



GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, November 1, 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 Employees: Blanche Eid, Ronca Provost, Steve Stewart (10 years); Sandra Brown, Diana Douglas (15 years); Jody Marquez (20 years); Sharon Adams, Denise Douglas, Donna Hubbs, Francisco Navarro, Denise Sedlacek (25 years)

II. Consent Items

- A. Minutes of the October 4, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Out-of-State Travel (Robin Purdy)
- D. Approval of a Revision to the Sacramento Employment and Training Agency Employee Recognition Policy

- E. Approval of the 2007-2008 Modification of the Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan (Melissa Noteboom)

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. Election of Officers of the Sacramento Employment and Training Agency Governing Board (Kathy Kossick)
- 5. Approval of Labor Agreement with the American Federation of State, County, and Municipal Employees (Rod Nishi)
- 6. Approval of 2007-2008 Compensation Recommendations for Unrepresented Confidential and Management Personnel (Kathy Kossick)
- 7. Approval to Purchase Agency Insurance for General Liability, Vehicle Liability, Umbrella, Errors and Omissions and Student Accident (Roy Kim)
- 8. Approval to Augment and Extend Contract with California Schools Management Group for E-rate Consultation Services (Michelle Anderson)
- 9. Approval of Compensation Package for Executive Director (Kathy Kossick)
- 10. Approval to Waive SETA's Requirement to Provide Insurance Endorsements for Sacramento Area Electrical Apprentice Training Center (Robin Purdy)
- 11. Approval to Submit and Accept Funds from the California Department of Transportation for the Sacramento Regional Highway Construction Training Initiative and Authorize the Executive Director to Execute the Subgrant Agreement and Related Modifications (Christine Welsch)

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START

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

D. COMMUNITY SERVICES BLOCK GRANT

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

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Department of Human Assistance
- B. Dislocated Worker Update (William Walker)
- C. Article in the Sacramento Bee on the Therapeutic Preschool (Maureen Dermott)
- D. Article in the Sacramento Business Journal on the Juvenile Justice Grant
- E. Quarterly Head Start Update (Maureen Dermott)

V. Reports to the Board

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

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

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, OCTOBER 25, 2007

ITEM II-A - CONSENT

MINUTES OF THE OCTOBER 4, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the October 4, 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, October 4, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Scherman called the meeting to order at 10:05 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

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-Term Employee: Ms. Debbie Coyne was presented with a gift in recognition of her 10 years of service to SETA

II. **Consent Items**

- A. Minutes of the September 6, 2007 Special Board Meeting
- B. Approval of Claims and Warrants

The consent items were reviewed; no questions or comments.

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

A. Approve the September 6, 2007 Minutes.

B. Approve claims and warrants for the period 8/31/07 through 9/27/07.

Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. Approval of Retiree Health and Dental Insurance Subsidy

Mr. Rod Nishi reviewed this item which is brought forward from the September 6 meeting. The last time the Board took action on this issue was May, 2006.

Mr. Don Nottoli arrived at 10:12 a.m.

The County Board of Supervisors recently took action on this item for county retirees and this item mirrors that board item. Ms. Kossick reviewed option #2 which would continue the subsidy for those retiring before September 30, 2007 and eliminate the subsidy for those retiring after September 30, 2007. This is based on the years of service worked.

Moved/Pannell, second/Yee, to approve Option 2 stating, "Eligible employees who retire on or before September 30, 2007, would continue to receive the subsidy for calendar year 2008. This would include the continuation of the \$25/month towards retiree – only dental plan premiums. The subsidy would be eliminated for all participants who retire after September 30, 2007.

Voice Vote: Unanimous approval.

2. Approval of Retiree Medical and Dental Insurance Program Administrative Policy

Mr. Nishi stated that this administrative policy that coincides with the previous board item. A change in the date will be made from May 1, 2007 to September 30, 2007. Staff recommends the adoption of this administrative policy and related resolution.

Moved/Yee, second/Pannell, to approve the adoption of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2008 and adopt the related resolution.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Concurrence with Sacramento Works, Inc. to Approve Performance Measures for the Sacramento Works Career Center System

Ms. Bette Blanchard reported that the Department of Labor has streamlined performance measures that are reported by the Agency. The State of California has received verbal approval to implement these measures. Concurrence with Sacramento Works is requested to modify the performance measures from 17 measures to six measures.

Moved/Pannell, second/Waters, to concur with Sacramento Works, Inc. that effective July 1, 2007, the Sacramento Works Career Center system discontinue use of the 17 performance measures listed in Section 136 of the Workforce Investment Act and implement the common performance measures described in Tables 1 and 2 of the directive and the three local performance measures.

Voice Vote: Unanimous approval.

2. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreement and Scholarship Fund

Ms. Kossick reviewed this item; no questions or comments.

Moved Yee, second/Pannell, to:

- Approve an augmentation of the subgrant agreement for the Greater Sacramento Urban League of \$20,908 in Workforce Investment Act carry-in funds.
- Approve an augmentation of the subgrant agreement for one stop services to provide supportive services for customers enrolled in the on-the-job training activity to La Familia Counseling Center - \$10,000, and Asian Resources, Inc. - \$10,000.
- Approve an augmentation of the scholarship funds for SETA operated career centers in Rancho Cordova and Franklin for \$10,000 each to provide supportive services to OJT customers enrolled in Lao Family Community and Sacramento Chinese Community Service Center.

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

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Consider a Waiver of the Mandatory Attendance Requirement of the Community Services Block Grant Offeror's Conference

Ms. Cindy Sherwood-Green reviewed this item. Over 700 notifications were sent out and the notification was published in the Sacramento Bee and in El Hispano.

Mr. Thatch stated that it is important that the Board understand that the Agency has no obligation to ensure operators are informed through the mail. There is an obligation to publish the notification in local newspapers.

Mr. Thatch stated that this Board does not have the authority to waive this requirement. If the Board wishes to do this, he suggested canceling the RFP and the sentence with the provision requiring mandatory attendance. That is the only authority this Board has. The Board needs to cancel the portion requiring mandatory attendance. The result would be that Francis House could submit their proposal, but would allow others as well.

Ms. Sherwood-Green explained the situation by which Francis House did not receive the notification. SETA was merging two mailing lists, SETA's and one from the Community Services Planning Council. The correct address for Francis House was deleted. Mr. Thatch again reminded the Board that SETA does not have an obligation to notify Francis House or anyone else of the RFP. The only obligation is to have a public notice and it was noticed appropriately.

Ms. Sherwood-Green stated that proposers must have met an October 3 pre-qualification deadline. Proposers failing to meet that deadline would not be

eligible to apply. Francis House met the deadline; Cottage Housing did not meet the deadline.

Mr. Thatch stated that it rare when the Board is not asked to make exceptions. By and large, this Board has granted very few changes. Substantively, this is not as big a change and it is entirely within this Board's discretion. He cautioned the Board to be aware of setting a precedent.

Speakers before the Board:

Mr. Robert Tobin, Sacramento Cottage Housing
Mr. Gregory Bunker, Francis House

Mr. Thatch stated that if the Board acts affirmatively to cancel that provision with respect to the offeror's conference, staff will still disqualify Cottage Housing since they did not meet the prequalification deadline.

Moved/Nottoli, second/Pannell, to approve cancellation of the section of the RFP which required mandatory attendance at the CSBG Offeror's Conference held on September 17, 2007.

Roll Call Vote: Aye: 3 (Nottoli, Pannell, Yee), Nay 2 (Waters, Scherman), Absentions: 0

E. REFUGEE PROGRAMS

1. Approval of Funding Extension Recommendations for Refugee Employment Social Services (RESS), Targeted Assistance (TA) and Discretionary Programs, PY 2007-2008

Ms. Michelle Anderson reviewed this item. The final allocation is \$2.6 million.

Moved/Nottoli, second/Pannell, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance and Discretionary programs, PY 2007-2008, as indicated in the charts included in the board agenda.

