(WIB) and Youth Council
Members of the Head Start Policy Council
(PC)
Members of the Head Start Parent Advisory
Committee (PAC)
Members of the Community Action Board
(CAB)
WIB Legal Counsel
SETA Legal Counsel
Clerk of the Boards
Executive Director
Fiscal Department Chief
Administration Department Chief
Information Systems Department Chief
Personnel Manager
Senior Personnel Analyst**
~~Senior Personnel Clerk~~
Public Information Officer
Accountant II**
Accountant III
Accounting Technician
Accounting Systems Analyst
Community Services Coordinator
Community Services Specialist
Data Base Developer
Deputy Director
Dislocated Worker Specialist
~~Economic Development Manager~~
Eligibility Supervisor
Employment and Training Analyst II
Employment and Training Analyst III
Employment and Training Analyst
Supervisor
Employment Services Specialist
Employment Services Supervisor
Facilities Specialist Supervisor
Human Resources Manager
Information Technology Analyst I
Information Technology Analyst II
Labor Market Information Project Supervisor
Management Information Analyst II
Management Information Analyst III
Management Information Analyst Supervisor
Marketing Specialist II

Marketing Specialist III
MIA Supervisor
Neighborhood Services Coordinator
Network Engineer
~~Planning Manager~~
Program Coordinator
Program Officer
Purchasing Analyst
Refugee Services Supervisor
Staff Support Officer
Youth Services Specialist
Youth Services Supervisor
~~Head Start Child Care Site Director~~
Head Start Coordinator (Health)
Head Start Coordinator (Nutrition)
Head Start Coordinator (Education)
Head Start Coordinator (Special Education)
Head Start Courier/Maintenance Specialist
Head Start Courier/Maintenance
Head Start Education/Special Education
Specialist**
Head Start Education Specialist**
Head Start Employment and Training
Coordinator**
Head Start Facilities Analyst
Head Start Facilities Specialist
Head Start Family Service Specialist**
Head Start Food Service Manager
Head Start Head Cook
Head Start Manager
Head Start Nutrition Specialist**
Head Start Office Manager
Head Start Parent Involvement/Social
Services Specialist**
Head Start Social Worker**
Head Start Special Project/Training
Coordinator
Head Start Training/Staff Development
Supervisor
Head Start Grants Specialist
Site Supervisor
** Includes both supervisory AND non-
supervisory staff

LAST REVISED: 12/16/04

ITEM III-A- 3 - ACTION

APPROVAL OF INCIDENT REPORTING POLICY AND PROCEDURE

BACKGROUND:

Upon completion of the June 30, 2006 annual audit, SETA's audit firm of Gilbert Associates, Inc. provided a management letter. One of the comments in the letter was to consider establishing and communicating a formal fraud policy. In addition, under the federal Workforce Investment Act, the agency needs an Incident Reporting Policy.

The draft policy, sent under separate cover, is a policy that will require incident reporting for all allegations of fraud and abuse, with copies of any Workforce Investment Act claims to be submitted to the State and the Department of Labor. This policy was developed by and reviewed with legal counsel.

RECOMMENDATION:

Review and approve the Incident Reporting Policy and Procedure.

ITEM III-B – 1 – ACTION

APPOINTMENT OF MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 39-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent many Federal one-stop partners, including the Job Corps.

Mr. Alan Roberts, Center Director for the Sacramento Job Corps Center, has submitted an application for a required partner seat. Staff has been recruiting for this seat since the former center director resigned in January, 2006.

The application for this nominee is being sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Alan Roberts to the Sacramento Works, Inc. Board of Directors.

ITEM III-D – 1 - ACTION

APPROVAL TO MODIFY DELEGATE AGREEMENT WITH FRANCIS HOUSE

BACKGROUND

On December 7, 2006, the SETA Governing Board approved a contract extension with Francis House of Sacramento (agreement number 06C167SN (E)) for an additional year. Francis House received \$40,000 in Community Services Block Grant (CSBG) funds to operate a Safety Net program. Under Exhibit 6 of the agreement, it states that the insurance requirements for the Sacramento Employment and Training Agency are applicable to all subgrantees, contractors and delegate agencies doing business with SETA and SETA's insurance requirements are outlined in detail.

