



GOVERNING BOARD

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County of Sacramento

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Board of Supervisors
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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, May 3, 2007

TIME: 10:00 a.m.

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

While the SETA Governing Board welcomes and encourages participation in the Governing Board meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under jurisdiction of the SETA Governing Board and not on the posted agenda or any off-agenda matters may be addressed by the general public following completion of the regular agenda. The SETA Governing Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

AGENDA

- I. **Call to Order/Roll Call/Pledge of Allegiance**
 - Recognition of Long-term Employee: Laura Acuña (10 years)
- II. **Consent Items**
 - A. Minutes of the April 5, 2007 Regular Board Meeting
 - B. Approval of Claims and Warrants
- 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 (Rod Nishi)
 - 2. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional (Rod Nishi)

3. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification (Rod Nishi)
4. Approval of Revised Agency Insurance Requirements (Jim Toner)
5. Approval of Agreement with the Sacramento County Department of Human Assistance and Authorize the Executive Director to Sign the Agreement and Related Amendments (Roy Kim)

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works to Transfer 10% Funds from Workforce Investment Act Dislocated Worker Funding Stream to Adult Programs (Ginger Brunson/Robin Purdy)

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 (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Travelers Aid
- B. Dislocated Worker Update (William Walker)
- C. Small Business Administration Presentation (Gisela Weissman)

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, APRIL 26, 2007

ITEM II-A - CONSENT

MINUTES OF THE APRIL 5, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 5, 2007 regular Governing Board meeting for your review.

RECOMMENDATION:

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

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

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

Thursday, April 5, 2007
10:00 a.m.

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

Members Present:

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

Don Nottoli, Member, Board of Supervisors

Jimmie Yee, Member, Board of Supervisors

Member Absent:

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employee: Ms. Cindy Sherwood-Green was presented with a gift in appreciation of her 20 years of service to SETA.

II. **Consent Items**

There were no questions or corrections to the consent calendar.

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

- A. Approve the March 1, 2007 minutes.
B. Approve claims and warrants for the period 2/23/07 to 3/29/07.
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval to Authorize Lease Negotiations for Rancho Cordova Career Center Office Space

Ms. Cindy Sherwood-Green reviewed the proposals that were received. Staff is requesting approval to negotiate with three top proposers. Mr. Thatch stated that this item should have been in closed session and would prefer not to discuss negotiation terms.

Moved/Nottoli, second/Yee, to authorize staff to begin lease negotiations with representatives of the top three ranked proposals.

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

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve the Sacramento Works One Stop Career Center System Resource Allocation Plan

Ms. Purdy reported that this item has been reviewed and approved by the Sacramento Works Board. She reviewed some modifications to the resource allocation plan so 5% more funds will be going into one stop services. The Department of Human Assistance has allocated \$400,000 to SETA to be utilized as OJT subsidies targeting TANF and CalWorks customers. In addition, the Agency will be receiving \$70,000 in SMARTware licensing fees.

Ms. Purdy stated that the one stops have been working more closely to assist CalWorks and TANF populations. There has been a concerted effort to do outreach to youth and the number of youth served has increased dramatically.

Speaker before the board: Deacon Donald Clark

Moved/Yee, second/Pannell, to concur with the Sacramento Works board to approve the WIA Resource Allocation Plan for 2007-2008.

Voice Vote: Unanimous approval

Ms. Purdy reported that quarterly reports are provided to the board and staff will be breaking the statistics down by neighborhoods. Future reports will be tracked via ZIP codes.

2. Appointment of Required Partner Member to the Sacramento Works Board

Ms. Kossick stated that Mr. Bradley is actually from the Sacramento Veterans Resource Center.

Moved/Pannell, second Yee, to appoint Mr. Robert Bradley to the Sacramento Works, Inc. Board of Directors.

Voice Vote: Unanimous approval.