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

IV. Information Items

- A. Fiscal Monitoring Reports
- B. Dislocated Worker Update: Mr. William Walker stated that Placer County-based Dunmore Homes has been sold to a company in Europe. SETA does not usually receive out-of-county WARN notifications.

V. Reports to the Board

- A. Chair: None.
- B. Executive Director: Ms. Kossick reminded board members of the Family Day Picnic tomorrow. Mr. Nottoli and Ms. Pannell stated that they would be there around 11 a.m.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No report.

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board went into closed session at 10:53 a.m. Mr. Thatch stated that there would be no report out of closed session.

- VII. Adjournment:** Meeting adjourned at 11:05 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 9/28/07 through 10/25/07, and all expenses appear to be appropriate.

ITEM II-C - CONSENT

APPROVAL OF OUT-OF-STATE TRAVEL TO SEATTLE, WASHINGTON

BACKGROUND:

The Sacramento Employment and Training Agency is one of 12 local areas selected to be a learning lab for integrated service delivery in the one-stop career center system. Robin Purdy, Deputy Director of the SETA Workforce Development Department has been working on a State-Local Integration Planning Team since July, 2007 and is co-chairing a committee that is developing recommendations on creating a common customer pool and streamlining eligibility and enrollment processes and paperwork.

The U.S. Department of Labor is hosting a Forum which will bring together planning teams from states in Region 9 to share information and best practices. The committee co-chairs have been asked to attend the DOL Forum on November 27, 28, and 29.

Funding for the conference will be come from the Workforce Investment Act and will cost approximately \$1,500.

RECOMMENDATION:

Approve out of state travel for one staff person to Seattle, Washington for the DOL/ETA Forum on Integrated Service Delivery Systems.

ITEM II-D - CONSENT

APPROVAL OF A REVISION TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY EMPLOYEE RECOGNITION POLICY

BACKGROUND:

In 2005, SETA management chartered an employee-led team to develop and implement an Employee Recognition program for the agency. The Employee Recognition program provides a vehicle to recognize contributions by employees to the agency and to the well being of their peers. The goal of the Employee Recognition process is to improve working conditions and improve employee relations, morale and performance. The program also seeks to educate all levels of staff regarding the importance of respecting and acknowledging staff efforts.

The Employee Recognition Team developed an Employee Recognition process, a nomination form and the Employee Recognition Policy. Costs associated with Employee Recognition are allowable as outlined under OMB Circular A-87 outlined in the attached Employee Recognition Policy.

The original policy included categories for immediate recognition by a supervisor and peer recognition. The revised Employee Recognition Policy has been updated to include team recognition, management and board recognition.

RECOMMENDATION:

Approve the Sacramento Employee Recognition Policy and authorize the Executive Director to allocate resources to support the policy. It is anticipated that approximately \$15,000 per year would be allocated to support the Employee Recognition program activities.

Employee Recognition Policy - Sacramento Employment & Training Agency

1. Purpose

To establish policy and procedures for employee recognition for the employees of the Sacramento Employment & Training Agency. Employee Recognition provides a vehicle to recognize contributions by employees to the agency and to the well being of their peers. The goal of the Employee Recognition process is to improve working conditions and improve employee relations, morale and performance.

2. Scope

The benefits of Employee Recognition are available to all eligible agency employees. Recognition may be for individual and/or team efforts.

3. Criteria and Process

a. Allowable expenses

The costs of Employee Recognition are allowable as outlined under OMB Circular A-87. OMB Circular A-87 (13) states: "a. The costs of employee information publications, health or first-aid clinics and/or infirmaries, recreational activities, employee counseling services, and any other expenses incurred in accordance with the governmental unit's established practice and custom for the improvement of working conditions, employer-employee relations, employee morale, and employee performance are allowable. b. Such costs will be equitably apportioned to all activities of the governmental unit. Income generated from any such activities will be offset against expenses."

b. Process

The four levels of employee recognition are: immediate, peer, management and board recognition

- Immediate Recognition – Monetary and non-monetary items will be provided to supervisory staff to dispense to employees for immediate recognition.
- Peer Recognition - Employees may nominate other employees for recognition by completing the nomination form (attached). The Employee Recognition Team meets on a quarterly basis and will take the nominations under advisement. Selected employees will be notified and the results publicly announced. It is the intention that this process be institutionalized throughout the Agency to improve employee morale.
- Management Recognition – Management may recognize employees for longevity, retirement, outstanding service or extraordinary activities that are deemed above and beyond the normal scope of duties.
- Board Recognition – SETA's Governing Board may recognize employees for longevity, retirement or other appropriate service.

ITEM II-E - CONSENT

APPROVAL OF THE 2007-2008 MODIFICATION OF THE SACRAMENTO WORKFORCE INVESTMENT AREA STRATEGIC FIVE-YEAR LOCAL WORKFORCE INVESTMENT PLAN

BACKGROUND:

On August 2, 2007, the State of California, Employment Development Department released a directive announcing a one-year extension to existing Local Workforce Investment Areas (LWIA) Five-Year Strategic Local Plans via the local plan modification process. This process provides an opportunity to realign significant local and/or State changes in Workforce Investment Act (WIA) program administration/service delivery policy for the Sacramento Employment and Training Agency's Five (5) Year Strategic Plan. The Governor requires modifications in situations where there are significant changes which could include local economic conditions; changes in the financing available to support WIA Title I and partner-provided WIA services; changes to the Local Board structure; or a need to revise strategies to meet performance goals. The Planning and Oversight Committee of your Board has reviewed and approved the elements of this Modification. The attached is a summary of those policy issues that SETA proposes to modify or address within the original Plan document.

The Sacramento Works, Inc. board reviewed and approved this modification at their September 26, 2007 meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of SETA's Modification of the Five (5) Year Strategic Plan to the State of California, Employment Development Department.

Executive Summary

Workforce Investment Area Local Plan Modification

Fiscal Year 2007-2008

On August 2, 2007, the State of California, Employment Development Department released a directive announcing a one-year extension to existing Local Workforce Investment Areas (LWIA) Five-Year Strategic Local Plans via the local plan modification process. This process provides an opportunity to realign significant local and/or State changes in Workforce Investment Act (WIA) program administration/service delivery policy for the Sacramento Employment and Training Agency's Five (5) Year Strategic Plan. The Governor requires modifications in situations there is an occurrence of significant policy changes which could include local economic conditions; changes in the financing available to support WIA Title I and partner-provided WIA services; changes to the Local Board structure; or a need to revise strategies to meet performance goals. Noted below is a summary of those policy issues that SETA proposes to modify within the original Plan document.

Redefining SETA's Workforce Development System

Beginning in February of 2007, a series of meetings was hosted by the Employment Development Department that brought together both the Workforce Development and Job Services Divisions within EDD, as well as representatives of the California Workforce Association and local Workforce Investment Boards. The discussion centered on planning for true integration of Workforce Investment programs that in the past have remained separated by customer base, eligibility, performance measures, customer flow/tracking requirements, and/or services offered. These programs include the Workforce Investment Act, Wagner-Peyser and the Trade Adjustment Reform Act of 2002. From these initial discussions, the EDD has selected Local Workforce Investment Areas throughout the State representing California's existing diversity of One-Stop Operator models to become "Learning Labs". These Learning Labs will be charged with taking the strategies developed by this group and putting them into action. Effective July 1, 2008, the Sacramento Employment and Training Agency will become a Learning Lab and begin the integration process.

The planning of this service delivery will include the identification of strategies and operating models in three key areas: Integrated customer pool, integrated customer flow and functional supervision.

Adoption of Common Performance Measures

In 2005, the U.S. Department of Labor (DOL) Employment Training Administration (ETA) announced its intention to implement a set of Common Performance Measures for all of the department's employment and training programs. The State of California has requested a waiver from the U.S. Department of Labor to discontinue use of the

17 performance measures that are currently required by the Workforce Investment Act and reduce the WIA outcome measures to six (6) Common Measures. The key elements of the waiver include:

- Combining performance measurement of customers served with Adult and Dislocated Worker funds;
- Using a single set of measures for customers served through the Youth funding stream, (instead of splitting youth into Older and Younger youth performance measures);
- Eliminating the credential measure for Adults and Dislocated Workers; and
- Eliminating the customer satisfaction measurement system required by DOL.

