



**REGULAR 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

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

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

DATE: Thursday, June 7, 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

- Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project Summary: Holly Nicola, IRS and Esperanza Lindsey, SETA

II. Consent Items

- A. Minutes of the April 27, 2007 and May 3, 2007 Board Meetings
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2007-08 (Rick Pryor)
- 2. **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 (Rod Nishi)

3. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional (Rod Nishi)
4. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification (Rod Nishi)
5. Approval to Submit a Proposal for California Department of Transportation Funds for the Sacramento Regional Highway Construction Training Initiative (Christine Welsch)
6. Approval of Out-of-State Travel for the Head Start Clinical Social Worker to Attend the Play Therapy Training Institute in East Windsor, New Jersey (Denise Lee)

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve Funding Extension Recommendations for the Workforce Investment Act, Title I Youth Program for Program Year 2007-2008 (Christine Welsch)
2. Approval to Extend Workforce Investment Act Adult/Dislocated Worker Subgrant Agreements (Roy Kim)

C. HEAD START

1. Approval of seta Head Start/Early Head Start Cost-of-Living Adjustment Application (Maureen Dermott)
2. Approval of Head Start Budget Modification for 2006-2007 (Maureen Dermott)
3. Approval of Procurement for Resurfacing of Building Exterior for Northview Early Learning Center (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Community Action Board Member (Cindy Sherwood-Green)
2. Approval of CSBG Community Action Plan (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
- Elk Grove Unified School District
 - Greater Sacramento Urban League
 - Hmong Women's Heritage Association
 - La Familia Counseling Center
 - Sacramento City Unified School District

- Sacramento Lao Family
- San Juan Unified School District
- Slavic Assistance Center

- B. Dislocated Worker Update (William Walker)
- C. Update on Summer Youth Job Fairs (William Walker)
- D. Agency Awards and Staff Recognition (Robin Purdy)
- E. Sacramento Employment and Training Agency Regional Nurse Support Project Update (Cindy Sherwood-Green)

V. Reports to the Board

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

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8:

Property Address: 925 Del Paso Blvd., Sacramento, CA

Negotiating Party: McCuen Acoma Street Investors

Under Negotiation: Price, terms and lease conditions

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: FRIDAY, JUNE 1, 2007

ITEM I – PRESENTATION

VOLUNTEER INCOME TAX ASSISTANCE (VITA)/EARNED INCOME TAX CREDIT
(EITC) PROJECT SUMMARY

BACKGROUND:

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

For tax year 2006, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continues to participate in the VITA Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

To date, the SWCCs have reported the following activity:

SITE	NUMBER OF RETURNS FILED	EITC	NET REFUND
Del Paso	75	\$ 39,102	\$ 93,154
Franklin	85	50,071	92,921
Hillsdale	70	33,010	70,667
Rancho Cordova	93	58,809	121,729
Asian Resources	249	170,000	359,324
Mark Sanders	39	7,300	38,162
D.H.A.	2,292	2,195,896	3,804,295
TOTAL	2,903	\$ 2,554,188	\$ 4,580,252

ITEM II-A - CONSENT

MINUTES OF THE APRIL 27, 2007 SPECIAL AND MAY 3, 2007 REGULAR BOARD MEETINGS

BACKGROUND:

Attached are the minutes of the April 27, 2007 special and May 3, 2007 regular Governing Board meetings for your review.

RECOMMENDATION:

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

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

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

Friday April 27, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:18 a.m.

Members Present:

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

Members Absent:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors

- II. **Consent Item:** None.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA:** None.

- B. **WORKFORCE INVESTMENT ACT:** None.

C. **HEAD START**

1. Approval of Fiscal Year 2007-2008 Head Start/Early Head Start Grant Application

Ms. Maureen Dermott reviewed the grant application for fiscal year 2007-2008. Although this program serves over 5,000 families, it represents only 30% of the families eligible for the services. The community needs assessment is included in the grant application. Ms. Dermott reviewed changes in goals and objectives, focusing on English language classes.

Mr. Rick Pryor reported that the budget has not increased since last year. The total budget is \$38,801,198 for Head Start and \$4,656,217 for Early Head Start. Mr. Pryor reviewed the delegate agency budget. The total budget is \$55,403,566 to be submitted to the Administration for Children and Families.

Program changes will be made to provide infant toddler services at Grizzly Hollow. Infant/Toddler slots will be reduced by four at the Broadway and Sharon Neese Centers. Therapeutic classrooms will be expanded to serve additional children.

Speakers before the Board:

Donald Clark, Chair, Parent Advisory Committee

Ronald Montez, Chair, Policy Council

Moved/Waters, second/Nottoli, to approve the Head Start/Early Head Start Budget for Fiscal Year 2007-2008.

Voice Vote: Unanimous approval.

2. Approval of Fiscal Year 2007-2008 Head Start/Early Head Start Training/ Technical Assistance Grant Application

Ms. Dermott reported that the Policy Council and Parent Advisory Committee were very involved in the grant application process.

Mr. Nottoli expressed his appreciation for the staff and the PC and PAC's input on the grant applications. Ms. Dermott stated that she will be personally driving the grant application to San Francisco.

Speaker before the Board:

Donald Clark, Chair, Parent Advisory Committee

Moved/Nottoli, second/Waters, to approve the Head Start/Early Head Start Fiscal 2007-2008 Training/Technical Assistance Grant Application.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: None.

E. REFUGEE PROGRAMS: None.

IV. Information Items: None.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick thanked the board for allowing her to attend Capitol to Capitol. There were a lot of good ideas from the different teams. Last night someone bashed in SETA's front door window. Mr. Nottoli stated that perhaps other things can be looked at to prevent further vandalism.

C. Counsel: No report.

D. Members of the Board: No report.

E. Public: No report.

VI. Adjournment: Meeting adjourned at 10:53 a.m.

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

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

Thursday, May 3, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Pannell called the meeting to order at 10:06 a.m.

Members Present:

Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of Sacramento
Don Nottoli, Member, Board of Supervisors
Robbie Waters, Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors

Member Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative

- Recognition of Long-term Employee: Ms. Laura Acuña was presented with a gift in appreciation of her 10 years of service to SETA.

II. **Consent Items**

- A. Minutes of the April 5, 2007 Regular Board Meeting
B. Approval of Claims and Warrants

No questions or comments on the consent items.

Moved/Yee, second/Waters, to approve the minutes of the April 5, 2007 meeting, and claims and warrants for the period 3/30/07 to 4/26/07.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

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

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

Moved/Waters, second/Yee, to continue items III-A-1-3 to the June 7 agenda.
Voice Vote: Unanimous approval.

4. Approval of Revised Agency Insurance Requirements

Ms. Carolyn Reynolds, Gallagher Insurance, was introduced. Mr. Jim Toner announced he will be retiring and Ms. Reynolds will be taking Mr. Toner's place at Gallagher. Ms. Reynolds has long experience with Gallagher and public agencies. Mr. Toner was presented with a gift for his 20 years of work with SETA.

Traveler's Insurance is requiring Sexual Abuse Liability Coverage on their policies so if they are sued, there will be coverage prior to SETA being brought into the situation. It is considered a prudent and necessary addition for all subgrantees, not just those dealing with children.

A comprehensive review of the insurance requirements has not been done for 10 years. Mr. Thatch recommended not adopting the policies in the board packet but approving Option #2 distributed by him today. Option #2 will only be required of youth programs at this time. Mr. Thatch stated that there are a number of recommended changes but he requested only one dealing with substantive coverage be considered.

Mr. Toner does not know what this will cost subcontractors but the insurance companies have priced it accordingly. The subgrantees will fill out an application indicating the number of youth served, ages, the protections within the agency. Mr. Toner expects a minimum premium of \$1,000. Mr. Thatch stated that the cost of the insurance premium is an allowable cost. The federal government will not allow any penalties that could come from lawsuits. It is far better to pay the insurance premium as an allowable cost than to risk being sued and have disallowed costs.

Mr. Waters inquired what percentage of our subcontractors carry this insurance. Most of the school districts already have it; however, it is not known how many program operators have it.

Moved/Waters, second/Yee, to approve Option 2 Youth Only Coverage, with the following additional language provided by legal counsel:

SEXUAL ABUSE LIABILITY COVERAGE

Subcontractors whose operations involve interaction with youth (ages to 18 years) must include "Sexual Abuse liability coverage" at limits not less than \$1,000,000 per occurrence. Such coverage can be written on a stand alone basis or made part of the subcontractor's Commercial General Liability Insurance. SETA is to be named as an additional insured for this coverage.

Voice Vote: Unanimous approval.

5. Approval of Agreement with the Sacramento County Department of Human Assistance and Authorize the Executive Director to Sign the Agreement and Related Amendments

Mr. Roy Kim reported that the Board of Supervisors approved this agreement to continue services to CalWorks customers. Ms. Purdy explained the services that will be provided primarily to residents of the Mather Community Campus. Mr. Kim thanked Rosalinda Stoffel who worked to get this agreement together.

Moved/Nottoli, second/Waters, to approve the agreement for \$2,670,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKS customers and authorize the Executive Director to sign the agreement and any required amendments or other documents pertaining to the agreement.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works to Transfer 10% Funds from Workforce Investment Act Dislocated Worker Funding Stream to Adult Programs

Ms. Ginger Brunson stated that the transfer of funds, generally 30%, is done each year. The Sacramento Works, Inc. Executive Committee approved this transfer.