3. Approval to Act as Fiscal Agent for WIA 15% Discretionary Grant Received by the California Labor Federation

Ms. Purdy reported that the Employment Development Department released a solicitation for an RFP. SETA received two grants in partnership with the California Labor Federation who has asked the State for permission to use SETA as the fiscal agent. SETA will retain approximately \$80,000 for SETA's effort to

coordinate the grant. This grant will coordinate with regional transit and provide incumbent worker training for new equipment. This would increase the number of mechanics that would work on the new cleaner busses.

Moved/Pannell, second/Yee, to authorize the SETA Executive Director to: 1) Accept \$600,000 in WIA Governor's Discretionary 15% grant funds and enter into a subgrant agreement with the State Employment Development Department; 2) Act as fiscal agent for WIA Governors Discretionary 15% grant funds; and 3) Enter into subcontract agreements with collaborating agencies identified in the grant.

Voice Vote: Unanimous approval.

4. Approval to Submit a Department of Labor Grant Workforce Innovation in Regional Economic Development (WIRED) Grant

Ms. Purdy reported that SETA has been working with SMUD and the Transit Authority to develop the region as the next clean energy powerhouse. This is a wide-ranging collaborative investing in solar, wind and bio mass. SETA has been approved by the Governor to be one of two California proposals to be submitted for consideration. The goal is to create new businesses and train high school graduates to PhDs for clean energy employment.

Moved/Yee, second/Pannell, to approve the submission of an application to the Department of Labor on behalf of the region. Authorize SETA's Executive Director to enter into a contract with the State of California Labor and Workforce Development Department, and execute contracts with collaborating entities.

Voice Vote: Unanimous approval.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Dislocated Worker Update: Mr. William Walker reported that CVS Caremart will be laying off 250 staff. New Century Realtors cut their workforce by 3,200.

C. Youth Job and Resource Fair: SETA staff has been working with city staff to coordinate youth job fairs. Three workshops were held at Franklin Career Center where 63 youth attended. One job fair was held at Mark Sanders with 43 youth present. A job fair at the Pannell Center drew 200 youth. The age group was

16-21 years. There are scheduled job fairs in Oak Park and another will be held at the Robertson Community Center.

Ms. Christine Welsch reported a youth and adult job fair was held April 4 at the Hillsdale Career Center. Three hundred adults and 90 youth attended. Ms. Welsch stated the employers liked the concept of smaller job fairs. During spring break, a boot camp was held at the Franklin, Oak Park, and Urban League Career Centers; 50 young people showed up at each site.

- D. Incentive Awards for Exemplary Performance for Program Year 2005-2006: Ms. Kossick thanked staff and program operators for their work to achieve this award.
- E. SETA and Delegate Agency Head Start Enrollment Update: Ms. Maureen Dermott reviewed this item. She announced the grand opening of Grizzly Hollow in Galt is scheduled for Friday, May 4. Board members will be sent invitations.
- F. Presentation of the 2006/2007 Occupational Outlook & Training Directory: Mr. John Harden reviewed this directory which contains nearly 200 occupational and training providers. Mr. Harden read off the list of sponsors. This directory will be provided to the local high schools.
- G. Planning Calendar and Public Notice for the 2008-2009 Community Services Block Grant Community Action Plan: No questions or comments.

V. Reports to the Board

- A. Chair: Ms. Scherman reported her granddaughter was recently voted in as a Grant High School varsity cheerleader. Tomorrow she will celebrate 39 years of marriage with her husband Lee.
- B. Executive Director: Ms. Kossick reported that on March 27 Ms. Sherwood-Green represented SETA and handed out 200 disaster kits to low income and Spanish speaking families in Galt. SETA has been released from our conditional status by the California Department of Education. SETA's audit was not late and the CDE accepted the audit.
- C. Counsel: No report.
- D. Members of the Board: Ms. Pannell thanked staff for the job fair and workshop.
- E. Public: No comments.