Sacramento Works Inc. has chosen from the previous action item to adopt the following Common Measures effective July 1, 2007 (contingent upon EDD's receipt of waiver approval from DOL authorizing their use).

Adult Measures (includes both Adult and Dislocated Workers)

Entered Employment
Employment Retention
Average Earnings

Youth Measures

Placement in Employment or Education
Attainment of a Degree or Certificate
Literacy and Numeracy Gains

Locally Developed Performance Measures

In addition to the Common Measures noted above, the Planning/Oversight Committee of Sacramento Works, Inc. has discussed the need for "actionable" local goals that will measure the efforts of the career center to improve the skills of job seekers and place job seekers in high-growth, high-wage occupations. These goals include:

1. Every customer, on every visit, will develop and/or practice a new skill. Skills include Career Development skills, Job seeking skills, technical skills and success/Next skills.

These goals will be measured by bar-coding all skill development services provided by the career centers into the SMARTware Client Tracking and Case Management System and providing quarterly reports to the Committee and Sacramento Works, Inc. Board.

2. Seventy-five percent of all training referrals will be for training in those critical occupational clusters identified by Sacramento Works, Inc. which include the following:

- Administrative and Support Services
- Architecture and Engineering
- Construction
- Healthcare and Support Services
- Information Technology
- Installation, Maintenance and Repair
- Tourism and Hospitality
- Transportation and Production

This data is already collected and reported to the committee quarterly.

3. Customer Satisfaction surveys for employers and job seekers will reflect that customers are satisfied with services. (This data is already collected and reported on a quarterly basis to the Committee.)

Skill Based System (Demand Driven/Occupational clusters)

Every year, the Sacramento Works, Inc. Board reviews the labor market projections of the Employment Development Department and uses local labor market surveys and information to update the Critical Industries and Occupations list. This list provides guidance to customers using the Sacramento Works One Stop Career Centers in their search for high-demand, high-wage jobs in the region. Additionally, it provides education and training agencies with information about the jobs in which training is needed in the region and focuses the career center staff on approving training scholarships in high-wage jobs. For Fiscal Year 2007-2008, staff has made recommendations for modifying the Critical Industry and Occupations list to include the following:

- Change the title of the report from “Critical Industries and Occupations” to “Critical Occupational Groups”. What has been previously referred to as “industries” are in fact, occupational groups. These groups were created to allow occupations with similar characteristics to be combined into categories. These occupations are also those that are projected to provide the best employment opportunities based on their projected growth and separations.
- Rename “Information Technology and Telecommunications” Critical Occupational Group to “Information Technology”. The Standard Occupational Classification (SOC) system identifies two “Telecommunications” related occupations: Telecommunications Line Installers and Repairers, is already included in the Installation, Maintenance and Repair group; and Telecommunications Equipment Installers and Repairers, no longer has any available projections data (EDD has indicated that since the number of employers for this occupation are so few in number that it compromises confidentiality to include projections data for the occupation).

- Add “Architecture and Engineering” to the Critical Occupational Groups list. The Occupations defined in the architecture and engineering group are projected to grow (based on an absolute growth and separations) by more than 7,500 jobs by 2014.

Of the current critical occupational groups, clean energy and green technologies are related to numerous occupations that cross almost all groups (and industries) as well as employer types. Over the next two years, SETA staff will be working with our partners to evaluate and identify the occupational groups and/or industries that are most closely associated with Clean Energy and Green Technology.

For Fiscal Year 2007-2008, the critical occupational clusters approved by the Workforce Investment Board are:

- Administrative and Support Services
- Architecture and Engineering
- Construction
- Healthcare and Support Services
- Information Technology
- Installation, Maintenance and Repair
- Tourism and Hospitality
- Transportation and Production

Shifting to a Skills Based System/Changing the Service Paradigms

Since the inception of the Workforce Investment Act, the needs of our career center customers have shifted away from the “work first” triage model initially used by Career Center Staff, to one which more closely meets the needs of our employers. This original service strategy is based on the requirements of WIA where customers can only move up the prescribed service hierarchy, regardless of their employability needs. The required career center client flow outlined a hierarchy of services where a majority of customers would use “Core or Self Service” services. These services were provided with the intent that the customer would be capable of seeking out and utilizing existing services without staff assistance. Once a customer began to use Core Services, staff would informally assess the employability needs and begin to ascertain the customer’s need for more “Intensive” services. Intensive services are those that require eligibility determination and provide services either through “one on one” staff assisted services or through group activities such as Workshops. Both Intensive services and Training Services are provided to WIA customers in fewer numbers and are considered to be a much more rigid method of service delivery.

Redefining SETA’s Career Center System to a Skills Based System provides our customers with a flexible service strategy which offers the right services plan from the start. The emerging service paradigm offers career center customers the ability to move through the various services, core, intensive or training/ 1-on-1, self-service or group activities based on their individual needs, not by prescription.

What this new system will also provide is more intense services to a much greater number of customers. Though service delivery will be simplified, the focus will be on increased skills assessment and skills development. Short, fast turnaround workshops will be the primary vehicle for getting customers “job ready”. A common skills path might include Basic skills, Occupational skills, customized or OJT Training, Computer use skills, Job-specific skills, Interviewing skills, Job Search skills, and Using LMI skills. Those that are job ready will have their skills verified through short self –administered assessments such as Prove It!, a testing system used to assess the clerical, technical, accounting, industrial, call center and software skills of the customer.

Case Management is redefined as “Continual Engagement” and “Skill Coaching.” All customers referred to the Skill Development Team will further assess the customer’s job skills by administering three of the WorkKeys Skill Assessments in Reading for Information, Locating Information and Applied Mathematics. The WorkKeys assessments measure foundational skills of the participant. Those that obtain qualifying scores on each assessment will receive a WorkKeys Certificate identifying skills and skill levels that can be attached to employment applications. The skill assessments also assist the Skill Development Team in guiding the customer to occupations or trainings where the customer has demonstrated that they possess the foundational skills. For customers who have skill gaps, they will be referred to skill gap training and then retested.

The Employment Plan will continue to be the vehicle that documents the customer’s transition through the system. However, due to the sheer numbers who will be enrolled into the One-on-One services, (which require eligibility determination and skill coaching), the SMARTware Barcode System will become the primary tool to document customer participation in career center services.

During the last three years planning and procurement process, the Sacramento Works Youth Council engaged the Sacramento Community and Youth Service providers to address the changes in WIA legislation and the Sacramento economy. As a result, the Youth Council identified the following priorities for serving Sacramento youth:

- Focus occupational training on the identified Sacramento Critical Industries
- Enhance collaboration by implementing a vendorized approach for some services
- Focus on soft skills to enhance employment and academic retention
- Focus on GED attainment for those Out-of-School youth
- Require Occupational Skills training for all In-School youth
- Focus on youth with increased barriers such as transitioning foster youth, disabled youth and youth involved in the criminal justice system.

The Youth Council believes that this renewed focus on demand driven occupational skills training and academic attainment will best prepare the WIA youth for success in the California economy. The Youth Council also has developed new strategies to coordinate and collaborate services with more community and faith-based

organizations. During 2006-2007, the Youth Council coordinated with a local faith-based organizing entity to develop strategies on reducing youth violence and increasing youth employment opportunities.

SETA's Commitment to Serving Special Populations

The Sacramento Employment and Training Agency remains committed to providing services to those most in need and continues to serve those persons who are included in the "Special Populations" categories identified in the Workforce Investment Act. SETA currently has adequate funds to provide necessary services. These include TANF recipients, Refugees, Foster Youth, and Ex-Offenders. Additionally, SETA supports and will continue to partner with other organizations serving the needs of Special Populations.

Performance Goals 2007-2008

Adult

Entered Employment Rate	76%
Employment Retention	81%
Average Earnings	\$12.50
OJT Average Earnings	\$10.50

Youth

Placement (Employment or Education)	73%
Degree or Certificate	53%
Literacy/Numeracy (Out Of School Only)	50%

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, at least eight of the employees who are otherwise qualified will move from the lower range (2) to the higher range (3) during each fiscal year.