Moved/Waters, second/Yee, to concur with Sacramento Works on the submission of a transfer of funds request to move 10% (\$323,934) of Dislocated Worker program funds to the Adult program.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

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

Ms. Cindy Sherwood-Green reported the \$70,000 grant will assist 30 former foster youth. The state requires a resolution prior to executing a contract and accepting the funds. This program assists youth to get into college and has a very high success rate.

Moved/Yee, second/Waters, to approve a resolution and authorize the Executive Director to sign all grant documents.

Voice Vote: Unanimous approval.

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

IV. **Information Items**

- A. Fiscal Monitoring Reports: Mr. Yee inquired about a finding on a monitoring report. Mr. Rick Pryor explained that while there were some comments under findings and general observations, the monitor found that there was enough data to say the cost is okay. No corrective action was recommended since the finding did not warrant it.
- B. Dislocated Worker Update: Mr. Walker reported that CVS Caremark closed their Sacramento location which was comprised mostly of call center employees. Mr. Nottoli inquired if there were any ramifications when a business does not submit a WARN notice. Mr. Walker stated that the WARN notice states that there would be penalties for companies that do not notify SETA. EDD actually deals with the companies not making the announcements. Mr. Nottoli asked for a report back on what is done to companies not adhering to the WARN act.
- C. Small Business Administration Presentation: Ms. Gisela Weissman introduced Jim O'Neal from the Small Business Administration. Mr. O'Neal spoke of looking for community locations that SBA would be able to work with small businesses. What has evolved is a number of Business Information Centers that are available to those interested in SBA information. This has allowed the SBA a central location for business people to take advantage of SBA resources. The program is working very efficiently.

V. **Reports to the Board**

- A. Chair: Ms. Pannell reported that her mother had hip surgery and is recuperating at her house.
- B. Executive Director: Ms. Kossick reported that the grand opening of the Grizzly Hollow Early Learning Center is tomorrow. The latest one stop career center

brochure was distributed. Mr. Nottoli expressed that the brochure was very colorful and eye catching.

C. Counsel: No report.

D. Members of the Board: No comments.

E. Public: Ms. Christine Welsch reported that May is Foster Youth Month. SETA's employment team was acknowledged at the State Capitol. There is an article in today's Sacramento Bee about the new WIND Youth Program. The 12th Annual Sacramento Works for Women in Construction Apprenticeship Conference will be held May 24, 2007. This conference promotes women going into the construction trades. Board members will receive event tee-shirts.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8:

Property Address: 925 Del Paso Blvd., Sacramento, CA

Negotiating Party: McCuen Acoma Street Investors

Under Negotiation: Price, terms and lease conditions

The board adjourned into closed session at 10:52 a.m. At 11:06 the board went back into open session; Ms. Pannell reported there was no report out of closed session.

VII. Adjournment: Meeting adjourned at 11:06 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/27/07 through 5/31/07, and all expenses appear to be appropriate.

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET
FOR FISCAL YEAR 2007-2008**

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in September. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2007.

As funding becomes more definite in several programs, the final budget presented at the August Governing Board meeting will reflect actual available funding. The final budget will be submitted to the County and City after SETA Governing Board approval.

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

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to August 2, 2007, where the public hearing will be closed and the Agency budget adopted.

ITEM III-A – 2 - ACTION

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

BACKGROUND:

The Agency Executive Director is proposing the establishment of a new deep classification by merging six existing classes into one deep class with three alternative salary ranges. The classes to be merged into the deep class and descriptions of the ranges as well as the requirements for each range are in the accompanying proposed Workforce Development Professional class specification and Alternative Range Criteria.

More than just a classification proposal, this is a proposal for a staff development program. A proposed Memorandum of Understanding with California State University at Sacramento (CSUS) is an integral part of the *Workforce Development Professional* class concept. It is proposed that employees in the classification be provided access to a standardized and validated assessment tool and data base at the University. Through interactive computer connectivity employees will be enabled to access the data base using a confidential password and assess themselves with regard to the skill sets required for each range of the class. By utilizing the Tuition Reimbursement provisions of Article 11.1 of the current Agreement with United SETA Employees, incumbents in the new class will be able to obtain any needed training identified by their self assessment efforts from the offerings of CSUS or any other training provider of their choosing.

Upon attaining certification through the system that a skill set has been mastered the incumbent will receive a certificate from the University. Sufficient time in each range as outlined in the class specification, certificates for each required skill set, along with an evaluation of readiness from the supervisor and approval by the manager, will qualify the employee to move to the next alternative range. Movement must also be limited by the availability of funds. It is proposed that for the first three (3) fiscal years after establishment of the new class, at least 8 of the employees who are otherwise qualified will move from the lower range (B) to the higher range (C) during each fiscal year. Given historical turnover rates this will be sufficient to ensure that employees will be able to progress through the limitation ranges based upon assertive training and work efforts.

The Agency and representatives with the American Federation of State, County, and Municipal Employees (AFSCME) have met on numerous occasions to arrive at consensus on the job specification and salary range. Also discussed were the details of the process in order to carry out the transition from employee's former classifications to

the proposed classification. The impact to the employees related to salary, seniority, and job duties was included in those discussions. AFSCME and the Agency have arrived at agreement to move forward with the new classification.

RECOMMENDATIONS:

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 and abolish the Class Titles: Recruitment Specialist I 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 and abolish the Class Titles: Employment Services Specialist, Community Services Specialist and Youth Services Specialist classifications.
4. Merge the classifications Community Services Coordinator and Neighborhood Services Coordinator into the Workforce Development Professional classification at steps consistent with each employee's current compensation rate and abolish the Class Titles: Community Services Coordinator and Neighborhood Services Coordinator.

(April 20, 2007)

WORKFORCE DEVELOPMENT PROFESSIONAL

ORGANIZATIONAL RESPONSIBILITY

A Workforce Development Professional is responsible to the Deputy Director, Workforce Development Department, Workforce Development Manager or designee. Range A is the Assistant level, Range B is the journey level traditionally called Specialist and Range C is the advanced or Coordinator level.

DEFINITION

Under general direction, provides services or coordinates the provision of services to individual customers, families, business entities, communities, and neighborhoods, in carrying out the service mandate of the Sacramento Employment and Training Agency with regard to workforce development.

DISTINGUISHING CHARACTERISTICS

Direct Services is the interaction between the Sacramento Employment and Training Agency (SETA) and current and potential Agency customers to further the Agency's mission.

This is a deep class in which incumbents may be assigned to any of the three ranges to perform Direct Services work, provided that they have been determined to possess the required level of competence as determined in accordance with the **Workforce Development Professional, Alternative Range Criteria**, which is attached to and made part of this Specification.

Essential Duties:

All Levels

1. Effectively use computer software, general applications and software specifically to perform Workforce Development work;
2. Provide information and referral services, link customers with employment, training and educational opportunities, and assist them in meeting eligibility criteria;
3. Recruit eligible customers for program participation;
4. Assist customers in completing applications for financial assistance, scholarships, employment and program eligibility;
5. Assist customers with determining and accessing appropriate services;
6. Provide assistance to special populations: customers experiencing barriers to

employment including limited English speakers, single parents, CalWORKs recipients, emancipating youth, older workers, ex-offenders, unemployed and underemployed;

7. Provide advocacy on behalf of the customer to ensure the customer; achieves self-sufficiency;
8. Review customer applications/resumes to match qualifications with employer specifications;
9. Refer selected applicants to interviews with prospective employers according to employer policies and procedures;
10. Keep records of employers who have hired referred applicants, and/or applicants not immediately selected;
11. Maintain updated knowledge of SETA program requirements;
12. Facilitate group meetings of SETA customers and conduct workshops;
13. Write reports and make oral presentations;
14. Effectively maintain appropriate records and files.

In addition to the above:

Workforce Development Assistant (Range A)

1. Assist higher level staff;
2. Assist customers in utilizing resume' preparation software;
3. Assist customers in searching for employment opportunities utilizing internet job search tools and automated job match systems;
4. Have a basic knowledge of SETA programs, policies and procedures.
5. Assist with assessment and evaluation of clients;
6. Assist customers in collecting necessary eligibility documents.

In addition to the above:

Workforce Development Specialist (Range B)

1. Administer and review the results of vocational and employment-related tests designed to identify skills, aptitudes, and interests of eligible participants;
2. Determine eligibility for program services, prepare and maintain customer files, prepare and submit management information system documents and other reports and correspondence as required;
3. Assess customer's employment goals and evaluate them in relation to the customer's current, transferable, or potential skills and their relevance to local labor market conditions;
4. Evaluate customer's personal background, work history, employment, skills, knowledge, abilities, education and competency levels and develop a mutually agreed upon employment development plan;
5. Assess the customer's need for supportive, social and financial services.
6. Assist customers in accessing these services and identify other community resources;
7. Maintain regular contact and assist the customer throughout the program until

- goals are met;
8. Provide follow-up and job retention services to customers after placement in employment.
 9. Conduct workshops (workshops can include presentations, job search techniques, preparation of resumes, letters and applications, life skills, labor market information, and community service topics).