VI. CLOSED SESSION: SIGNIFICANT EXPOSURE TO LITIGATION PURSUANT TO SUBDIVISION (B) OF GOVERNMENT CODE SECTION 54956.9: One potential case

CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

Board went into closed session at 11:23 a.m. Ms. Scherman called the meeting back into open session at 11:31 a.m. and stated there was no report out of closed session.

VII. **Adjournment:** Meeting adjourned at 11:31 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 3/30/07 through 4/26/07, and all expenses appear to be appropriate.

ITEM III-A – 1 - 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, movement from the lower range shall be limited to eight (8) employees 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 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 – 2 - 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
\$19.72	\$20.71	\$21.75	\$22.84	\$23.98

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 third day of May, 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 – 3 - ACTION

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

BACKGROUND:

Action item III-A – 1 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 – 4 - ACTION

APPROVAL OF REVISED AGENCY INSURANCE REQUIREMENTS

BACKGROUND:

On April 21, 1988, the Governing Board approved SETA's Insurance Requirements which were applicable to all SETA-funded programs. Due to changes in the insurance industry and to update the process, on May 1, 2000, the Governing Board approved the revision of those insurance requirements which are currently in use by the Sacramento Employment and Training Agency (SETA).

Due to more recent changes in the insurance industry, and to solve problems encountered in obtaining specific insurance documents and streamline the insurance documentation process, we have revised the insurance requirements with the assistance of SETA's Insurance Broker, Mr. Jim Toner of Arthur J. Gallagher & Company.

A draft of the revised insurance requirements was sent to legal counsel for review.

Attached are the revised insurance requirements reflecting input by SETA staff, Mr. Jim Toner, and legal counsel.

RECOMMENDATION:

Approve the revised Agency insurance requirements.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Applicable to all SETA-funded programs)

(Pursuant to SETA Governing Board Action on 4/21/88)

(Revised 5/3/2007)

Deleted: 0

Prior to contract execution, commencement of program performance and disbursement of any funds, SETA shall receive from each funded agency's insurer an ORIGINAL, computer-generated, or faxed certificate of insurance and copies of required endorsements.

GENERAL REQUIREMENTS:

1. CERTIFICATES OF INSURANCE MUST INCLUDE:

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- A. Insuring Company's Name;
- B. Full Mailing Address of Insurance Company's Issuing Branch Office;
(this item may be added to certificate by SETA staff)
- C. Policy Number(s);
- D. Policy Effective and Expiration Date(s);
- E. Policy Limits;
- F. Deductible(s) or statement that "No deductible is applicable";
- G. As respects General Liability Coverage, statement that "occurrence type" coverage rather than "claims made type" coverage is provided;
- H. Certificates must include an original signature or an original stamp of the agent's signature.
- I. ***Notice of Cancellation:** (Cancellation wording must be included on the insurance certificate)

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When completing certificates of insurance, the following wording must be stricken from the standard statement:

~~*"Should any of the above-described policies be canceled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the certificate holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives."~~

NOTE: Upon receipt of an acceptable certificate and endorsements, a cover letter will be sent to each insurance carrier indicating SETA's reliance on the certificate as evidence that insurance was indeed issued and is currently in force. A copy of the letter will be sent to both the broker/agent and the operator.

SHOULD ANY OF THESE ITEMS BE MISSING, THE CERTIFICATE IS UNACCEPTABLE

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

INSURANCE REQUIREMENTS

(Continued)

2. **REQUIRED INSURANCE ENDORSEMENTS: MUST HAVE POLICY NUMBER TYPED ON ENDORSEMENTS AND MUST BE ISSUED SEPARATELY. ENDORSEMENT LANGUAGE THAT IS TYPED ON THE CERTIFICATE OF INSURANCE IS NOT ACCEPTABLE WITH THE EXCEPTION OF THE CANCELLATION ENDORSEMENT.**

Deleted: .

3. Deductibles and Self-Insured Retentions:

Any deductibles or self-insured retentions must be declared to and approved by SETA. In the sole discretion of SETA, SETA may require a funded agency to reduce or eliminate such deductibles or self-insured retentions as respects SETA, its officers, employees and volunteers.