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

(November 1, 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 1 is the Assistant level, Range 2 is the journey level traditionally called Specialist and Range 3 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 1)

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 2)

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 3)

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.

Ranges 2 & 3 - **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 1

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 2 – 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 3 – 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 1, two (2) years for Range 2, and five (5) years for Range 3 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 1), Specialist (Range 2) or Coordinator (Range 3)

Alternative Range Criteria

This deep class has three alternate ranges. Ranges 1, 2, and 3, incorporate the Entry, Journey, and Advanced Journey levels into one class concept.

Range 1:

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

Range 2:

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

Range 3:

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 1 to Range 2 employee will be eligible to request an assessment after twelve (12) months. Range 1 to Range 2 Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 1 Performance Measures. Range 2 to Range 3 employee will be eligible to request an assessment after two (2) years. Range 2 to Range 3 Assessment will include an on-line CSUS Career Skills Assessment and demonstration of competency in the Range 2 Performance Measures.

Range 1 to Range 2 / Readiness Factors:

Range 2 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 2 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 2.

Range 2 to Range 3 / Readiness Factors:

Range 3 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 3 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 3.

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. 2007-4

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 1 (Assistant)

Step A	Step B	Step C	Step D	Step E
\$14.23	\$14.93	\$15.68	\$16.47	\$17.29

Range 2 (Specialist)

Step A	Step B	Step C	Step D	Step E
\$16.70	\$17.53	\$18.41	\$19.33	\$20.30

Range 3 (Coordinator)

Step A	Step B	Step C	Step D	Step E
\$20.21	\$21.23	\$22.29	\$23.41	\$24.58

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 first day of November, 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, 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

ELECTION OF OFFICERS OF THE SACRAMENTO EMPLOYMENT
AND TRAINING AGENCY GOVERNING BOARD

BACKGROUND:

As stipulated by the Joint Powers Agreement, "the Governing Board shall select a chairperson and vice-chairperson from among its members for one-year terms." The chair alternates among the City, County and Public Representative.

RECOMMENDATION:

That the Board nominate and elect officers for a one-year term to begin on November 2, 2007.

ITEM III-A – 5 - ACTION

APPROVAL OF LABOR AGREEMENT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have been in negotiations meetings since April 2007. A tentative agreement has been reached with the three (3) bargaining units represented by AFSCME and was ratified.

The Head Start Policy Council approved the labor agreement at their October 23, 2007 meeting.

The major provisions of the tentative agreement between SETA and AFSCME are outlined on the following page and cover a three year period.

Staff will be available to answer questions.

RECOMMENDATION

Approve the labor agreement with the American Federation of State, County, and Municipal Employees effective November 1, 2007 – July 1, 2010.

**AFSCME Local 146/SETA
Tentative Agreement-Highlight Summary
Contract for Period of 11/1/07 – 7/1/10**

Salaries

2007

4% effective November 12, 2007

2008

Minimum 2% to maximum 3.5% effective June 22, 2008 based on the CPI index for January 2008

2009

Minimum 2% to maximum 3.5% effective June 21, 2009 based on the CPI index for January 2009

Equities

Effective December 30, 2007 the following equities will be implemented:

Head Start Cook/Driver – 20%

Head Cook – 5%

WDP classifications – 2.5%

Medical Coverage

2008

Employee only - Effective 1/1/2008 the contribution shall increase by \$75.00 to \$395.00

Family – effective 1/1/2008 the contribution shall increase by \$100 to \$580.00

2009

Employee only - Effective 1/1/2008 the contribution shall increase by \$25.00 to \$420.00

Family – effective 1/1/2008 the contribution shall increase by \$50 to \$630.00

2010

Employee only - Effective 1/1/2008 the contribution shall increase by \$25.00 to \$445.00

Family – effective 1/1/2008 the contribution shall increase by \$50 to \$680.00

Cash back

Employees who waive coverage prior to 1/1/2006 - \$210

Employees who waive coverage after 1/1/2006 - \$100

Work hours for Teachers

Effective 1/1/2008 the work day for employees in the classification of Head Start Teacher shall be increased from six (6) to seven (7) hours.

Parental Leave

Effective 12/30/2007, the Agency agrees to pro-rate parental leave based on hours worked for 6 and 7 hour employees

Mileage Reimbursement

Agency agrees to reimburse for mileage in excess of normal commute when temporarily assigned and for mileage driven to sites at the start of the regular workday in excess of the normal commute.

CTO Year End Cash out

Agency agrees to extend the period for cash out to the same date as the personal leave expiration.

Overtime/Flextime

Agency agrees that when employees are required to flex their schedule to attend a Saturday event of 6 hours, the employee will not be required to work the 6th day in the week to make up the 2 hours.

Vacation Leave

Effective 12/30/2007 adds an additional vacation step as follows:

After 10 years of service – 15 years of service – 6.6 hours bi-weekly

Bilingual Pay

Agency agrees to implement bi-lingual pay of \$25 per pay period for a maximum of 100 employees designated by the Agency. Employees to pass proficiency test in order to be eligible for incentive.

Class and Comp Study

As soon as practicable after the conclusion of negotiations the parties agree to meet to create a side letter of agreement to address the issues of a class and compensation study.

Staff Support Officers

This classification is moved to the confidential unit effective upon ratification of the agreement.

Union Rights – List of employees

Agency will provide a monthly list of employees to the Union which will include new hires, transfers, separations, appointments, promotions and voluntary demotions. Also provides for the Union to receive a list with name and address of each member every pay period. Hopefully this will lead to a more accurate mailing list.

Performance Evaluations

Gives employees 30 days to complete their evaluation rebuttal – was 10 days.

Salary Step Increases

Eliminated the language in the MOU that provided for step increases to be deferred while an employee is in probationary status. Also created language that allows for a denial of a step increase to be appealed.

Temporary Assignment of Higher Duties

Union will be notified in writing when an out of class assignment exceeds 60 consecutive working days.

Wellness Incentive Program (New Section)

Employees who use less than 12 hours of leave during pay periods 1 – 13 or 14 – 26 will earn an additional 8 hours of paid time off. Prorated for less than full time employees.

Temporary Assignment of Higher Duties

This pay now begins on the 1st day of assignment not the 3rd day as in the current MOU.

Notice of Temporary Layoff

Notice of temporary layoff has been changed to 14 days up from 3 in the current MOU.

AWOL Language (New Section)

If an employee is absent without leave (no call and no show) for 5 consecutive work days they shall be considered to have voluntarily resigned. (See language for additional details.)

Discipline Section

Added new language that created separate process for discipline, it is no longer combined with the grievance process. Union and/or Mgmt may request to meet with a mediator prior to advancing to arbitration. No longer provides for a Step 2 meeting with the Agency Director.

Letters of Reprimand

Appeal of letter of reprimand will now be heard by the Chief of Administrative Services not by the Executive Director.

ITEM III-A -6 – ACTION

APPROVAL OF 2007-2008 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on August 3, 2006. The current report is being sent under separate cover.

RECOMMENDATION:

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

RESOLUTION NO. 2007-5

Adopted by the Sacramento Employment and Training Agency Governing Board on the
Date of

November 1, 2007

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED NOVEMBER 1,
2007, RELATING TO 2007-2008 COMPENSATION RECOMMENDATIONS FOR
UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND
ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED
EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO
EMPLOYMENT AND TRAINING AGENCY that:

The report dated November 1, 2007, relating to 2007-2008 compensation
recommendations for the unrepresented confidential and management personnel and
establishing a personnel resolution covering unrepresented employees, a copy of which
is attached hereto, is hereby approved in full.