In a letter dated September 11, 2006, SETA notified Francis House of Sacramento that the loss payee endorsement for their Fidelity/Depositor's Forgery insurance coverage and the cancellation endorsement for their Workers' Compensation insurance coverage needed to be submitted. On November 30, a corrective action letter was sent to Francis House of Sacramento requesting again that they submit these endorsements. During a review of the insurance file for Francis House, it was found that Francis House changed their insurance company shortly after meeting SETA's insurance requirements as part of the procurement process for the Community Services Block Grant program. The change in companies was unknown to SETA until September, 2006, when staff requested the annual renewal information. The new insurance carrier is not able to issue the loss payee endorsement naming SETA as a loss payee because the carrier will only cover and pay Francis House for losses.

Staff has consulted with Jim Toner, SETA's Insurance Broker, and Mr. Toner has advised that SETA's requirement is not at all unusual and the loss payee endorsement is available from at least four markets which specialize in fidelity insurance placements for non-profits. Staff communicated this information to Mr. Bunker who responded that changing insurance carriers would result in a financial hardship for Francis House by increasing the cost of coverage by about \$1,000 (Francis House is currently covered through a Church Mutual Insurance).

Staff is seeking approval to modify the delegate agreement between SETA and Francis House by moving \$1,000 from the direct service line item in the budget to the insurance line item. Staff is requesting the modification to provide the funds for the required insurance coverage. If approved, approximately 11 fewer families will be served this year.

RECOMMENDATION:

Approve the request to modify the Delegate Agreement between Francis House and SETA by moving \$1,000 from direct services to insurance line items in the budget, which will result in a decrease of services to approximately 11 families.

ITEM IV-A - INFORMATION

UPDATE ON SMARTWARE CLIENT TRACKING AND CASE MANAGEMENT SYSTEM

BACKGROUND:

The SMARTware Client Tracking and Case Management System were purchased by SETA in 2003 through a partnership with the Capital Area Investment Zone. Currently the system is being used by nine Local Workforce Investment Areas including Yolo County, Golden Sierra Job Training, Riverside County, Napa County, and East Bay Works, a consortium of the Counties of Alameda and Contra Costa and the Cities of Oakland and Richmond. A major feature of this system is the Bar Code scanning which effectively tracks customers' use of the career centers, the services they use and allows staff to develop a wide range of demographic and service reports.

In February of 2006, the Department of Labor began requiring States to report a quarterly count of clients visiting the One-Stops and receiving universally available services (Core Services) funded by the Workforce Investment Act (WIA). In June of 2006, the State of California implemented this requirement and requested reports from Local Workforce Investment Areas for the previous program year. This new requirement has generated a great deal of interest in the SMARTware System from Local Areas that do not currently have a bar code system. To comply with this new requirement, many Local Areas have resorted to using a manual count of these services, a monumentally time-consuming task. Both Mendocino and North Central Counties have voiced interest in SMARTware and have been provided demonstrations. Both Local Areas have been given rights into the system to allow their staff to "play" with it. Both Local Areas are very interested in the system and have been given quotes for the cost of licensing, hosting of servers, planning and developing the system and training staff. SMARTware staff will be spending an additional four days with Mendocino County working with a focus group to design and customize the system.

In July, the State of California Employment Development Department released a Request for Information (RFI) for Off-The-Shelf One-Stop Career Center Technology Solutions. SMARTware staff completed the RFI which asked for detailed specifications about existing (off the shelf) One Stop Technology Systems. Staff has learned that there were a total of five respondents and that all (including SMARTware) are currently being reviewed. Although staff has not been advised as to when any decision will be made, we will keep the Board apprised of any inquiries made by the State.

ITEM IV-B - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Mr. Chuong Tran **DATE:** December 12, 2006
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Bach Viet Association, Inc.

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

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 11/16/06 & 11/17/06

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

Program Operator: Bach Viet Association, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2005 to September 30, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) Three payroll checks amounting to \$2,500.00 each were issued on 7/13/06 for one staff covering salaries for July, August and September, 2006 thus paying the staff two and one-half months in advance.