NOTE: No SETA funds shall be used to fund or otherwise pay for any deductibles, self-insured retentions and/or self-insurance.

4. SETA reserves the right to require funded agencies to obtain additional insurance coverage should the program activities provided require additional coverage. This is especially true for multi-funded agencies. Additional coverage might include increased policy limits or coverages for professional liability and/or incidental malpractice. Increased policy limits might be addressed by increasing the general aggregate limits, obtaining excess coverage, and/or procuring a policy solely to insure SETA-funded activities.
5. SETA reserves the right to require funded agencies to provide SETA with complete copies of all insurance policies including endorsements.
6. All coverages shall be procured through a carrier satisfactory to SETA. If any coverages are canceled, revoked, reduced, **non-renewed** or in any manner questioned or compromised, SETA shall **be immediately notified of such. Further, SETA shall not** make any further disbursement to funded agency until SETA is satisfied that the coverage initially approved by SETA has been reinstated. Failure to provide timely evidence of continuing coverage shall result in suspension of all payments or reimbursements and/or suspension of performance. Additionally, should there be inadequate coverage or any lapse(s) in coverage, SETA shall not reimburse for any costs incurred during any period for which the required insurance coverage was not in effect.
7. In the event insurance coverages expire at any time or times during the term of the subgrant, the program operator agrees to provide, at least ~~thirty~~ **(15)** calendar days prior to said expiration date, a new certificate(s) of insurance evidencing insurance coverage(s) as provided for herein for not less than the remainder of the term of the subgrant. New certificates of insurance are subject to review for content and form by SETA. **In the absence of a certificate of insurance, a letter of intent to renew from the insurance agent must be submitted.**

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

REQUIRED COVERAGES

1. FIDELITY AND DEPOSITORS' FORGERY COVERAGES ~~(Not applicable for WSP and/or LTPL applicants)~~

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A. Required Limits:

Twenty percent (20%) of all grants but no less than \$25,000
(EXCEPTION: If grant is less than \$25,000, then bond shall be for total amount of grant)

B. Required Endorsements:

1. "The Sacramento Employment and Training Agency is named as a loss payee as its interest may appear"; and,

2. Cancellation endorsement must be included on the certificate of insurance.

Deleted: 2. "This insurance shall not be canceled, limited, or non-renewed until after fifteen (15) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

2. PROPERTY COVERAGE ~~(Not applicable for WSP and/or LTPL applicants)~~

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A. Required Coverage: ~~(If SETA has an "insurable interest" in any of the Subgrantee's properties)~~

Insurance which is at least as broad as the current ISO Special Form Causes of Loss (CP 1030) policy, formerly known as "all risks" ~~as well as insurance covering boiler and machinery~~ and in compliance with ordinances or laws, if appropriate, for the full 100% insurable replacement cost of the property.

B. Required Endorsements:

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1. ~~*(All first party insurance maintained by the Subgrantee)~~ shall include a waiver of subrogation in favor of SETA.

Deleted: Such insurance shall name SETA as an additional insured as its interests in the property may appear and

Subrogation waiver: This insurance shall not be prejudiced by agreement made by the Named Insured releasing or waiving the Named Insured's right to recovery against third parties responsible for the loss, under the following circumstances only: (1) If made before loss has occurred, such agreement may run in favor of any third party; (2) If made after loss has occurred, such agreement may run only in favor of a third party falling within one of the following categories at the time of loss: (A) A third party insured under this policy; OR (B) A corporation, firm, or entity (1) owned or controlled by the Named Insured or in which the Named Insured owns capital stock or other proprietary interest, OR (2) Owning or controlling the Named Insured or owning or controlling capital stock or other proprietary interest in the Named Insured; (3) Whether made before or after loss has occurred, such agreement must release or waive the entire right of recovery of the Named Insured against such third party.