Sophia Scherman, Chair

ATTEST:

Nancy L. Hogan
Clerk of the Boards

ITEM III-A- 7 -ACTION

APPROVAL TO PURCHASE AGENCY INSURANCE FOR GENERAL LIABILITY,
VEHICLE LIABILITY, UMBRELLA, ERRORS AND OMISSIONS AND STUDENT
ACCIDENT

BACKGROUND:

The Agency insurance policies for general liability, vehicle liability, umbrella liability, property, student accident, sexual harassment and errors and omissions expire December 1, 2007.

Currently SETA's broker, Arthur J. Gallagher, is exploring various markets to secure the necessary coverage for SETA and will present an oral report at the meeting.

If final quotations are not available on November 1, the Board may delegate procurement authority to the Executive Director.

RECOMMENDATION:

Hear the oral report and take appropriate action.

ITEM III-A – 8 – ACTION

APPROVAL OF YEAR 11 E-RATE CONSULTANT SERVICES CONTRACT WITH CALIFORNIA SCHOOLS MANAGEMENT GROUP

BACKGROUND

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission (FCC), the agency of the U.S. Government that is charged with overseeing all communication carriers that provide service internationally and between states, began adding a tax on all telecommunication services to provide discounts to schools and library programs. The program, known as the Schools and Libraries Program of the Universal Service Administration Company (USAC), is commonly referred to as E-Rate. For the past 10 years, the eligible entities for E-Rate only included schools, school districts, and libraries. This past year Head Start programs were added to the list of eligible applicants.

SETA was informed of the E-Rate funding by telecommunication providers and the Administration for Children and Families Services in the U.S. Department of Health and Human Services. SETA, in seeking guidance on the application process for Internal Connections E-Rate funding, received only one response, from California School and Management Group (CSMG), to its solicitation for services to assist in the Year 10 E-Rate funding application process and to see SETA through reporting and auditing requirements of the USAC Schools and Libraries Division (“SLD”). Accordingly, SETA determined that competition was inadequate and authorized non-competitive procurement of these services from CSMG. SETA contracted with CSMG for assistance in the Year 10 E-Rate funding application process at a flat rate of \$25,000. Staff now desires to contract with CSMG for assistance in the Year 11 E-Rate funding application process and CSMG has agreed to provide similar services, to be billed at standard hourly rates, but not to exceed \$25,000 in total contract reimbursement for Year 11 services. These services are similar to the services provided by CSMG for Year 10, and CSMG is uniquely qualified to provide similar services for Year 11, thus justifying non-competitive procurement because such services are available only from CSMG.

CSMG has also provided SETA with assistance in reviewing its technology infrastructure, in developing a Technology Plan for submission and certification with the California Department of Education (CDE), and in the release of a Request for Proposals (RFP) for telecommunication services and equipment.

Staff is seeking approval to contract with CSMG for Year 11 E-Rate consulting services, to be billed at standard rates not exceeding \$150 per hour, with a maximum reimbursable contract amount of \$25,000. The contract will be in effect through June 30, 2009. Services provided will be:

1. To provide aid to SETA related to all telecommunications and internal connections applications of the Federal Communications Commission E-Rate filings with the SLD for filing year 2008-09, also known as Year 11;
2. To assist SETA with the filing of all required FCC forms for services SETA has requested including but not limited to form 470, 471, and 486;
3. To act as agency liaison with SLD and CDE;
4. To assist SETA with the filing of any service or SPIN changes;
5. To assist SETA with Year 11 E-Rate SLD reporting, auditing requirements, and discounting procedures; and
6. Provide SETA with copies of all filed forms.

RECOMMENDATION:

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

ITEM III-A – 9 – ACTION

APPROVAL OF COMPENSATION PACKAGE FOR EXECUTIVE DIRECTOR

BACKGROUND:

The Board will consider the Compensation Package of the SETA Executive Director.

RECOMMENDATION:

Take appropriate action regarding the compensation package for the Executive Director.

ITEM III-A – 10 - ACTION

APPROVAL TO WAIVE SETA'S REQUIREMENT TO PROVIDE INSURANCE ENDORSEMENTS FOR SACRAMENTO AREA ELECTRICAL APPRENTICE TRAINING CENTER

BACKGROUND:

In March, 2007, SETA was funded for a Workforce Investment Act, Governor's 15% Discretionary Grant to train the workforce for jobs in the Construction Industry. This grant includes a subcontract with Sacramento Area Electrical Apprenticeship Training Center, the Joint Apprenticeship Training Committee the International Brotherhood of Electrical Workers (IBEW Local Union 340) and Greater Sacramento Chapter of the National Electrical Contractors Association (NECA). The primary goal of the JATC is to turn out the best trained professional electricians ready to meet the electrical workload need of the Sacramento area.

The subcontract with the Sacramento Area Electrical Apprenticeship Training Center is intended to assist in the development of a pre-apprenticeship training program and also to assist groups who are under-represented in the electrical union to meet entry requirements. The Training Center pledged \$280,000 in non-federal dollars to the Pre-Apprenticeship training program, funds which met the match requirements of the proposal.

Upon receipt of the proposal, SETA requested insurance certificates from the Sacramento Area Electrical Apprenticeship Training Center. While the Training Center has all of the insurance coverages required by SETA, Dennis Morin of the Sacramento Area Electrical Apprenticeship Training Center has indicated that Fidelity and Deposit Company of Maryland Insurance Co. and Maryland/Zurich Insurance Co. have policies that preclude the issuance of the following specialized endorsements required by SETA:

- Loss payee and cancellation endorsements on the bond certificate.
- Additional insured and primary carrier endorsements for the general liability and auto liability.

SETA has recently procured the services of Warren, McVeigh & Griffin, Inc., a risk management consulting firm, to review SETA's insurance requirements. Staff has requested input from the firm regarding the potential risk of waiving the required endorsements for Sacramento Area Electrical Apprenticeship Training. Gary Griffin, Executive Vice President of Warren, McVeigh and Griffin has provided the following counsel on this issue:

“As far as SETA's risk of loss from the Electricians Training Program is concerned it appears to me based on what little I know about that program that SETA's exposure is probably low. The purpose however of obtaining additional insured status, loss payee status and other documentation is to

act as a funding mechanism for the indemnity obligation. Without such additional insured status and documentation SETA would have to rely on the other party's ability and willingness to provide such indemnification. In a worst case situation SETA might have to bring a legal action to enforce such indemnification obligation.”

Mr. Griffin recommended that staff contact the insurance agent representing the Electricians Training Program and request that s/he respond in writing as to specifically why the required endorsements can not be provided. Staff is following up on this recommendation and an oral report will be provided at the meeting.

If the insurance companies continue to refuse to provide endorsements, staff is recommending that the board approve a one-time, one year waiver for the Sacramento Area Electrical Apprenticeship Training Center. The reasons for the waiver are:

1. Electrical Training Center is a long-standing apprenticeship training program operated for the last 65 years by the Joint Apprenticeship Training Committee of the International Brotherhood of Electrical Workers (IBEW Local Union 340) and Greater Sacramento Chapter of the National Electrical Contractors Association (NECA), which has met all of the insurance requirements of the California Division of Apprenticeship Standards authority.
2. The contract between SETA and the Sacramento Electrical Apprenticeship Training Centers is to reimburse them for a total of \$54,570 to cover the costs of instruction and support services.
3. This grant requires that SETA provide non-federal matching funds for this grant. The Sacramento Electrical Apprenticeship Training Center has pledged to provide \$280,000 in matching funds for this project.

RECOMMENDATION:

Approve a one-time, one-year waiver of the SETA Insurance Requirements for Loss payee and cancellation endorsements on the bond certificate and Additional insured and primary carrier endorsements for the general liability and auto liability coverage for the Sacramento Electrical Apprenticeship Training Center.

ITEM III-A – 11 - ACTION

APPROVAL TO SUBMIT AND ACCEPT FUNDS FROM THE CALIFORNIA DEPARTMENT OF TRANSPORTATION FOR THE SACRAMENTO REGIONAL HIGHWAY CONSTRUCTION TRAINING INITIATIVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT AND RELATED MODIFICATIONS

BACKGROUND:

Since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation (CalTrans) for various transportation industry initiatives. The most recent funding ended June 30, 2006. The Federal Highway Administration (FHWA) recently announced another round of OJT Supportive Services (OJT/SS) funding for federal fiscal Year 2007, which begins on October 1, 2007. Only one California agency (Long Beach) was approved for Federal Highway Administration funds during the first round of funding. Although not selected under the first round, SETA has been invited to resubmit an application for the second round of funding in November.