In addition to the above:

Workforce Development Coordinator (Range C)

1. Ensure a high level of effective communication between partner agencies, customers and staff. Perform the duties of a liaison between SETA and partner agencies;
2. Coordinate or lead staff on activities, projects and services that may include training, technical assistance and staff development;
3. Coordinate with Sacramento Works Business/Employer Services staff to locate and contact employers to generate current and future openings;
4. Coordinate critical industry training initiatives with education, labor, and business partners;
5. Coordinate community service programs for at-risk populations.
6. Develop networks among service providers;
7. Develop handbooks and manuals;
8. Develop and present training curriculum;
9. Possess a comprehensive understanding of SETA's programs and services;
10. Represent SETA to a variety of public and private agencies.

MINIMUM QUALIFICATIONS

All Levels

Knowledge of:

- Career planning ;
- Principles and practices of employment counseling;
- Interviewing techniques;
- Local community, social, financial and employment resources.

Range B & C - In addition to the above:

Knowledge of:

- Case Management ;
- Vocational guidance, job development and job placement;
- Current standardized tests used in vocational guidance;
- State and federal laws and regulations relating to employment;
- Occupational guidance and labor market informational materials;
- Demand Occupations including job duties and minimum qualifications;
- Workshop facilitation.

ABILITIES

Range A

Ability to:

- Gather and analyze a variety of data and information;
- Assist in the development and preparation of a variety of reports;
- Communicate effectively with people from a wide variety of social, cultural, and economical backgrounds;
- Assist with developing and conducting informational workshops;
- Establish and maintain cooperative working relationships;
- Provide basic or core services to SETA customers;
- Operate audiovisual, computer, and other appropriate electronic equipment and access the Internet;
- Speak and write effectively.

Range B – In addition to the above:

Ability to:

- Apply principles and practices of customer service, counseling, vocational guidance and occupational placement necessary to develop employment development plans;
- Review and interpret results of vocational tests;
- Instruct customers on services available through SETA's workforce development programs;
- Learn rules and regulations related to workforce development programs,
- Use an automated case management system;
- Prepare and present oral and written presentations to groups and organizations;
- Represent SETA to businesses, community organizations, other government agencies and concerned people;
- Establish and maintain cooperative and professional working relationships with SETA staff, partners, customers and the general public.

Range C – In addition to the above:

Ability to:

- Coordinate projects, services and activities;
- Act as lead worker;
- Represent SETA in the coordination of services with a variety of community partners;
- Provide training and technical assistance to staff and partners.

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

Advanced educational training in counseling preparation, business administration, education, psychology, sociology, communications, economics, marketing, public

relations, or a closely related field. This would include at least one (1) year for Range A, two (2) years for Range B, and five (5) years for Range C of increasingly responsible work experience in career planning, employment counseling, employment training or topical instructional programs.

PHYSICAL DEMANDS / QUALIFICATIONS

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

Workforce Development Professional: Assistant (Range A), Specialist (Range B) or Coordinator (Range C)

Alternative Range Criteria

This deep class has three alternate ranges. Ranges A, B, and C, incorporate the Entry, Journey, and Advanced Journey levels into one class concept.

Range A:

This range is equivalent to the existing classification Recruitment Specialist I.

Range B:

This range is equivalent to the classification Employment Services Specialist, Community Services Specialist and Youth Services Specialist .

Range C:

This range constitutes the level now occupied by Community Services Coordinator and Neighborhood Services Coordinator .

ALTERNATE RANGE CRITERIA

Readiness to move from ranges will be assessed by the supervisor and approved by the manager as follows: Range A to Range B employee will be eligible to request an assessment after twelve (12) months. Range A to Range B Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range A Performance Measures. Range B to Range C employee will be eligible to request an assessment after two (2) years. Range B to Range C Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range B Performance Measures.

Range A to Range B / Readiness Factors:

Range B Personal Factors

Demonstrates competence in work maturity skills, including punctuality and attendance, problem solving and critical thinking skills, adaptability, self-starter who takes initiative, willing to assist co-workers and customers, and works as part of the team.; Demonstrates customer service skills and focuses on needs of customer

Demonstrates knowledge of resources and services offered through SETA's workforce development programs;

Demonstrates knowledge of community resources available to customers;

Demonstrates knowledge of computers and other appropriate electronic equipment and uses software and databases relevant to the job;

Completes automated case notes and case management training;

Demonstrates competence in determining customer eligibility;
Demonstrates competence in providing case management services.

Range B Performance Measures

Provide assistance, back-up, and support to other staff;
Understands SETA operations;
Successfully completes customer service training (on-line or in person);
Competent in using an automated case management system;
Competent in utilizing resume writing software;
Ability to screen applications and refer applicants to employers;
Ability to screen for eligibility;
Consistently completes assigned tasks;
Maintains accurate and up to date files and records;
Demonstrated competence and accuracy in eligibility and MIS paperwork;
Consistently updates and maintains case notes;
Maintains and documents regular contact with customers;
Successfully completes CSUS Career Skills Assessment for Workforce Development Specialist, Range B.

Range B to Range C / Readiness Factors:

Range C Personal Factors

Qualified to serve as a program expert;
Demonstrated leadership ability;
Ability to work on two or more projects concurrently;
Demonstrates appropriate facilitation, and presentation skills;
Ability to promote positive team dynamics and solve problems;
Demonstrated computer literacy and knowledge of relevant data bases;
Ability to relate to diverse populations;
Knowledge of community resources in the Sacramento area;
Ability to develop curriculum used in workshops;

Range C Performance Measures

Development and presentation of workshops and training sessions for staff, sub grantees and partner agencies;
Consistently meets deadlines;
Establish and maintain positive professional relationships with SETA partners, sub grantees, community members, board members and staff;
Establish a personal resource network;
Demonstrate ability to be the lead worker and coordinate a project, program, or team;
Demonstrate a comprehensive understanding of SETA's programs and services;
Demonstrates an understanding of program performance measures;
Successfully completes CSUS Career Skills Assessment for Workforce Development Coordinator, Range C.

ITEM III-A – 3 - ACTION

ADOPTION OF RESOLUTION ESTABLISHING THE SALARY
RANGE FOR THE NEW CLASSIFICATION OF WORKFORCE DEVELOPMENT
PROFESSIONAL

BACKGROUND:

The prior action item involved modification of the Agency classification plan. SETA Personnel Policies require a Board Resolution to establish a salary range for each classification.

RECOMMENDATION:

Approve the attached Resolution establishing a salary range for the classification of Workforce Development Professional.

RESOLUTION NO. 2007-3

WHEREAS, the SETA Governing Board modified the Agency classification plan and established the classification of **Workforce Development Professional**; and

WHEREAS, it is necessary to establish the salary range for this classification; NOW THEREFORE, IT IS RESOLVED, that in accordance with Section 3.01 of the SETA Personnel Policies and Procedures, the following salary range is hereby established for this classification:

Range A (Assistant)

Step A	Step B	Step C	Step D	Step E
\$13.88	\$14.57	\$15.30	\$16.07	\$16.87

Range B (Specialist)

Step A	Step B	Step C	Step D	Step E
\$16.29	\$17.10	\$17.96	\$18.86	\$19.80

Range C (Coordinator)

Step A	Step B	Step C	Step D	Step E
\$20.71	\$21.74	\$22.83	\$23.98	\$25.18

NOW BE IT FURTHER RESOLVED AND ORDERED, that the Governing Board Authorize the Sacramento Employment and Training Agency (SETA) to establish these salary ranges in accordance with Section 3.01 of the SETA Personnel Policies and Procedures.

On a motion made by Member _____, seconded by Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board of the Sacramento Employment and Training Agency, State of California, this seventh day of June, 2007, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

Chair, SETA Governing Board

Attest:

Clerk of the Boards
Nancy L. Hogan

ITEM III-A – 4 - ACTION

APPROVAL TO TRANSFER EMPLOYEES WITH THEIR SENIORITY TO THE
WORKFORCE DEVELOPMENT PROFESSIONAL CLASSIFICATION

BACKGROUND:

Action item III-A – 2 involved modification of the Agency classification plan to establish the classification of Workforce Development Professional and merge the classifications of Recruitment Specialist I, II, III, Employment Services Specialist, Community Services Specialist, Youth Services Specialist, Neighborhood Services Coordinator, and Community Services Coordinator.

The Board must address the status of the incumbents in the affected classes.

RECOMMENDATION:

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.

ITEM III-A – 5 – ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR CALIFORNIA DEPARTMENT OF
TRANSPORTATION FUNDS FOR THE SACRAMENTO REGIONAL HIGHWAY
CONSTRUCTION TRAINING INITIATIVE

BACKGROUND:

Since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation for various transportation industry initiatives. The most recent funding ended June 30, 2006. The Federal Highway Administration recently announced another round of OJT Supportive Services (OJT/SS) funding for federal fiscal Year 2007, which begins on October 1, 2007.

It is expected that Sacramento County will continue to add over 2,400 new construction jobs annually through 2012. The Labor Market Division of the Employment Development Department reports there will be an additional 1,700 jobs annually to replace those retiring or leaving the industry. These statistics led the Sacramento Employment and Training Agency and the Sacramento Workforce Investment Board to target the construction industry as a “critical industry” for training and employment services.