2. Cancellation endorsement must be included on the certificate of insurance.

(This endorsement not necessary due to the above * "waiver of subrogation in favor of SETA").

Deleted: B. Required Endorsements:¶

¶
1. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply"; and,

Deleted: 2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy".

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

3. GENERAL LIABILITY COVERAGE

A. Type of Policy/Coverage:

All policies must be written on an occurrence-type policy form which is at least as broad as the most current ISO Commercial General Liability (CG 0001) policy, insuring against loss for liability(ies) arising from the subgrantee's premises; operations; Liability assumed under an insured contract, independent contractors; incidental medical malpractice, if applicable, personal and advertising injury, products and completed operations and garage keepers liability as appropriate given the nature of the funded agency's business.

Deleted: independent contractors; incidental medical malpractice and garage keepers liability as appropriate given the nature of the funded agency's business; personal injury and advertising injury; products-completed operations; and liability assumed under an insured contract.

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.

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Claims-made policies are not acceptable.

B. Required Limits:

\$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage.

C. Required Endorsements:

1. "The Sacramento Employment and Training Agency and its governing board, officers, employees and volunteers are named as an additional insured";
2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy"; and,

3. Cancellation endorsement must be included on the certificate of insurance.

Deleted: 3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

4. VEHICLE LIABILITY COVERAGE

A. Required of all Program Operators

B. Required Coverage:

Coverage must include all of the following:

- a. Owned Auto Liability (If the program operator owns autos)
- b. Non-Owned Auto Liability
- c. Hired Auto Liability
- d. Uninsured and Underinsured Auto Liability**

C. Required Limits:

\$1,000,000 per occurrence ~~and~~ for bodily injury and property damage. Note: suggested the above \$2 mil general aggregate be removed because it does not apply, not done this way.

Deleted: \$2,000,000 general aggregate

D. Required Endorsements:

- 1. "The Sacramento Employment and Training Agency and its officers, employees and volunteers are named as an additional insured";
- 2. "It is agreed that any insurance and/or self-insurance maintained by the Sacramento Employment and Training Agency shall apply in excess of and not contribute with insurance provided by this policy"; and,

3. Cancellation endorsement must be included on the certificate of insurance.

Deleted: 3. "This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

5. PROFESSIONAL LIABILITY COVERAGE (Not applicable for WSP and/or LTPL applicants)

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A. Required of all program operators who employ or retain professional staff (including, but not limited to, nurses, psychologists, health care professionals, accountants or attorneys) for SETA-funded operations.

B. Required Limits:

Not less than \$1,000,000 claim per occurrence. Note: professional liability written on claims made basis.

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
INSURANCE REQUIREMENTS

(Continued)

6. WORKERS' COMPENSATION STATUTORY

A. Must cover all employees, ~~and~~ participants, ~~and~~ volunteers employed or enrolled under the grant who are currently eligible for coverage under existing workers' compensation laws and regulations. ~~Where participants are not covered under a State's workers' compensation law, they shall be provided with adequate on-site medical and accident insurance.~~

B. Required Endorsement:

1. We have a right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against any person or organization with whom you have a written contract that requires you to obtain this agreement from us, as regards any work you perform for such person or organization.

2. Cancellation endorsement must be included on the certificate of insurance.

"
v

7. SELF-INSURANCE

If any coverage is provided by self-insurance, SETA requires a letter from the funded agency stating that:

- A. It agrees to SETA's insurance requirements as stated above;
- B. It will maintain a minimum reserve of the amount of self-insured retention over and above all known incurred claims filed against the self-insurance fund;
- C. The reserve is fully funded; and,
- D. No federal or SETA funds will be called upon to fund any losses resulting from any SETA-funded contract.

A sample letter will be provided.

Deleted: This insurance shall not be canceled, limited, or non-renewed until after thirty (30) days advance written notice has been given to the Sacramento Employment and Training Agency, except in the event of non-payment of premium when a ten (10) day advance written notice shall apply".