Federal funds cannot be spent in advance of the benefits provided to the Federal program pursuant to Attachment A, OMB Circular A-122 (Cost Principles for Non-Profit Organizations) Section A.4.a which states, " A cost is allocable to a particular cost objective, such as a grant, contract, project, service, or other activity, in accordance with the relative benefits received."

Our monitoring showed that the staff worked in July, August, and September, 2006 as evidenced by timesheets signed by the Staff and the Director and therefore, the costs incurred in July, 2006 as advance payments were allocable and allowable to the Refugee programs on September 30, 2006. However, we strongly advise you not to repeat this as this is not an allowable utilization of Federal funds.

- 3) The other findings noted during our monitoring were corrected and are now considered closed.

Recommendations for Corrective Action :

- 1) Submit a written disbursement control procedure that will ensure that the finding noted above will not recur, not later than 45 days from receipt of this letter.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Bill Walters **DATE:** November 22, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Younger Youth	\$ 33,000	7/1/05-06/30/06	7/1/05-6/30/06
WIA-Title I	Older Youth	30,000	7/1/05-06/30/06	7/1/05-6/30/06
WIA	Advanced Navigator Training Pilot Project	34,100	7/1/05-06/30/06	7/1/05-6/30/06

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

Date of review: 11/15/06

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

Program Operator: Crossroads Diversified Services , Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2005 to June 30, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Maurine Huang **DATE:** November 13, 2006

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
RESS	SA/CO	\$ 40,702	10/1/05-09/30/06	10/1/05-9/30/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: 10/23/06

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

Program Operator: Opening Doors, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2005 to September 30, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no major findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** December 18, 2006
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 51,000	7/1/05-06/30/06	7/1/05-6/30/06
WIA	OY-IS	\$ 43,282	7/1/05-10/31/05	7/1/05-10/31/05
WIA	OY-UYS	\$ 48,500	7/1/05-6/30/06	7/1/05-6/30/06
WIA	YCP	\$ 28,343	7/1/05-9/30/05	7/1/05-9/30/05
WIA	OJT	\$ 180,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	DHA-OJT	\$ 29,453	7/1/05-6/30/06	7/1/05-6/30/06
WIA	DHA-YCP	\$ 305,454	10/1/05-8/31/06	10/1/05-8/31/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: Nov 17-22, 2006

	AREAS EXAMINED	SATISFACTORY		COMMENTS/RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X		X	
2	Internal Control	X		X	
3	Bank Reconciliation	X			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	X			
8	OJT Contracts/Files/Payment	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: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2005 to June 30, 2006 have been traced to the delegate agency records. The records were verified and appear to be in order and there are no adjustments required.
- 2) General Observation – although your internal controls are well established and adhered to, I see a need to get them in written form. SCCSC is about to undergo a site location change and expansion in 2007. This expansion could create new duties and functions for existing staff as well as the possibility of new positions. Having procedures in written form will assist with the direction of paper flow and allow for better management of your contracts and fiscal concerns.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento City Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board
Policy Council

ITEM IV-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 December 20, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Receive Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	3/27/06	Defense Commissary Agency (DeCA) 3401 Acacia St., Suite 115 McClellan, CA 95652-1002	9/30/06	50	7/17/06
Official	5/10/06	Northstar Plumbing and Construction 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Employer Did not use Services
Official	5/10/06	Sun Microsystems, Inc. 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	7/09/06	1	Mailed
Official	5/15/06	AmerisourceBergen Corporation 1281 National Drive Sacramento, CA 95834	7/15/06	87	7/26/06
Official	5/18/06	E*Trade Financial 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	8/22/06
Official	06/06/06	Albertsons #7248 2211 F Street Sacramento, CA 95816	8/06-8/19/06	25	7/21/06
Official	06/06/06	Albertsons #7206 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	7/21/06
Official	06/06/06	Albertsons #7213 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-8/19/06	47	7/21/06
Official	06/15/06	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Employer chose Outplacement Service
Official	06/30/06	Crystal Cream & Butter Company, Inc. 1013 D Street Sacramento, CA 95815	8/31/2006	50	Resolved Closure Issue
Official	07/28/06	Northrop Grumman USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Awarded Contract Layoff Rescinded
Official	08/03/06	Intel Corporation 1515 Route Ten Parsippany, NJ 07054	7/28/06	77	Employer chose Outplacement Services
Official	08/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	10/02/06	2	Mailed
Official	08/08/06	D.R. Horton, Inc. 11919 Foundation Place, Suite 200 Gold River, CA 95670	10/03/06	17	Material Delivered
Unofficial	09/01/06	NorthWest Airlines 6970 Airport Blvd. Sacramento, CA 95837	10/31/06	28	9/07/06
Official	09/08/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	09/19/06 through 06/01/07	61	Employer chose Outplacement Service
Unofficial	9/15/06	Copeland's Sports 545 Downtown Plaza Sacramento, CA 95814	11/24/06 Approx.	20	Materials Delivered To Worksite
Unofficial	9/15/06	Copeland's Sports 6404 Fair Oaks Blvd. Carmichael, CA 95608	11/24/06	20	Material Delivered To Worksite
Official	9/27/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed

Official	9/28/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/26/06 through 10/01/07	159	Employer chose Outplacement Service
Unofficial	10/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/09/06	Tower Records/Video/Books 2500 16 th Street Sacramento, CA 95818	1/10/07	15	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 2514 Watt Ave Sacramento, CA 95821	1/10/07	15	Pending
Unofficial	10/09/06	Tower Records/Video/Books 7830 Macy Plaza Drive, Citrus Heights, CA 95610	1/10/07	15	Pending
Official	10/13/06	Sun Microsystems 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	10/18/06	Barbara's Bakery 3750 Pell Circle Sacramento, CA 95838	9/25/06 through 11/17/06	80	Pending
Official	10/19/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 10/01/07	146	Employer chose Outplacement Service
Official	10/27/06	San Jose Mercury News Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	# undetermined at this time	Pending
Official	10/27/06	Washington Mutual 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Pending
Unofficial	11/15/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Pending
Unofficial	11/29/06	Frontier Fence Company 6837 Power Inn Road Sacramento, CA 95828	12/01/06	20	Material Delivered
Unofficial	12/11/06	Hunter Douglas – Bytheway Manufacturing Inc. 2750 Redding Ave. Sacramento, CA 95826	12/22/06	22	12/19/06
Official	12/11/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	12/13/06	A. J. Wright Company Anchor Plaza 3311 Northgate Blvd. Sacramento, CA 95834	2/02/07	40	Pending
Unofficial	12/13/06	A. J. Wright Company Valley Mack Plaza 6300 Mack Road Sacramento, CA 95823	2/02/07	40	Pending
Unofficial	12/13/06	A. J. Wright Company Watt Towne Center 3615 Elkhorn Blvd. North Highlands, CA 95660	2/02/07	40	Pending
	12/19/06	Angelica Textile Services, Inc. 8360 Belvedere Ave. Sacramento, CA 95826	201/2007 thru May 1, 2007	54	Pending
			Total # of Affected Workers	1848	

ITEM IV-D - INFORMATION

SOLE SOURCE CONTRACT WITH CALIFORNIA SCHOOLS MANAGEMENT GROUP TO DEVELOP AND SUBMIT AN E-RATE APPLICATION

BACKGROUND:

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission, the agency of the U.S. Government that is charged with overseeing all telecommunication carriers that provide service internationally and between states, 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 10 years the eligible entities for E-Rate have included schools, school districts and libraries. This year Head Start programs were added to the list of eligible applicants.

SETA was contacted about the E-Rate program in October, 2006 and has been researching the application process since then. In order to be considered for funding, SETA completed a Technology Plan and filed a Service Request to publicly notice our intent to put our services out for bid. To complete the application process for the E-Rate program, SETA must

1. Develop a Technology Plan
2. Open a competitive Bidding Process
3. Select a service provider
4. Calculate the Discount Level
5. Determine Eligible Services
6. Submit Application for Program Support
7. Undergo Application Review

The benefits of SETA applying for the E-Rate program is that, if qualified, the SETA Children and Families Services Department will receive a discounts of up to 90% on all telecommunications (voice and data) and hardware and software purchases made next fiscal year. The creation of a Technology Plan will benefit the entire agency by providing a strategic plan for improving and developing our infrastructure.