The purpose of the CalTrans Initiative is to recruit, train and place customers in transportation construction industry related occupations. These occupations include:

Carpenters	Cement masons
Laborers	Operating engineers
Pile drivers	Iron workers
Landscape workers	Highway maintenance workers
Heavy equipment operators	

Locally, the partners for this initiative include:

- SETA/Sacramento Works Career Centers
- Sacramento Sierra Building and Construction Trades Council
- Northern California Construction & Training (NCCT)
- American River College (ARC) / Los Rios Community College District
- Holt of California
- Local employers and apprenticeship coordinators

SETA exceeded performance goals for the previous CalTrans program - 81% of the trainees were employed and/or indentured into an apprenticeship program at an average wage of \$14.50/hour. This new funding will support the pre-apprenticeship programs and services at both NCCT and American River College and the Diesel Technician Training coordinated by ARC and Holt of California. SETA staff provides case management and job development services. The funding will also support the

annual Sacramento Works for Women Nontraditional Careers Conference and the Sacramento Builders' Exchange Design Build Competition.

RECOMMENDATION:

- Approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2007 not to exceed \$600,000 and,
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

ITEM III-A – 6 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL FOR THE HEAD START CLINICAL SOCIAL
WORKER TO ATTEND THE PLAY THERAPY TRAINING INSTITUTE IN EAST
WINDSOR, NEW JERSEY

BACKGROUND:

The Play Therapy Training Institute, Inc. will be hosting their summer Play Therapy seminar July 6-16, 2007 in East Windsor, New Jersey. The seminar consists of 11 classroom sessions which highlight current techniques, practices and professional theories designed for working with children with mental health concerns. This seminar will allow staff to gain knowledge and expertise to provide symptom relief for children experiencing stress or other stressors in their lives; obtain new skills, tools and strategies for serving children with challenging behaviors and design new ways to enhance clinical services in brief/short term interventions, push-in mental health services and individual counseling. A professional certification is received upon completion of the seminars.

The total cost for the seminar is \$4,812. Funding for the conference will be out of the Head Start Training and Technical Assistance grant. Staff will be available to answer questions.

RECOMMENDATION:

Approve out-of-state travel for Marilyn Palmer, Head Start LCSW, to attend the summer Play Therapy Seminar, July 6-16, 2007, at an approximate cost of \$4,812.

ITEM III-B -1 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS TO APPROVE FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT, TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2007-2008

BACKGROUND

Five years ago, in response to shrinking resources and increased demand for services, the Sacramento Works Youth Council implemented the WIA Youth Collaborative approach to service delivery. This collaborative approach enhances the program funding, resources and services available to the community. The Collaboratives are required to include active membership and participation from:

- Educational Institutions
- Sacramento Works One Stop Career Centers (SWCC),
- Community Based Organizations, and
- Provide access to the **required WIA Program Elements**:
 - **Improving Academic Achievement**
Secondary school completion & drop out prevention strategies (ISY)
Alternative secondary school services (OSY)
 - **Preparing for & Succeeding in Employment**
Occupational skills training
Work Experience / On-the-Job Training directly linked to academic and occupational learning
 - **Supporting Youth Development**
Leadership development opportunities
Supportive services
Adult mentoring
Comprehensive guidance & counseling including alcohol and drug abuse
Follow-up services for one year

The Youth Council along with SETA staff and youth providers continue to reach out to the community to increase and enhance this collaboration. The principles that guide the work of the Youth Council and the Youth program include:

- Asset-based approach - Focus on **Youth Development** issues
- Focus on the identified **critical industries** for training and placement;
- Focus on **soft skills** to attain and retain employment and academic achievement;
- Promote **academic achievement** and lifelong learning

The Youth Council has identified several activities to continue or enhance and targeted areas of concern:

- **Universal services to all youth through Youth Specialists** co-located at Sacramento Works One Stop Career Centers

- Services to **high-risk populations**, including **probation youth** and **juvenile offenders**, youth at risk of criminal involvement, and current and emancipating **foster youth**;
- Increase outreach to community, youth and employers.

Evaluation Process

SETA staff monitor the Youth program services and performance. Areas that are reviewed and addressed include:

- Attainment of enrollment, training completion and placement goals
- SMARTware documentation of services and progress to success
- Understanding and adhering to the Youth Council's program design and performance requirements
- Ensuring that targeted challenged communities are served;
- Commitment to youth development and a collaborative approach to service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all component elements.

Service Delivery Changes

San Juan Unified School District: After many years of partnering with SETA, the San Juan Unified School District has elected to discontinue the WIA Individualized Youth program, providing only follow-up and universal services in the future. This creates a gap in services in the north and north-eastern sections of Sacramento County. Staff is recommending augmenting two current providers, Asian Resources, and Sacramento Chinese Community Services Center, to deliver WIA Youth services in the North and Northeast area of the County formerly served by San Juan Unified School District (recommendation attached).

Elk Grove Unified School District – Because the WIA Youth programs are supervised by and housed with the Adult and Community Education division of the Elk Grove Unified School District, the district has elected to discontinue providing WIA In-School Youth services. The district has requested that SETA increase the WIA funding for the district in the WIA Out-of-School Youth subgrant agreement by the amount they are returning in In-School funding. Because this is the first year that Elk Grove USD has provided out-of-school youth services, staff is recommending approval of their request with the funding stipulation that if Elk Grove Unified School District does not meet their first year performance goals for the out-of-school youth program by August, 2007, their contract will be deobligated. Elk Grove School District has agreed with this option.

Funding Challenges and Available Funding

The current WIA program year ends June 30, 2007. Annual performance reports will be completed and ready for review by August 2007. SETA's WIA Youth Allocation for Sacramento County has increased from last year's funding level. Staff is recommending using this increased allocation for direct services. This funding

recommendation is based on an estimate that \$2,430,665 will be available for subgrants in program year 2007 - 2008. Staff is recommending the following allocation:

Out-of-School Youth	\$1,215,240
In-School Youth	\$ 540,425
Universal Services	\$ 550,000
Workforce Skills Preparation	\$ 80,000
Youth Council Initiatives	<u>\$ 45,000</u>
Total	<u>\$2,430,665</u>

Youth Council Initiatives

Work Scholarship Program

Staff is recommending that the Youth Council allocate \$35,000 to continue the program that SETA/Sacramento Works currently operates in partnership with Raley's Grocery Stores. This program, located at Luther Burbank High School, provides after-school work readiness programs, leadership development and academic counseling services. Students who successfully complete the program are offered employment by Raley's in their junior or senior year.

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$45,000 for other Youth Council Initiatives including sponsoring job fairs, community outreach, the Youth Service Provider Network, and youth leadership training.

Youth Advocates at the Sacramento Works Career Centers

Universal Youth Specialists provide "core" services to youth accessing the Sacramento Works Career Centers. These services include outreach, recruitment, job search assistance and access to resources. The Youth Council is expanding this concept to recruit former WIA participants and hire them as youth interns at the Career Centers for one year. Working with the youth and adult program career center staff, the youth will target one critical industry to become the "youth critical industry" advocates and will become skilled in youth development principles. To support this activity, staff is recommending \$15,000 in additional funding to those providers that are co-located at the SWCC sites and provide paid work experience activities.

The attached recommendations were reviewed and approved by the Sacramento Works Youth Council on May 16, 2007 and by the Sacramento Works, Inc. on May 23, 2007. The funding recommendation is attached.

RECOMMENDATION:

Concur with Sacramento Works, Inc. to approve the funding recommendations for the WIA, Title I, Youth Program, PY 2007-2008. Approve with the stipulations noted above and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2007 and may face deobligation of funds.

WIA YOUTH FUNDING PY 2007-2008

OUT-of-SCHOOL								
Provider	Cost per	2006-7	Staff Recommendation				Increase from FY2006-2007	Neighborhood
	Participant	Allocation	Case Mgmt & WEX *	# of Youth	+Youth Advocate	Total		Served
Elk Grove Unified School District	\$3,383	\$ 138,100	\$ 245,100	72	\$ 15,000	\$ 260,100	\$ 122,000	5, 6, 22
Galt Joint Union High School District	\$4,375	\$ 75,000	\$ 131,261	30	15,000	146,261	71,261	32
Grant Joint Union High School District	\$4,069	\$ 153,500	\$ 170,888	42	**	170,888	17,388	3,4,9,21
La Familia Counseling Center	\$4,821	\$ 147,700	\$ 163,899	34	15,000	178,899	31,199	1,2,5,6,17
Sacramento City Unified School District ***	\$4,725	\$ 145,000	\$ 155,925	33	**	155,925	10,925	1,2,5,6,12,26
Asian Resources, Inc.	\$4,268	\$ 120,085	\$ 273,168	64	30,000	303,168	183,083	1,2,5,6,12,19,20,25
SJUSD	\$3,966	\$ 198,100	-	-	-	-		
Workforce Skills Prep								
Total		\$ 977,485	\$ 1,140,240	275	\$ 75,000	\$ 1,215,240	\$ 237,755	

* \$10,000/provider will be held at SETA for Workforce Skills Preparation services - this category is currently underspent and under review by SETA staff.