ITEM III-A –5 - ACTION

APPROVAL OF AGREEMENT WITH SACRAMENTO COUNTY DEPARTMENT OF HUMAN ASSISTANCE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN THE AGREEMENT AND RELATED AMENDMENTS

BACKGROUND:

The Workforce Investment Act requires that One-Stop partners contribute a share of the costs of the One-Stop System proportionate to the use of the system by individuals attributable to the partner program. Since 2003, SETA has entered into an agreement with the County of Sacramento, Department of Human Assistance (DHA) to provide One-Stop Services to CalWORKs customers.

On April 17, 2007, the Sacramento County Board of Supervisors approved a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount of \$2,670,000, and continue services to CalWORKs recipients for PY2007-2008. SETA will provide over 32,000 self-sufficiency services to over 6,500 CalWORKs/TANF customers.

Under the agreement, SETA will continue to provide job training and employment services to residents of Mather Community Campus, and reimburse DHA \$426,800 for the costs of providing services through the Sacramento Works Career Center – Mather for PY2007-2008.

RECOMMENDATION:

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.

ITEM III-B – 1 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS TO TRANSFER 10% FUNDS FROM
WORKFORCE INVESTMENT ACT DISLOCATED WORKER FUNDING STREAM TO
ADULT PROGRAMS

BACKGROUND:

Local areas are allowed to request transfers of funds from the adult or dislocated worker funding streams. The maximum amount that may be transferred between funding streams is 50%. For the Sacramento Workforce Investment Area, staff is recommending transferring 10% (\$323,934) of PY2006-2007 dislocated worker funds to the adult funding stream because of the continuing need to sustain the adult program and provide services to special populations of adults.

The Sacramento Works, Inc. Executive Committee will take action on April 30 to approve the transfer of funds request for the Sacramento Workforce Investment Area.

RECOMMENDATION:

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.

TRANSFER REQUEST

1. LWIA Name Sacramento County Transfer Request No. # 1
2. Subgrant Number R692495
3. Program Year 2006 Grant Codes 202 and 502
4. Direction of Transfer
 - Adult (201/202) to Dislocated Worker (501/502)
 - Dislocated Worker (501/502) to Adult (201/202)
 - State Recaptured/Reallocated Dislocated Worker Funds (503 to 203, if available)
 - State Recaptured/Reallocated Adult Funds (203 to 503, if available)
 - Federal Reallotted Dislocated Worker Funds (504 to 204, if available)
 - Federal Reallotted Adult Funds (204 to 504, if available)
5. Amount of Transfer \$323,934
6. Reason for Transfer (Include effects on local services and proposed changes to the local plan.)

A general recognition by SETA of an increased need to sustain the Adult program, and a specific need to increase the availability of services to special populations of Adults.

7. Date of the LWIA Executive Committee Meeting to Discuss Transfer 4/30/2007
8. Print Name of LWIA Administrator/Designee Kathy Kossick
9. "I certify this transfer request was approved at the LWIA Executive Committee meeting date of 4/30/2007".
10. Signature of LWIA Administrator/Designee _____
11. Contact Person Roy Kim
12. Telephone Number 263-3814
13. Date of Request 04/30/2007

TRANSFER REQUEST PARTICIPANT PLAN

LWIA:	Sacramento
Date:	4/30/2007

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

Enter the number of individuals in each category.

Totals for PY 2006 (07/01/06 through 06/30/07)___	ADULT	DW	OY	YY
1. Registered Participants Carried in from PY 2005___	403	343		
2. New Registered Participants for PY 2006___	344	207		
3. Total Registered Participants for PY 2006___ (Line 1 plus 2)	747	550		
4. Exiters for PY 2006___	265	149		
5. Registered Participants Carried Out to PY 2006 (Line 3 minus 4)	482	401		

PROGRAM SERVICES				
6. Core Self Services	105,591	105,591		
7. Core Registered Services	0	0		
8. Intensive Services	747	550		
9. Training Services	435	259		