In April 2007 CalTrans reported that over \$38 million in highway and road construction projects are slated for the Sacramento MSA. These projects include highway construction, roadway construction and rehabilitation, bridge and trestle construction and rehabilitation, and replacing bridge control houses. On April 19, 2007, the Sacramento Bee also reported that a new bond measure has tapped \$10 billion for CalTrans transportation assistance projects throughout California. Anticipating the need for a large number of new workers for highway and transportation-related construction, CalTrans has designated “workforce development funds” to meet this need and has selected SETA as one of the grantees. CalTrans has requested that SETA expand the original work plan and partnership to include the Northern California Teamsters Apprentice Training & Education Trust Fund. The purpose of the funding is to promote, recruit, train and place workers in transportation construction industry related occupations.

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
- Northern California Teamsters Apprentice Training & Education Trust Fund
- Local employers and apprenticeship coordinators

This new funding will support the pre-apprenticeship activities at both NCCT and American River College, the Diesel Technician Training coordinated by ARC and Holt of

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

ITEM III-C - 1 – ACTION

APPROVAL OF MODIFICATIONS TO THE BYLAWS OF THE SACRAMENTO
COUNTY HEAD START/EARLY HEAD START POLICY COUNCIL

BACKGROUND:

The Personnel/Bylaws Committee met five times to review and recommend revisions to the bylaws of the Sacramento County Head Start/Early Head Start Policy Council.

Additions are indicated by *italic* type and deletions are indicated by ~~strikethrough~~.

A public hearing was opened at the September 27, 2007 meeting and the Policy Council closed the public hearing and approved the modified bylaws at their October 24, 2007 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the Policy Council bylaws as attached.

BYLAWS OF THE SACRAMENTO COUNTY

HEAD START/EARLY HEAD START POLICY COUNCIL (PC)

Policy Council First Reading:	9/25/07
Policy Council Final Approval:	10/23/07
Governing Board Approval:	11/1/07

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**BYLAWS FOR THE SACRAMENTO COUNTY
HEAD START/EARLY HEAD START POLICY COUNCIL (PC)**

ARTICLE I

Name

This Council shall be named the Sacramento County Head Start/Early Head Start (EHS) Policy Council, hereinafter referred to as the Policy Council (PC).

ARTICLE II

Purpose, Powers, Duties and Functions

Section 1: Purpose

The purpose of the PC shall be to promote the objectives of the Head Start/EHS Child Development Program of Sacramento County, State of California, as established by the Federal Economic Opportunity Act of 1964, as amended. The purpose of the PC shall include, but not necessarily be limited to:

- A. The encouragement and promotion of parent participation in the process of making policy decisions about the nature and operation of Head Start/EHS programs in Sacramento County.

45 CFR 1306.3 (h): A Head Start/EHS parent means a Head Start/EHS child's mother or father, other family member who is a primary caregiver, foster parent, guardian or the person with whom the child has been placed for purposes of adoption pending final adoption decree. All future reference of parent will be defined as such.

- B. Aiding and assisting local Parent Policy Committees in performing meaningful roles and functions in the operation of local Head Start/EHS programs.
- C. Initiating suggestions and ideas for Head Start/EHS program improvement.
- D. Serving as a channel of communication among organizations and agencies **by building a partnership**, both public and private, and individuals and groups interested in the aims, goals, and objectives of Head Start/EHS Child Development Programs.
- E. Aiding and assisting both the enrolled child and his or her family in obtaining the full benefits of programs and facilities established to aid and improve educational, economic, and health status, **including dental and nutrition**, of the low-income population.

Section 2: Powers, Duties and Functions

The PC must perform the following powers, duties, and functions directly:

- A. Serve as a link to the Parent Committees, Grantee and Delegate Agency governing bodies, public and private organizations, and the communities they serve;

- B. Assist Parent Committees in communicating with parents enrolled in all program options to ensure that they understand their rights, responsibilities, and opportunities in EHS and Head Start and to encourage their participation in the program.
- C. Assist Parent Committees in planning, coordinating, and organizing program activities for parents with the assistance of staff, and ensuring that funds set aside from program budgets are used to support parent activities.
- D. Assist in recruiting volunteer services from parents, community residents, and community organizations, and assist in the mobilization of community resources to meet identified needs.
- E. Federal regulations state that the PC must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove the following policies and procedures:
 - 1. All funding applications and amendments to funding applications for EHS and Head Start, including administrative services, prior to the submission of such applications to the Department of Health and Human Services (DHHS).
 - 2. Procedures describing how the governing body and the appropriate policy group will implement shared decision making.
 - 3. Procedures for program planning in accordance with this part and the requirements of 45 CFR 1305.3.
 - 4. The program's philosophy and long- and short-range program goals and objectives.
 - 5. The selection of delegate agencies and their service areas.
 - 6. The composition of the PC and the procedures by which policy group members are chosen.
 - 7. Criteria for defining recruitment, selection, and enrollment priorities, in accordance with the requirements of 45 CFR Part 1305.
 - 8. The annual self-assessment of the Grantee progress in carrying out the programmatic and fiscal intent of its grant application, including planning or other actions that may result from the review of the annual audit and findings from the Federal monitoring review.
 - 9. The annual independent audit that must be conducted in accordance with 45 CFR 1301.12.

10. Program personnel policies and subsequent changes to those policies, in accordance with 45 CFR 1301.31, including standards of conduct for program staff, consultants, and volunteers.
 11. Decisions to hire or terminate the Head Start/EHS Director of the Grantee agency.
 12. Decisions to hire or terminate any person who works primarily for the Head Start/EHS program of the grantee agency. (For the Grantee Sacramento Employment and Training Agency (SETA)-Operated Program (SOP), the function of screening and interviewing prospective applicants directly related to the SOP may be delegated to the Parent Advisory Committee (PAC) of the Grantee. (The delegation of this authority must be approved by the PC on an annual basis.)
 13. PC reimbursement for reasonable expenses incurred by members conducting PC business.
 14. Grantee policies that define the roles and responsibilities of the governing body members and informs them of the management procedures and functions necessary to implement a high quality program.
 15. Internal dispute resolution. PC must establish written procedures for resolving internal disputes, including impasse procedures, between the governing body and the policy group.
 16. Establish and maintain procedures for hearing and working with the grantee agency to resolve community complaints about the program.
- F. Individual members while representing the PC, shall not engage in any activities or assume any such powers, duties, or functions that are contrary to, or inconsistent with the goals and objectives of the Head Start/EHS Child Development Program, as established by either local, State or Federal laws, regulations or SETA policies.

ARTICLE III

Membership

Section 1: Parent Representatives

- A. The Parent Membership shall consist of:
- Six (6) Representatives elected from the SOP PAC
 - Three (3) Representatives from Sacramento City Unified School District
 - Two (2) Representatives from San Juan Unified School District
 - Two (2) Representatives from Elk Grove Unified School District
 - Two (2) Representatives from Del Paso Heights Unified School District
 - Two (2) ~~Representatives from Meadowview Community Action (MCA)~~

- Two (2) Representatives from Women’s Civic Improvement Club/Playmate (WCIC)
- Two (2) Representatives from Home Base Option
- One (1) Representative from EHS - SOP
- One (1) Representative from EHS - Sacramento City Unified School District
- One (1) Representative from EHS - San Juan Unified School District

The above parent representatives must be a parent of children currently enrolled in the Head Start Program.