** Provider does not meet parameters of paid Youth Advocate concept (either does not provide paid WEX or not co-located at SWCC site)

*** SCUSD is on corrective action --staff will be reviewing progress and will return to the Youth Council for deobligation if benchmarks are not met.

WIA YOUTH FUNDING PY 2007-2008

IN-SCHOOL								
Provider	Cost per Participant	2006-7 Allocation	Staff Recommendation		+Youth Advocate	Total	Increase from FY2006-2007	Neighborhood Served
			Case Mgmt & WEX *	# of Youth				
Sacramento Chinese Community Service Center	\$4,568	\$ 134,500	\$ 287,753	63	\$ 30,000	\$ 317,753	\$ 183,253	2,6,14,16,19, 21
City of Sacramento	\$2,816	\$ 120,000	\$ 135,173	48	**	135,173	15,173	1,2,5,6,12,26
San Juan Unified School District ***	\$4,225	\$ 116,600	\$ 52,500	12	0	52,500	-64,100	4,9,13,16,19
Sacramento County Office of Education	\$3,280	\$ 123,000	\$ -			0		
Elk Grove Unified School District	\$2,980	\$ 107,265	\$ -			0		Requested funding to serve out-of-school youth only.
Work Scholarship Program		\$ 30,000	\$ -	25		35,000	5,000	2, 6, 14
Total		\$ 631,365	\$ 475,425	123	\$ 30,000	\$ 540,425	\$ (90,940)	

* \$10,000/provider will be held at SETA for Workforce Skills Preparation Services. This category is currently underspent and under review by SETA staff.

** Provider does not meet parameters of paid Youth Advocate concept (either does not provide paid WEX or not co-located at SWCC sit

*** SJUSD will close out current WIA cases and provide follow-up service:

Other Youth Council Initiatives

Leadership Training, Job Fairs, etc.	\$ 30,000
Youth Services Provider Network	\$ 15,000
Total	\$ 45,000

WIA YOUTH FUNDING PY 2007-2008

UNIVERSAL SERVICES				
Provider	Number of Youth	2006-7 Allocation	Staff Recommendation	SWCC
Asian Resources, Inc.	200	\$ 50,000	\$ 55,000	Broadway
Crossroads	200	\$ 50,000	\$ 55,000	Rancho
Crossroads	200	\$ 50,000	\$ 55,000	Citrus Heights
Elk Grove Unified School District	200	\$ 50,000	\$ 55,000	South County
Greater Sacramento Urban League	200	\$ 50,000	\$ 55,000	GSUL
La Familia Counseling Center	200	\$ 50,000	\$ 55,000	LFCC
Sacramento Chinese Community Service	200	\$ 50,000	\$ 55,000	Franklin
Sacramento City Unified School District	200	\$ 50,000	\$ 55,000	Lemon Hill
San Juan Unified School District	200	\$ 50,000	\$ 55,000	Hillsdale
SETA	200	\$ 50,000	\$ 55,000	Galt
Total		\$ 500,000	\$ 550,000	

	2007-2008
Total Available	\$ 2,430,665
Universal	\$ 550,000
Out-of-School	\$ 1,215,240
In-School	\$ 540,425
Youth Council Initiatives	\$ 45,000
Workforce Skills Prep Allocation	\$ 80,000

ITEM III-B – 2 - ACTION

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

BACKGROUND:

At the April, 2007 meeting, the SETA Governing Board concurred with the Sacramento Works, Inc. Board's action to allocate Workforce Investment Act resources to the following activities for Fiscal Year 2007-2008:

Activity	% of Total Allocation Current Year (2006)	Proposed Allocation % for Next Year (2007)	Available WIA Funds \$	Proposed Change in Allocation %
One Stop Services: Infrastructure, operation and staff costs for 12 Sacramento Works One Stop Career Centers	39.60%	44.50%	\$2,767,791*	4.90%
On-the-Job Training: 50% Wage subsidy to employer willing to train workers on-the-job.	11.90%	9.00%	\$549,666	-2.90%
Scholarships/Workforce Skills Preparation: Tuition assistance and supportive services in critical industries	26.30%	26.30%	\$1,606,245	0.00%
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11.50%	10.50%	\$641,276*	-1.00%
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.70%	7.70%	\$470,269	0.00%
Board Initiatives: Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	3%	2%	\$122,148	-1.00%

* Includes WIA Discretionary funds.

SETA has received final allocations from the State of California representing a decrease of \$262,903 in Adult and Dislocated Worker funding. In response, SETA is using \$120,000 in WIA Discretionary funding to help offset the decrease.

Staff has reviewed the performance for all agencies funded with WIA Adult and Dislocated Worker funds and has evaluated them based on:

- Provision of universal/core one stop career center services
- Ability to recruit and enroll adults and dislocated workers in intensive and training programs
- Cost per customer
- Services to special populations (veterans, public assistance recipients, disabled, limited English speakers, ex-offenders and former foster youth).
- Entered employment rate
- Wage at placement
- Job Placement in Critical Industries
- Successful Completion or Exit
- Employment Retention Rate

The SWCC One Stop Services Core Service Reports and Performance Measure Reports for One Stop Services and On-the-job-training for the Third Quarter of Fiscal Year 2006-2007 are attached under separate cover.

ONE STOP CAREER CENTER PERFORMANCE

Core Services Outcomes:

In the first nine months of Fiscal Year 2007 (July 2006 to March 2007) 34,070 job seekers (16% increase from previous year) received 180,139 core services (44% increase from previous year) through the Sacramento Works Career Center system. The average cost per customer was \$59.43 (31% decrease from previous year) and the average cost per core service was \$11.24 (54% decrease from previous year).

Intensive and Training Services Outcomes:

Through the first nine months of Fiscal Year 2006-2007, 1,492 job seekers were served in intensive and training service through the Sacramento Works One Stop Career Center system. 622 customers completed training and were exited from the system. Of these, 79% of adults and 94% of dislocated workers were employed in the quarter after they exited. 87.8% of adults and 87.4% of dislocated workers retained their jobs for at least six months. The average earnings for adults enrolled in the program in the first six months after exit was \$11,334 and dislocated workers averaged \$15,800. The average cost for customers served during the year was \$1,357.

On-the-Job Training Performance:

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

Through March 31, 2007, OJT enrollments were 89% of planned goals. 93% of customers completing OJT have obtained unsubsidized employment with an average wage of \$9.55. The performance of OJT providers is attached.

Workforce Skills Preparation Providers:

- Workforce Skills Preparation is an activity that is purchased “off the shelf” by One-Stop staff to provide core and intensive services. Examples of Workforce Skills Preparation services are: Job Readiness/Pre-employment Skills Training, Translation/Interpretation, Vocational Assessment, and workshops dealing with overcoming barriers to employment.

One Stop Services:

SETA is recommending extending the Sacramento Works One Stop Career Centers currently funded for One Stop Services (see Attachment 1), with the following stipulations and changes:

- Fund the Sacramento Works One Stop Career Center at Mather as an affiliate career center, focusing on providing services to the residents of Mather Community Campus. SWCC Mather will become an affiliate of the SWCC – Rancho Cordova and will participate in the case review team advocating for customers seeking approval of training plans and scholarships.
- The Greater Sacramento Urban League is just finishing its first year as a comprehensive career center. Due to physical changes in the facility and late certification of intensive customers, GSUL enrollments were delayed through the third quarter. GSUL has met enrollment goals in the fourth quarter of the year and will complete or exit most of their intensive customers during the second quarter of 2007-2008.
- Career Centers must provide at least 75% of all intensive/training customers with services that will result in placement in jobs in Sacramento Works Critical Industry clusters.

On-the-Job Training:

Staff is recommending extending all of the OJT providers for Fiscal Year 2007-2008 (see Attachment 2). To fund this activity, staff is blending WIA funds with funds received from the Sacramento County Department of Human Assistance and is targeting 100% of this activity to serve individual receiving CalWORKS or individuals who have been “timed-out” from the CalWORKS program (has been on aid over 5 years). Sacramento Works One Stop Career Center Case Review Teams and OJT providers will continue to ensure that customers are job ready prior to placement in OJT positions. Staff is recommending an increase in the average wage at placement goal for OJT contracts to \$10.50 per hour and that 75% of OJT contracts be developed in occupations included in Sacramento Works critical industry clusters.

Workforce Skills Preparation:

Staff is recommending extending all of the Workforce Skills Preparation providers for fiscal year 2007; Based on a review of the Workforce Skills Preparation activity, staff is recommending the following stipulations:

1. Workforce Skills Preparation Activities cannot be provided by staff that are funded (part-time or full time) with WIA funds.

2. Vocational Assessment: Effective July 1, 2007, this activity will only be allowable as an in-depth assessment for customers enrolled in intensive services. An “In-depth assessment” is an assessment beyond that provided by the designated case manager. Documentation of the activity will be a formal report provided to the case manager with results of the assessment. Vocational Assessment will not be allowed as a core service in the future. Core assessment is a service paid for by the One Stop Services subgrant.
3. Financial Literacy/Planning: Completion of financial aid and Pell Grant paperwork is a core service funded through the One Stop Services subgrant agreements and, effective July 1, 2007, will not be allowable as a Workforce Skills Preparation activity.

RECOMMENDATION:

Approve the funding recommendations and stipulations as outlined above.