SKILL ATTAINMENT				
10. Attained a Skill/Goal				

EXIT STATUS				
11. Entered Employment	217	129		
11A. Training-related	119	55		
11B. Entered Postsecondary/Advanced/Credential Program	0	0		
12. Remained with Layoff Employer		0		
13. Entered Military Service				
14. Entered Advanced Training				
15. Entered Postsecondary Education				
16. Entered Apprenticeship Program				
17. Attained High School Diploma/GED				
18. Returned to Secondary School				
19. Exited for Other Reasons	264	149		

Ginger Brunson, ETA III
Contact Person, Title

(916) 263-3833
Telephone Number

4/11/07
Date Prepared

Comments:

TRANSFER REQUEST BUDGET PLAN

	LWIA: Sacramento Emp & Trng Agency
	Date: <u>30-Apr-07</u>

TITLE IB BUDGET PLAN SUMMARY (Adult, Dislocated Worker or Recaptured Funds)

WIA 118; 20 CFR 661.350(a)(13)

Grant Code	<input type="checkbox"/> 201	<input type="checkbox"/> 501	<input type="checkbox"/> 503/504
	<input checked="" type="checkbox"/> 202	<input checked="" type="checkbox"/> 502	<input type="checkbox"/> 203/204

FUNDING IDENTIFICATION		Subgrant # R760343		
1. Year of Appropriation	2006	2006		
2. Formula Allocation	3,130,954	3,239,344		
3. Allocation Adjustment- Plus or Minus				
4. Previous Amounts Transferred	0	0		
5. Current Amount to be Transferred	323,934	(323,934)		
6. TOTAL FUNDS AVAILABLE (Lines 2 thru 5)	3,454,888	2,915,410		0
TOTAL ALLOCATION COST CATEGORY PLAN				
7. Program Services (Lines 7A through 7E)	3,109,399	2,623,869		0
A. Core Self Services	715,162	655,967		
B. Core Registration Services				
C. Intensive Services	1,010,555	944,593		
D. Training Services	1,383,682	1,023,309		
E. Other				
8. Administration	345,489	291,541		
9. TOTAL (Lines 7 plus 8)	3,454,888	2,915,410		0
QUARTERLY TOTAL EXPENDITURE PLAN (Cumulative)				
10. September 2006__	690,978	583,082		
11. December 2006__	1,381,955	1,166,164		
12. March 2007__	2,072,933	1,749,246		
13. June 2007__	2,763,910	2,332,328		
14. September 2007__	3,454,888	2,915,410		
15. December 20__				
16. March 20__				
17. June 20__				
18. September 20__				
19. December 20__				
20. March 20__				
21. June 20__				
COST COMPLIANCE PLAN (maximum 10%)				
22. % for Administration Expenditures (Line 8/Line 6)	10.00%	10.00%		

Roy Kim, Fiscal Manager	916-263-3814	4/9/2007
Contact Person, Title	Telephone Number	Date Prepared

Comments:

10% transfer of funds from Dislocated Worker to Adult formula program.

ITEM III-D - 1– ACTION

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

BACKGROUND:

SETA was awarded \$70,000 in 2007 Community Services Block Grant Discretionary Funding to expand services provided to foster and probationary youth through Linkage to Education.

A resolution from the SETA Governing Board is required prior to executing a contract for the 2007 CSBG Discretionary funding.

RECOMMENDATION:

Review and approve the attached resolution and authorize the Executive Director to sign all grant documents.

RESOLUTION

WHEREAS, the Sacramento Employment and Training Agency is the designated Community Action Agency for Sacramento County;

WHEREAS, the Sacramento Employment and Training Agency has received a grant award for Program Year 2007 Community Services Block Grant Discretionary funds;

WHEREAS, The State Department of Community Services and Development requires a resolution from the Governing Board in order to execute a contract for Program Year 2007 Community Services Block Grant Discretionary funds.