Staff was informed about the E-Rate program by telecommunication providers and by the Administration for Children and Families in the U.S. Department of Health and Human Services. Staff contacted the Sacramento County Office of Education (SCOE), the Educational Service Agency for Sacramento County, and requested assistance in learning more about the application process. SCOE provided names of consultants

who were experienced with E-Rate and information on the application process. SCOE highly recommended that SETA select a consultant to assist in the application process.

Staff contacted three consultants (Rachel Starkey, Jim Galloway, Mahesh Shah). One consultant declined to bid due to the short timeframe, one did not have the desired experience with E-Rate, and one consultant provided a bid for \$25,000 for the 18 month period beginning January 2007 and ending June 2008. The proposal from California Schools Management Group will:

1. Provide aid to SETA related to all telecommunications and internal connections applications of the Federal Communications Commission E-Rate filings with the schools and library division ("SLD") for filing year 2007-2008, also known as year ten (10).
2. Assess technology and telecommunications needs.
3. Assist SETA with the filing of all required FCC forms for services SETA has requested including but not limited to Form 470, 471, and 486.
4. Act as SETA's main point of contact with the Schools Library Division.
5. Assist SETA with the filing of any service changes or SPIN changes for the District.
6. Advise SETA on any appeals.
7. Provide SETA with copies of all filed forms.

Staff has met with Rachel Starkey, Manager, E-Rate Services, California Schools Management Group to better understand the E-Rate program and to evaluate the bid. Due to the complexity of the program and requirements to document expenditures and retain financial records for audit purposes, the Executive Director authorized staff to enter into a sole-source contract with California Schools Management Group to guide us through the application process and see the Agency through the reporting and auditing requirements. The sole source contract was approved after solicitation of three (3) consultants who were recommended as knowledgeable about the E-Rate process.

ITEM IV- E - INFORMATION

COLLABORATION WITH PRISON INDUSTRY AUTHORITY (PIA) AND THE ELK GROVE UNIFIED SCHOOL DISTRICT TO SUBMIT A PRISONER RE-ENTRY INITIATIVE GRANT

BACKGROUND:

In May 2004, the Governing Board approved an agreement between the County Department of Human Assistance (DHA) and the Sacramento Employment and Training Agency (SETA) to continue to provide One-Stop Services to CalWORKs customers. In June 2004, DHA requested that SETA utilize a portion of the funding to provide Job Club/Job Search targeting Limited-English Proficient (LEP) individuals and Ex-Offenders.

SETA staff identified several career centers in the Sacramento Works Career Center (SWCC) system that serves a high number of LEP and ex-offenders. The SWCC-South County Career Center, operated by the Elk Grove Unified School District, was identified as one of the key centers that provide specialized services to ex-offenders. The Elk Grove Adult and Community Education, in cooperation with Sacramento County Sheriff's Department, have provided services at the Rio Cosumnes Correctional Center (RCCC) for 30 years.

Over the past few years, the Hire Hope Project has experienced considerable success since the project was implemented. Both SETA/SWCC staff along with Elk Grove Adult and Community Education collectively provide a unique perspective in offering services at RCCC that creates an energy that links the student from incarceration to the SETA/SWCC. It has been this presence that caused the California State Prison Industry Authority to request a meeting with SETA and the Elk Grove Adult and Community Education to discuss the Project successes and to determine interest in jointly applying for funds from the U.S. Department of Justice designed to reduce recidivism by helping returning offender find work.

SETA has been collaborating with the Prison Industry Authority and Elk Grove Unified School District in the development of a Prisoner Re-Entry Initiative Grant that will be submitted on January 11, 2007. The Department of Justice is expected to award up to 20 grants of \$450,000 depending on the availability of funds. The Prisoner Re-Entry is designed to reduce recidivism by providing pre-release assessment, programming and services, transition planning, and post release supervision and coordination of services for offenders returning to communities.

ITEM IV-F – INFORMATION

CITRUS HEIGHTS CAREER CENTER NEWSPAPER ITEM

BACKGROUND:

Attached is a copy of an article included in the American River Messenger regarding the Citrus Heights Career Center.

Staff will be available to answer questions.

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.