Attachment 1
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Funding Recommendations
FY 2007 - 2008

	Host Agency	Current Funding Amount FY2006-2007		Staff Funding Recommendations, Funding Year 2007-2008													
				\$ Amount								Number to be served					
				One-Stop Services	Scholarships/ WSP	Total	One-Stop Services			Scholarships/ WSP			Total	Core	Adult Intensive	D.W. Intensive	Total Intensive
							WIA Adult	Dislocated Worker	Total	Adult	Dislocated Worker	Total					
Rank 1	Hillsdale	\$270,000	\$220,000	\$490,000	\$130,000	\$145,000	\$275,000	\$90,000	\$130,000	\$220,000	\$495,000	2,245	43	48	91		
	Mark Sanders	280,000	260,000	540,000	125,000	160,000	285,000	100,000	160,000	260,000	545,000	2,327	42	53	95		
	Broadway	270,000	185,000	455,000	140,000	135,000	275,000	90,000	90,000	180,000	455,000	2,245	47	45	92		
	Franklin	270,000	145,000	415,000	135,000	140,000	275,000	75,000	70,000	145,000	420,000	2,245	45	47	92		
Rank 2	Elk Grove USD - South County	222,250	164,250	386,500	127,000	100,000	227,000	80,000	80,000	160,000	387,000	1,853	35	28	63		
	County DHA - Mather	105,000	65,000	170,000	85,000	0	85,000	20,000	0	20,000	105,000	1,000	0	0	0		
	Sacramento City USD - Lemon Hill	318,000	145,737	463,737	162,791	165,000	327,791	35,000	40,000	75,000	402,791	2,676	54	55	109		
	La Familia Counseling Center	194,948	71,000	265,948	160,000	40,000	200,000	40,000	30,000	70,000	270,000	1,633	53	13	66		
	Galt	110,000	100,000	210,000	65,000	50,000	115,000	45,000	50,000	95,000	210,000	939	22	17	39		
	San Juan USD - Citrus Heights	270,000	155,000	425,000	135,000	140,000	275,000	67,134	84,111	151,245	426,245	2,245	45	47	92		
	Rancho Cordova	225,000	175,000	400,000	125,000	105,000	230,000	95,000	80,000	175,000	405,000	1,878	42	35	77		
	Sacramento Urban League	175,000	80,000	255,000	90,000	90,000	180,000	35,000	35,000	70,000	250,000	1,469	24	24	48		
	Incentives	10,386	5,377	15,763	3,000		3,000				3,000						
		\$2,720,584	\$1,771,364	\$4,491,948	\$1,482,791	\$1,270,000	\$2,752,791	\$772,134	\$849,111	\$1,621,245	\$3,879,036	22,753	452	412	864		

Attachment 2
Sacramento Employment and Training Agency
Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker
ON-THE-JOB TRAINING
Staff Funding Recommendations
FY2007-2008

Service Provider	Current Funding Amount, FY2006-2007			Staff Funding Recommendations, FY2007-2008			
	WIA	CalWORKs	Total				Total Num
				WIA	CalWORKS	Total	
La Familia Counseling Center	\$176,262	\$30,400	\$206,662	\$137,166	\$77,280	\$214,446	46
Asian Resources	210,000	34,200	244,200	137,500	99,750	237,250	50
Sacramento Lao Family	210,000	33,600	243,600	137,500	108,360	245,860	43
Sacramento Chinese	210,000	34,650	244,650	137,500	100,052	237,552	55
	\$806,262	\$132,850	\$939,112	\$549,666	\$385,442	\$935,108	194

Sacramento Works One Stop Career Center Performance 2006-2007

One Stop	Intensive/Training Contracted Goals and Outcomes 7/06-3/07								
	DW New ENR Goal	DW New ENR Actual	DW Total ENR	Adult New ENR Goal	Adult New ENR Actual	Adult Total ENR	DW Exit	Adult Exit	Exit Rate
Hillsdale	50	47	97	40	45	96	26	35	32%
Mark Sanders	53	60	106	40	42	66	48	34	48%
Broadway	40	39	52	50	90	111	22	45	41%
Franklin	40	37	62	50	76	115	16	52	38%
Mather	10	17	17	31	31	42	13	24	63%
South County	28	28	46	43	48	74	15	20	29%
Lemon Hill	43	44	70	63	48	89	23	31	34%
La Familia	7	6	12	58	63	99	9	51	54%
Galt	17	19	27	20	21	30	9	10	33%
Citrus Heights	50	43	80	40	40	63	36	34	49%
Rancho Cordova	37	25	43	38	58	77	21	48	58%
GSUL	19	7	7	29	11	11	0	0	N/A
	394	372	619	502	573	873	238	384	42%

DW=Dislocated Worker

ENR=Enrollment

Sacramento Works One Stop Career Center Performance 2006-2007

One Stop	Third Quarter Performance Outcomes Real Time							
	DW EER	Adult EER	DW Crit Ind Rate	Adult Crit Ind Rate	DW Avg Wage/Hr	Adult Avg Wage/Hr	Cost per Int Cust Served	Int Cust served 7/06-3/07
Hillsdale	100%	82%	90%	82%	\$18.18	\$14.72	\$1,399	193
Mark Sanders	94%	94%	82%	77%	16.97	12.52	1,628	172
Broadway	91%	85%	85%	91%	13.31	11.76	1,656	163
Franklin	94%	88%	73%	70%	17.77	9.73	1,525	177
Mather	100%	86%	100%	88%	15.73	12.46	1,780	59
South County	100%	69%	80%	81%	16.02	16.99	1,852	120
Lemon Hill	96%	90%	95%	80%	12.41	12.26	2,000	159
La Familia	100%	91%	88%	80%	14.83	9.99	1,756	111
Galt	100%	100%	66%	90%	18.00	12.80	1,930	57
Citrus Heights	69%	74%	68%	94%	14.31	10.84	1,888	143
Rancho Cordova	91%	94%	73%	40%	\$13.97	\$10.61	\$1,875	120
GSUL	N/A	N/A	N/A	N/A	N/A	N/A	9,722	18
	94%	79%	82%	72%	\$15.59	\$12.24	\$1,810	1,492

EER=Entered Employment Rate

Sacramento Works One Stop Career Center Performance 2006-2007

One Stop	Third Quarter Core Services/Services to Special Populations				
	Core # Served	Cost per Core Customer	Intensive Services to Special Pops	# Customer Satisfaction Surveys	% of Core Customers Surveyed
Hillsdale	4,881	\$41.49	83%	698	14%
Mark Sanders	7,898	26.59	17%	3,723	47%
Broadway	4,918	41.18	43%	873	18%
Franklin	4,671	57.80	77%	193	4%
Mather	1,481	53.17	76%	157	11%
South County	3,959	42.10	83%	425	11%
Lemon Hill	4,518	52.79	57%	146	3%
La Familia	1,915	76.35	114%	1,509	79%
Galt	1,074	76.82	58%	194	18%
Citrus Heights	2,910	69.59	80%	123	4%
Rancho Cordova	2,313	72.96	83%	495	21%
GSUL	1,450	\$90.52	70%	13	1%
	41,988	\$48.22		8,549	20%
	34,070	\$59.43			

unduplicated customers

Cost per core customer based on 75% of annual allocation/customers served in 3/4 of year

On-the-Job-Training
Performance Report
FY 2006-2007, Third Quarter

OJT Provider	Current Funding Amount, FY2006-2007			End of Year Goal	Number Served 7/06 - 3/07	% of Enrollment Goal	Cost Per OJT Customer	EER	Crit Ind Rate	Emp Cred Rate	Avg Wage/Hr
	WIA	CalWORKs	Total								
Sacramento Chinese Community Service Center	\$210,000	\$34,650	\$244,650	60	37	62%	\$6,612.16	94%	25%	38%	\$9.19
Sacramento Lao Family	210,000	33,600	243,600	48	42	88%	5,800.00	88%	53%	55%	8.76
Asian Resources	210,000	34,200	244,200	55	50	91%	4,884.00	96%	92%	44%	10.62
La Familia Counseling Center	176,262	30,400	206,662	51	43	84%	4,806.09	93%	71%	52%	\$9.63
Total	\$806,262	\$132,850	\$939,112	214	172	80%	\$5,459.95				

ITEM III-C - 1 - ACTION

APPROVAL OF SETA HEAD START/EARLY HEAD START COST-OF-LIVING
ADJUSTMENT APPLICATION

BACKGROUND:

SETA has been allocated a 1.5% Cost-of-Living Adjustment totaling \$532,018 for Head Start and \$69,843 for Early Head Start for FY '07-'08.

This application allocates a cost-of-living increase of 2% in employee salaries and wages; a 1% increase in employee benefits; and a 1.5% increase in Delegate Agency budgets in the '07-'08 projected budget, as well as other costs subject to cost of living increases. Labor negotiations will determine the wage and benefits for SETA employees.

The Parent Advisory Committee and Policy Council have reviewed and approved this item.

RECOMMENDATION:

Approve the SETA Head Start Cost-of-Living Adjustment (COLA) application, sent under separate cover.

ITEM III-C – 2 – ACTION

APPROVAL OF HEAD START BUDGET MODIFICATION FOR 2006-2007

BACKGROUND:

The Head Start grant operates from August 1 through July 31 of each year.