B. Community Representatives

Additional PC members will include:

- One (1) Representative elected by the Community Advocating Male Participation (CAMP) - This representative may or may not be a current parent. **There will be one (1) Alternate position.**
- ~~Two~~ ~~Three (3)~~ **(2)** Past Parent Representatives - elected by the outgoing PC. **Representative may be elected by the current PC if the outgoing PC has been dissolved.** The Past Parent elected to the PC may not have a child/children enrolled in the Head Start/EHS Program. There will be ~~three (3)~~ **two (2)** Past Parent alternate positions.
- One (1) Outgoing PC Chair - may not be held by any other party.
- Three (3) Community Representatives appointed by agencies.
- ~~One~~ ~~Two (2)~~ **(1)** Foster Parent Representatives - elected by the outgoing PC. **Representative may be elected by the current PC if the outgoing PC has been dissolved.** These R-representatives must be a current or past parent of SOP or a Delegate Agency. There will be ~~one two (2)~~ **(1)** Foster Parent alternate positions.
- ~~One~~ ~~Two (2)~~ **(1)** Grandparent Representatives - elected by the outgoing PC. **Representative may be elected by the current PC if the outgoing PC has been dissolved.** These R-representatives must be a current or past parent of SOP or a Delegate Agency. There will be ~~one two (2)~~ **(1)** Grandparent alternate positions.

Section 2: Alternates

Each representative holding membership on the PC shall additionally be entitled to have one alternate. An alternate shall be elected/~~selected~~ by the committee/agencies s/he represents.

- A. Alternates may be seated as voting members of the PC only in the absence of the voting representative for whom they serve as alternate.
- B. Alternates may be seated as voting members upon recognition of their voting status by the PC Chair at any meeting.
- C. Alternates may not hold an office.
- D. Alternates are encouraged to attend meetings of the PC.

- E. Alternates are excluded from attending the following conferences: The National Head Start Association (**NHSA**) Parent Training Conference, the Region IX Head Start Association Annual Conference/**Training**, the National Head Start Association (**NHSA**) Conference (**NHSA**), **the California Head Start Association (CHSA), the National Black Child Development Institute (NBCDI) Conference, and the National Hispanic Conference.**

Section 3: Other Provisions

- A. At least 51% of the voting membership of the PC shall consist of parents/guardians whose children are currently enrolled in the program.
- B. The PC may establish and select additional voting delegates who shall serve as community representatives of the PC by a two-third (2/3) vote.
- C. Community Agency Representatives wishing to be reappointed must express their desire to remain on the PC. Otherwise, the Agency may designate a replacement for that representative.
- D. The seating of representatives shall take place at the annual meeting. These representatives shall then serve as voting members.
- E. No SETA or Delegate Agency Head Start staff shall serve on the PC except parents who occasionally substitute for regular EHS or Head Start staff.
- F. Additional members may be added by a 2/3 vote to ensure all program options are proportionally represented on the PC.

Section 4: Terms

The PC, Policy Committee, and the Parent Advisory Committee must limit the number of one-year terms any individual may serve on either body to a combined total of three (3) program years. During the term of office, voting representatives (or alternates) shall serve as members (or alternates) of the PC until their voluntary termination or until replaced by the committee/agency they represent or until termed out. Representatives must continue to represent center or agency they were chosen from. The term for Community Agency Representative shall be for one (1) program year. A Community Agency Representative may not sit more than three (3) program years.

Section 5: Attendance

- A. **Absences:** Any member (or alternate/alternate replacement) in a voting capacity, missing two (2) consecutive regular meetings without an excused absence or missing a total of three (3) meetings (regular/special, excused or unexcused) will automatically be removed. An excused absence shall include but not be limited to sickness or death in the family.

A member requesting an excused absence must call the alternate, if the alternate is known, and the Social Services/Parent Involvement (SS/PI) Coordinator, PC Board Chair, or the Clerk of the Boards, prior to the meeting.

- B. Reinstatement:** The representative agency/group may request that a member who has been removed due to absences be reinstated. This request must be in writing and submitted to the Chair/SS/PI Coordinator within seven (7) calendar days. It is the final decision of the PC Executive Committee whether any representative shall be reinstated. In the event the representatives' Early Learning Center/Agency is temporarily closed, or representatives' child/children have transitioned out of the program, the PC Executive Committee shall have the sole decision to reinstate.
1. A member who has resigned and held an Executive office and wants to be reinstated must provide a written notice to the PC Chair **and SS/PI Coordinator** within seven (7) calendar days. It shall be the final decision of the Executive Committee whether the member be reinstated. If the member is reinstated, member is not reinstated to their former Executive position.
- C. Punctuality:** Members arriving more than 15 minutes after the regular scheduled meeting or committee meeting start time will not receive a reimbursement unless approved by the Chair or SS/PI Coordinator. Members are expected to stay throughout the duration of the meeting. The Secretary will keep track of representative's arrival time and notify the Clerk of the Boards accordingly.
- D. Policy Council/Policy Committee Business:** Members conducting PC/Policy Committee business and not at the PC meeting, shall be neither present nor absent, but rather identified as "PC/Policy Committee."

Section 6: Removal

A PC member may be removed by two-thirds vote of all members present and voting whenever, in the judgment of the Council, the best interest of the Council would be served. Action to remove a member must be on the agenda.

ARTICLE IV Meetings

Section 1: Meetings

A. Annual Meeting

The annual meeting of the PC shall be held on the fourth Tuesday in November of each year. If an emergency exists that prohibits the annual meeting on the fourth Tuesday in November, then the annual meeting will be scheduled the following Tuesday or as soon thereafter as possible.

B. **Regular Meetings**

Unless notice is otherwise provided, regular meetings of the PC shall be held on the fourth Tuesday of each month at 9:00 a.m. at the SETA Board Room.

C. **Special Meetings**

Special meetings of the PC may be called at anytime by the SETA Governing Board, PC Chair, Head Start Deputy Director, SETA Executive Director, or upon petition by at least a majority of the members of the PC.

D. **Quorum**

For the purpose of transacting the business of the PC at any annual, regular or special meeting, a quorum of the PC shall be necessary. A quorum shall be a majority of those entitled to vote. Vacant positions on the PC shall not be considered in establishing a quorum. A majority (51%) of the quorum must be current parents.

Section 2: Meeting Notice

Meeting notices shall include an agenda for the next meeting, and Council members shall be provided with the minutes of the preceding (annual, regular, special or emergency) meeting as soon as possible.

A. **Annual and Regular Meetings:**

Notice of annual and regular meetings of the PC shall be in writing, provided to all members of the PC, and posted at least 72 hours in advance of the meeting as required by the Ralph M. Brown Act. Staff shall endeavor to postmark such notice at least five (5) calendar days prior to the meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied.

B. **Special Meetings:**

Members of the PC must be notified of special meetings not less than twenty-four (24) hours prior to any special meeting. Staff shall endeavor to provide such notice at least 72 hours prior to any special meeting, but failure to do so shall not preclude action, provided that the notice requirements of the Ralph M. Brown Act have been satisfied. No other business or discussion may be transacted or entertained at special meetings of the PC, excepting that business and/or discussion for which the special meeting was called.

C. **Emergency Meetings:**

The PC may hold emergency meetings as defined in the Ralph M. Brown Act without complying with the notice provisions of either Section A or Section B of this Article IV, provided that the PC determines that an emergency situation as defined in the Ralph M. Brown Act exists.

D. **Committee Meetings:**

Members of the PC must be notified in writing of committee meetings. Notice of regularly scheduled meetings of the Executive Committee shall be provided in compliance with Section A, above. Notice of special meetings of other committees shall be provided in compliance with Section B, above, shall be delivered personally, or by mail, and shall be received at least twenty-four (24) hours before the time of such meeting as specified in the notice.

Any member missing two (2) consecutive committee meetings without an excused absence or missing a total of three (3) meetings excused/unexcused will be removed from that committee. An excused absence shall include but not be limited to sickness, death in the family, or conducting PC business. A member requesting an excused absence must call the PC Chair, SS/PI Coordinator or the Clerk of the Boards and request an excused absence prior to the meeting.

Section 3: Open Meetings

The PC shall conduct meetings, regular, annual, special and emergency, in conformance with the Ralph M. Brown Act, California Government Code Section 54950, et. seq.