BE IT RESOLVED THAT, the Governing Board of the Sacramento Employment and Training Agency hereby adopts this resolution accepting Program Year 2007 Community Services Block Grant Discretionary funds;

BE IT FURTHER RESOLVED THAT, the Executive Director of the Sacramento Employment and Training Agency shall sign Contract No. 07F-4824 and other necessary grant documents, including contract amendments, and that this resolution should be forwarded to the State Department of Community Services and Development.

Ayes:

Noes:

Absent:

Attest: _____
Clerk of the Boards

Chairperson of the Governing Board

Date: May 3, 2007

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORT

BACKGROUND:

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

Staff will be available to answer questions.

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: March 28, 2007

FROM: Greg P. Tayros, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG	Safety Net	\$ 59,581	01/1/06-12/31/06	01/1/06-12/31/06

Monitoring Purpose: Initial _____ Follow-Up ____ Special ____ Final X____
Date of review: March 8 & 9, 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 Timesheets/Payroll		X	X	
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2006 to December 31, 2006 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The timesheet was designed to show time distribution but it was not completely filled out on a consistent basis every month. This made it difficult to allocate personnel costs. However, we believe that the personnel costs charged to the CSBG were reasonable considering that the Director was also the Intake Worker and the personnel costs of Staff who assisted the CSBG participants and prepared the CSBG documents were not charged to the grant. We recommend that the timesheets be prepared completely to show the time distribution and facilitate the allocation of personnel costs every month.

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 April 17, 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	11/27/06	2	Mailed

		Sacramento, CA 95826			
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	Pending
Official	10/19/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 10/01/07	146	Employer chose Outplacement Service
Official	10/27/06	San Jose Mercury News Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	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	Pending
Official	3/30/07	ACC Capital Holdings 10600 White Rock Rd. Rancho Cordova, CA 95670	5/25/07	263	Pending
Official	3/23/07	ACC Capital Holdings (Ameriquest Mortgage Company) 10536 Peter A. McCuen Blvd., Mather, CA 95655	5/25/07	385	Material Mailed
Unofficial	4/03/07	Nationwide Health Plans 1651 Exposition Drive Sacramento, CA 95815	5/31/07	46	Pending
Unofficial	4/17/06	CVS/Caremark 10481 Armstrong Avenue Mather, CA 95655	6/01/07	257	Pending
			Total # of Affected Workers	3076	

ITEM IV-C – INFORMATION

SMALL BUSINESS ADMINISTRATION PRESENTATION

BACKGROUND:

The Business Information Center (BIC) concept originated in 1997 as a service provided to workers affected by the McClellan Air Force Base closure. The original partners included; the US Small Business Administration (SBA), Small Business Development Center (SBDC), and Service Corps Of Retired Executives (SCORE). This group of partners came together and developed a small business resource library and training program to provide dislocated workers from McClellan AFB . The McClellan workers attended specialized entrepreneur workshops and learned the fundamentals of starting a small business, and developing a successful business plan,.

The Business Information Centers (BICs), which include four centers located at the Sacramento Works Career Centers, help small and start-up businesses access the information, tools and guidance every entrepreneur needs to ensure the success of his or her business. BICs are a one-stop resource for technical assistance and information geared to help start, operate and grow a business. The BICs offer a variety of tools and services, from business books to one-on-one counseling with a business expert. Through the combined efforts of all five BICs, over 1,500 customers were assisted last fiscal year, to help start their own business.

Presently the BIC partners are:

- Sacramento Employment and Training Agency/Sacramento Works
- City of Sacramento Office of Small Business Development
- Employment Development Department (EDD)
- Sacramento County Department of Human Assistance (DHA)
- Sacramento Housing and Redevelopment Agency (SHRA)
- Counselors to America's Small Business (SCORE)
- Small Business Development Center (SBDC)
- U.S. Small Business Administration (SBA)

Jim O'Neal from the U.S. Small Business Administration (SBA) will provide a brief presentation on the Business Information Centers and the benefits of SBA's partnership.

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.