Due to various staff vacancies in Head Start and Early Head Start there have been significant savings identified. To decrease the amount of unexpended dollars which are unusable in future years, SETA is requesting a budget modification of the 2006-2007 Head Start budget. A total of \$850,000 will be moved from Salaries and Benefits to the Equipment, Supplies, and Other Expenses line item. These dollars will be spent to provide necessary equipment, repairs, and supplies to SETA's Early Learning Centers.

Further information and details will follow under separate cover.

RECOMMENDATION:

Approve the budget modification to the 2006-2007 Head Start budget.

ITEM III-C – 3 – ACTION

APPROVAL OF PROCUREMENT FOR RESURFACING OF BUILDING EXTERIOR
FOR NORTHVIEW EARLY LEARNING CENTER

BACKGROUND:

SETA's Early Learning Center at Northview is in dire need of repairs to the exterior walls. This facility which is owned by SETA contains 4 classrooms and provides services for 88 children. The exterior walls have holes and cracking from extended service and weathering and need to be resurfaced.

SETA is requesting procurement of services to provide all labor and materials to complete the project of retexturing the exterior surface of the Northview Early Learning Center. This will consist of a heavy acrylic texture finish with a base coat and mesh to cover existing surface. The cost of this project should not exceed \$60,000.

RECOMMENDATION:

Approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls.

ITEM III-D – 1 - ACTION

APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There are currently two vacancies in the Private Sector. To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

One application for Private Sector membership has been received by River City Community Services and is sent under separate cover.

RECOMMENDATION:

Appoint River City Community Services to represent the Private Sector on the Community Action Board.

ITEM III-D – 2 - ACTION

APPROVAL OF THE 2008/2009 COMMUNITY SERVICES BLOCK GRANT
COMMUNITY ACTION PLAN

BACKGROUND:

Enclosed (under separate cover) for your approval is the draft 2008/09 Community Services Block Grant Community Action Plan. A locally determined plan for the use of Community Services Block Grant funds is a requirement for funding by the State Department of Community Services and Development (CSD). This two-year draft Community Action Plan represents SETA's intended use of the Community Services Block Grant for the period of January 1, 2008 through December 31, 2009. SETA's contract with CSD will continue to be on a single calendar year basis. The funding level for the year 2008 is not known at this time. Copies of the draft Community Action Plan have been made available to the public for their comments.

The draft Community Action Plan was developed as a result of an extensive needs assessment process using public testimony from two public hearings, an analysis of the latest available demographic data and studies, the latest reports on the 2000 census, a review of publications on trends and issues in Sacramento County, and other sources of information depicting the most recent conditions affecting the low-income population in this region.

As we plan for the year 2008, the goal of self-sufficiency is the expected outcome of the programs administered by SETA, funded by the Community Services Block Grant, Workforce Investment Act, Job Training Partnership Act, Refugee Employment Social Services, and the Targeted Assistance program for refugees.

For the year 2008, SETA continues to plan its focus of Community Services Block Grant services on frail, homebound elderly, the disabled, at-risk youth (including foster youth facing emancipation and homeless youth), homeless individuals and families, and other low-income families with an emphasis on neighborhood-based programs which promote self-sufficiency. Activities planned include Safety-net or one-time emergency services and outcome-based services designed to move clients toward self-sufficiency. CSBG services will continue to be linked to the One-Stop Career Centers and will be an important resource to assist community-based organizations in building capacity, developing collaborations, and networking.

The Community Action Board reviewed and approved this document at their May 30, 2007 meeting.

RECOMMENDATION:

Review and approve the 2008/09 Community Services Block Grant Community Action Plan.

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: Ms. Kathy Hamilton **DATE:** May 1, 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	7/1/06-2/28/07
WIA-Title I	Out-of-Sch. Youth	138,100	7/1/06-06/30/07	7/1/06-2/28/07
WIA-Title I	Universal Services	50,000	7/1/06-06/30/07	7/1/06-2/28/07
WIA-Title I	One-Stop Serv.-Adult	137,250	7/1/06-06/30/07	7/1/06-2/28/07
WIA-Title I	One-Stop Serv.-D. W.	85,000	7/1/06-06/30/07	7/1/06-2/28/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 4/3/07 & 4/24/07

	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 February 28, 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: Mr. James Shelby **DATE:** May 9, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Greater Sacramento Urban League

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net	\$ 20,000	1/1/06-12/31/06	1/1/06-12/31/06
WIA	OSS/Adult	\$ 50,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OJT/Adult	\$ 144,790	7/1/05-6/30/06	7/1/05-6/30/06

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: March 19, 20, 21 & Apr 25, 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		N/A		
8	OJT Contracts/Files/Payment	X			
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: Greater Sacramento Urban League

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG 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.

SETA did however observe an issue with accrued expenses versus actual expenses. GSUL was unable to provide documentation on all accrued expenses that were invoiced to other equipment. In addition, the salary line item was overspent. The expenditures on the salary line item offset the undocumented accrued expenses.

During this grant there was staff turnover with the accounting personnel.

The SETA fiscal monitor has provided technical assistance to GSUL accounting staff to ensure costs are claimed to the correct budgeted line item.

Recommendations for Corrective Action:

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

However, it is recommended that GSUL look into the internal controls and accounting methods to ensure all costs are realized and accounted for on the correct budgeted line item.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. May Ly **DATE:** May 10, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Hmong Women's Heritage Association

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 14,000	10/1/06-9/30/07	10/1/06-3/31/07
RESS-(Set-aside)	SA & CO	60,071	10/1/06-9/30/07	10/1/06-3/31/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 5/3/07

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: Hmong Women's Heritage Association

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2006 to March 31, 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: Anita Barnes **DATE: May 4, 2007**

FROM: Tammi L. Kerch, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of La Familia Counseling Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	YY	\$ 181,770	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OY	\$ 148,318	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OSS/Adult	\$ 175,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OSS/DW	\$ 40,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OJT	\$ 175,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA/DHA	OJT	\$ 30,400	7/1/05-6/30/06	7/1/05-6/30/06
CSBG	FSS	\$ 60,250	1/1/06-12/31/06	1/1/06-12/31/06

Monitoring Purpose: Initial **Follow-Up** **Special** **Final**
Date of review: April 17-19, 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	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: La Familia Counseling Center

Findings and General Observations:

The total costs as reported to SETA for WIA and CSBG 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.

It is SETA's observation the tracking of participant supportive services is adequate; however, the retrieval of the information is cumbersome. As per our conversation, consider including the client's name under document description of the general ledger.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Patty Hagemeyer **DATE:** May 23, 2007
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento City Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	ES	\$ 68,000	10/1/05-9/30/06	10/1/05-9/30/06
RESS	ES/Disc	\$ 7,308	9/1/05-10/31/06	9/1/05-10/31/06
RESS	VESL/ES	\$ 185,000	10/1/05-9/30/06	10/1/05-9/30/06
WIA	Older Youth	\$ 179,800	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OSS/DW	\$ 130,000	7/1/05-6/30/06	7/1/05-6/30/06
WIA	OSS/Adult	\$ 263,737	7/1/05-6/30/06	7/1/05-6/30/06

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: March 6, 13, & 14 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		N/A		
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 City Unified School District

Findings and General Observations:

The total costs as reported to SETA for RESS 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: Mr. Xia Kao Vang **DATE:** April 16, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Lao Family

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT	\$ 210,000	07/1/06-6/30/07	07/1/06-2/28/07
RESS/TA	VESL/ES	299,804	10/1/06-9/30/07	10/1/06-2/28/07
TA	ES	95,601	10/1/06-9/30/07	10/1/06-2/28/07

Monitoring Purpose: Initial X Follow-Up Special Final
Dates of review: 3/22-23/07 & 4/12/07

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

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to February 28, 2007 for WIA and from October 1, 2006 to February 28, 2007 for RESS and TA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.
- 3) The findings mentioned in our monitoring report dated September 20, 2006 have been corrected and are now considered closed.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Cheryl Powell **DATE:** May 2, 2007
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One Stop Serv-Adult	\$ 120,000	7/01/06-06/30/07	7/01/06-3/31/07
WIA-Title I	One Stop Serv-D.W.	150,000	7/01/06-06/30/07	7/01/06-3/31/07
WIA-Title I	In-School Youth	106,600	7/01/06-06/30/07	7/01/06-3/31/07
WIA-Title I	Out-of-School Youth	188,100	7/01/06-06/30/07	7/01/06-3/31/07
WIA-Title I	Universal Services	50,000	7/01/06-06/30/07	7/01/06-3/31/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 4/18/07

	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		N/A		
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to March 31, 2007 for WIA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Slavic Assistance Center

Findings and General Observations:

- 1) The total costs as reported to SETA from October 1, 2006 to March 31, 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

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 2006/2007

The following is an up date of information as of May 21, 2007 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	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 7830 Macy Plaza Drive, Citrus Heights, CA 95610	1/10/07	15	11/20/06
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	1/12/07 through 3/30/07	30	2/28/07 Material Delivered
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	N/A	Declined Services
Official	10/27/06	Washington Mutual 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Mailed Brochures/Restructured
Unofficial	11/15/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
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	1/16/07
Unofficial	12/13/06	A. J. Wright Company Valley Mack Plaza 6300 Mack Road Sacramento, CA 95823	2/02/07	40	1/17/07
Unofficial	12/13/06	A. J. Wright Company Watt Towne Center 3615 Elkhorn Blvd. North Highlands, CA 95660	2/02/07	40	1/18/07
Unofficial	12/19/06	Angelica Textile Services, Inc. 8360 Belvedere Ave. Sacramento, CA 95826	2/01/07 through 5/01/07	54	1/23/97
Official	1/02/07	Hampton Distribution Companies – Sacramento 4522 Parker Avenue McClellan, CA 95652	3/04/07	113	1/30/07
Unofficial	1/08/07	Sacramento Natural Food Co-op 8517 Bond Road Elk Grove, CA 95624	2/01/07	40	1/26/07
Official	3/07/07	Williams Lumber, Inc. 7338 French Road Sacramento, Ca 95828	4/13/07 through 4/20/07	N/A	TradesMark Lumber & Truss, Inc. will hire the affected employees.

Official	3/09/07	Venture Lath & Plaster, Inc. 7108 28 th Street North Highlands, CA 95660	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/08/07	Production Framing Systems, Inc. 3412 Auburn Blvd, Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/13/07	Production Framing Systems Consulting, Inc. 3412 Auburn Blvd Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/08/07	BPH Management Services, Inc. 3412 Auburn Blvd, Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/07/07	Rayco Electric, Inc 3144 Fitzgerald Road Ranch Cordova, 95670	4/16/07 through 4/29/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/30/07	ACC Capital Holdings 10536 Peter A. McCuen Blvd., Mather, CA 95670	5/25/07	122	Material Mailed
Official	3/30/07	ACC Capital Holdings 10600 White Rock Rd. Rancho Cordova, CA 95670	5/25/07	263	Material Mailed
Official	4/03/07	Nationwide Health Plans 1651 Exposition Drive Sacramento, CA 95815	5/31/07	46	5/02/07
Official	4/17/06	CVS/Caremark 10481 Armstrong Avenue Mather, CA 95655	6/01/07	257	Pending
Official	5/16/07	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816 – 5600	7/13/07	36	Pending
			Total # of Affected Workers	2727	

ITEM IV-C - INFORMATION

UPDATE ON SUMMER YOUTH JOB FAIRS

BACKGROUND:

In October of 2006, SETA/Sacramento Works Employer Services staff started discussion with the City of Sacramento District Directors for Districts Two, Five and Eight regarding employment opportunities for youth in these districts.

The framework for services was developed in December 2006 scheduling three district job fairs starting in March of 2007. These Youth Job Fairs were scheduled at community centers in the Meadowview, Oak Park, and Del Paso Heights areas. At the end of the three district job fairs, a citywide job fair was scheduled at Cesar Chavez Plaza to service all youth in the city of Sacramento.

In order to ensure that the maximum resources available would be used SETA/Sacramento Works staff met with staff from the State of California Employment Development Department (EDD), Sacramento Region Higher Education Coalition, various Community Based Organizations and several Apprenticeship Programs. After several meetings, we determined that the focus of the events would be both employment and educational opportunity for youth, particularly those that are economically disadvantaged. Therefore, each event was to provide information on present and future job opportunities.

Prior to each job fair, Job Readiness workshops were conducted in each district to reach youth ages 14-24. The topics of those workshops were:

- Resume Writing Techniques and the Master Application
- Self/A One Minute Introduction
- Dress for Success, Employer Expectations and Job Fair Etiquette
- Real World Skills and the Importance of Education's Impact on Income
- Work Ethics, Job Retention and Team Building

Along with partner staff and SETA/Sacramento Works Employer Services staff, each District Director was instrumental in the workshops provided. Each district provided lunch for the youth attending the workshops.

Collectively the events were able to draw over 1,400 youth. The number of employers, educational and community services providers that participated in the series of events reached 90.

ITEM IV-D - INFORMATION

AGENCY AWARDS AND STAFF RECOGNITION

BACKGROUND:

Award for Services to Veterans:

SETA/Sacramento Works has been informed that Workforce Development Department staff from Employer Services and the Sacramento Works One Stop Career Center at Mark Sanders were nominated for an award from the International Association of Workforce Professionals (IAWP) California State Chapter. The following staff were nominated for their outstanding support for Veterans.

Services to Veterans Group Award

William Walker
Terri Carpenter
Josh Woodson
Simone Paurley
Greg Eason
Antwaun Billoups

Award for Services to Foster Youth:

SETA/Sacramento Works was honored for services to Foster Youth at the Change a Lifetime Event at the Capital for Foster Youth Awareness Month. On May 1, 2007, the SETA/Casey Great Start Program was recognized at the 3rd Annual California Capitol Foster Youth Awareness Event honoring individuals, programs and partnerships that are changing the lives of California foster youth. The Sacramento Works One Stop Career Center system was recognized for the work we have done to make the career center system "youth friendly" and SETA/Casey Great Start Staff Ken Broughton, Mauricio Camarena, and Fran Myers were honored for their work assisting foster youth and former foster youth to find education, training and employment opportunities.

ITEM IV –E - INFORMATION

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY REGIONAL NURSE SUPPORT PROJECT UPDATE

BACKGROUND:

In March, 2005, SETA received an \$800,000 Workforce Investment Act 15% Governor's Discretionary grant to address the critical nursing shortage in the greater Sacramento region by creating growth in the regional nurse training capacity and increasing the capacity of local hospitals to provide health care to underrepresented populations. The project term is March 1, 2005 to June 30, 2007.

The project, named the Regional Nurse Support II (RNsII), was implemented through a strong partnership that was established more than seven years ago while collaborating on previous successful healthcare projects, the Caregiver Training Initiative and Nurse Workforce Initiative. Partners to this project include:

- SETA
- Los Rios Community College District
- CSU, Sacramento
- Sutter Health Sacramento Sierra Region
- Kaiser Permanente
- UC Davis Medical Center

The primary goals of the project are to train sixty (60) new or upgraded Registered Nurses (Associate or Bachelor degree) through American River College and CSUS and assist twenty (20) immigrant nurse or allied healthcare workers that were health professionals in their countries of origin to obtain certification or licensure in this country. Each health system partner selected from its own workforce a minimum of fifteen (15) healthcare workers as candidates for upgrade training as Registered Nurses. Recruitment of immigrant healthcare workers was primarily through the SETA Healthcare Career Center, staff outreach, and the existing workforce of the health system partners.

Project Accomplishments

As of April 30, 2007, the following outcomes have been accomplished:

1. **Exceeded enrollment goals.** A total of 88 participants were enrolled (planned enrollment was 84):
 - 42 enrolled at the American River College Associate Degree in Nursing (ADN) Program
 - 21 enrolled at the CSUS Bachelor of Science Degree in Nursing (BSN) Program

- 25 immigrants were enrolled to obtain certification or licensure as Registered Nurses, Licensed Vocational Nurses, Certified Nurse Assistants, Medical Assistants and Emergency Medical Technicians
2. **Very low attrition rate.** In 2 years, the program has experienced a 4% attrition rate versus the typical 20% to 30% at regional nursing schools. This was due directly to having supportive healthcare partners, careful participant assessment procedures, WIA case management requirements, services provided by staff that had experience with previous healthcare initiatives, and the availability of financial and support services for students facing barriers to completion.
 3. **High hourly wages for graduates.** The wages of the project graduates now employed as Registered Nurses range from \$30 per hour to \$63 per hour with an average of \$35 per hour.
 4. **Foreign-trained immigrant healthcare workers have successfully entered the workforce.** Of the 25 foreign-trained immigrant healthcare workers enrolled, nine (9) are now employed as a result of participation in this project. Three (3) are Registered Nurses making an average of \$33 per hour and six (6) are Certified Nurse Assistants making an average wage of \$10. Eleven (11) are in the process of taking their exam to become Registered Nurses and should have their license by the end of June, 2007. One (1) will soon be taking her exam to be a Licensed Vocation Nurse (LVN). Four (4) are still in training or seeking employment.
 5. **Graduates are new nurse educators at American River College.** Several graduates of the BSN program are now substitute teaching for American River College's ADN program.

Incumbent Registered Nurses

Employment statistics of the sixty-three (63) incumbent workers enrolled in nurses training are as follows:

1. Two (2) have graduated with a Bachelor Degree in Nursing
2. Nine (9) will graduate with a Bachelor's Degree in Nursing in May, 2007,
3. Eight (8) will graduate with a Bachelor's Degree in Nursing in December, 2007
4. Thirty-seven (37) will graduate with their Associate Degree in Nursing in May, 2007
5. Three (3) will graduate with their Associate Degree in Nursing in December, 2007.
6. Four (4) have dropped prior to graduation.

Case management by SETA staff will continue for the participants that are in training beyond the project end date to ensure successful completion of training, certification or licensure and employment. A minimum of 59 incumbent workers will complete training and continue to be employed at a higher rate of pay. BSN

graduates will now have opportunities for employment as Nurse Supervisors and Managers, Clinical Nursing Instructors, case managers, Nurse Preceptors, and Public Health Nurses, and are prepared to advance to obtain their Masters of Science in Nursing degree.

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.