Section 4: Mailing Address

Notices to all meetings of the PC shall be in writing and delivered personally or by mail to the PC members' addresses, as recorded in the PC records. The Council members, their alternates and Community Members, shall be personally responsible for the accuracy of mailing address. Updated contact information should be submitted to SS/PI Coordinator or Clerk of the Boards within seven (7) calendar days of change.

Section 5: Rules of Procedure

Except as specifically provided herein, Robert's Rules of Order¹ shall govern procedures in all meetings of the PC. (A loaner copy of the Robert's Rules of Order is available upon request.) Notwithstanding any contrary provision contained in these Bylaws or Robert's Rules of Order, if a special meeting is called because a regular meeting has been canceled or because a quorum is unavailable at a regular meeting, any matter properly considered at a regular meeting may be considered at the special meeting, provided that all notice, quorum and meeting requirements of this Article IV regarding special meetings have been met.

¹ Robert's Rules of Order: Simplified and Applied, 2nd ed., Copyright, 2001.

Section 6: Nominations/Elections

PC Board Members or candidates must be present to be nominated or elected.

Section 7: Voting

Each PC Board Member has one vote which cannot be cast by proxy. In the event of a conflict of interest, affected members shall, consistent with the California Political Reform Act, disclose the existence of the conflict and shall neither participate in the deliberations regarding, nor vote on, the matter. Actions of the PC may be taken only by a majority vote of all of the PC members present, provided that any abstentions shall be counted as votes with the majority of those members actually voting. If a member has not voted because of disqualification due to a conflict of interest, that fact shall be noted in the minutes, but his/her vote shall not be recorded either as an affirmative vote, a negative vote or an abstention. Results of the voting will be announced by the Chair.

Section 8: Meeting Reimbursement

Each PC member will receive reimbursement for child care and transportation. This amount is determined by the Head Start Division in the amount of ~~\$25~~ **\$30**.

Parents are encouraged not to bring small children to the meetings. If small children are present, members will be reimbursed \$10 for transportation only.

- A. Members will receive reimbursement for child care and transportation for attendance to the meetings/functions listed below:
1. PC (regularly scheduled, annual, emergency and special meetings)
 2. Interview/screening/exam panels
 3. Standing committee meetings (Budget/Planning, Personnel/Bylaws, Executive, Hospitality)
 4. PRISM Training/Review (reimbursement for training received after completion of first review-Monitoring/Evaluation Committee)
 5. Program Area Committees
 6. Community Partnership Advisory Committee (CPAC)
 7. Health Services Advisory Committee (HSAC)
 8. Ad Hoc (special) Committee meetings
 9. Community Action Board meetings (CAB)
 10. Governing Board Meetings (only applies to the Chair or an Executive Officer in the absence of the Chair.)
 11. ***Workforce Investment board and Committee meetings (only applies to the Chair or Executive Officer in the absence of the Chair).***
- B. Members will receive only one reimbursement per day, regardless of the number of meetings attended. Only members of said committee will be reimbursed for attending meetings. A lunch reimbursement or meal will be provided if meetings exceed four (4) hours and/or member attends more than one meeting.

ARTICLE V
Officers

Section 1: Officers

The Officers of the PC shall be the Chair, Vice Chair, Secretary, Treasurer, and Parliamentarian.

Section 2: Election and Term of Office

- A. Election of the new officers shall be held at the next meeting following the annual meeting of the newly seated PC by a plurality vote of the PC members present and voting. At least 51% of the officers must be current parents. Officers elected shall take office immediately following election.
- B. No member shall hold more than one (1) office at a time, and no member shall be eligible to serve more than two (2) terms in the same office. No more than one (1) representative per each of the SOP and Delegate Agencies shall serve as an officer.

Section 3: Duties of Officers

The duties of the PC officers shall be as prescribed in these Bylaws, shall also include such other duties as may be established by the PC that are not in conflict with these Bylaws.

- A. The Chair of the PC shall preside over all meetings of the PC and implement all policies and programs of the PC. The Chair shall act as the official agent of the PC in all matters relating to the PC, and shall be the chief spokesperson and public relations officer for the PC. The Chair shall have the power to appoint, both in and out of the PC, any additional positions as needed with ratification of the PC. The Chair shall represent the PC at the National Head Start Association Conference (as funds allow for representation). The Chair shall be an ex-officio member of all committees and shall represent the PC at all Governing Board meetings, but shall adhere to Article IV, Section 7 as it relates to reimbursement.
- B. The Vice Chair shall serve as Chair of the PC in the absence of the Chair, and shall have all the delegated powers. The Vice Chair will assume the position of Chair if the seat of Chair is vacated. An election will be held for Vice Chair. Should both the Chair and Vice Chair leave office simultaneously, an election will be held at the next regularly scheduled meeting to replace both. The Secretary shall preside over the election in this event.
- C. The Secretary shall keep records of the current and preceding minutes at each meeting, record resolutions or motions adopted, as may be necessary to expedite the PC's business. The Secretary shall oversee the Social/Hospitality/~~Fundraising~~ Committee.
- D. The Treasurer shall keep such records, files and accounts as may be necessary to expedite the PC's business, work with the Staff/Council Secretary and oversee the

Budget/Planning Committee. The Treasurer shall be a member of the Social/Hospitality/~~Fundraising~~ Committee.

- E. The Parliamentarian shall advise the presiding officer on matters pertaining to parliamentary procedure and oversee the Personnel/Bylaws Committee. If the Parliamentarian sits by the Chair, he or she is not entitled to make motions, discuss motions, or vote.

Section 4: Vacancy

In the event an officer is unable to perform his/her duties, including failure to learn and/or comply with the rules governing PC (Bylaws, Brown Act, Robert's Rules), or failure to act in the best interest of the board, the PC Chair shall appoint an interim officer until the officer returns to duty or is replaced. (The appointment of the officer must be made from among the membership of the PC.)

- A. In the event of a vacancy in the position of Chair, the Vice Chair becomes Chair until the next regular election in December.
- B. In the event of a vacancy in any other office, an election shall take place at the next regular, annual or special meeting of the PC.

ARTICLE VI Committees

There is hereby created standing committees of the PC. At least 51% of all Committees shall be current parents. The quorum of any committee shall be 51% of the Committee membership. No committee meeting shall have a majority of PC members present without proper public notice. All absentee policies apply to all committees.

Section 1: Standing Committees

➤ Executive Committee

The Executive Committee shall be comprised of all elected officers. The Executive Committee shall perform such powers, duties, and functions as provided in these bylaws and such other powers, duties, and functions as established by the Policy Council. The Executive Committee shall meet at the discretion of the PC Chair or PC. Notice of an Executive Committee meeting shall be sent to all PC members no less than three (3) calendar days before the meeting. The Committee shall report, in writing, all actions at the next meeting of the full PC. In the event of an emergency, the Executive Committee will act on behalf of the Board pending ratification by the PC at the next meeting.

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➤ Budget/Planning Committee

- A. Budget/Planning Committee composed of the Treasurer and other members who shall be selected after each annual meeting by the PC. This Committee shall assist in the development and review of all Head Start budgets for the Head Start funding year and submit their review to the full PC for approval. A periodic report shall be provided to the PC on the fiscal status of the Head Start budget.
- B. It is recommended that all SOP Head Start Budget issues are approved by the PAC prior to PC approval. At a minimum, the PAC Budget Committee should review said documents.

➤ **Personnel/Bylaws Committee**

The Personnel/Bylaws Committee shall be composed of the Parliamentarian and members who shall be selected after each annual meeting by the PC. It shall be the duty of this committee to deal with all personnel matters and recommend any changes in Bylaws.

➤ **Social/Hospitality/Fundraising Committee**

Social/Hospitality/~~Fundraising~~ Committee shall be composed of the Secretary, Treasurer and other members who shall be selected after each annual meeting of the PC. The duty of this committee shall be to plan for all social activities ~~and to oversee fundraising activities of the PC.~~ It shall be the duty of this Committee ~~to be responsible for all funds raised by the PC and to report the expenditure of funds raised by~~ **to** the PC.

Section 2: Program Area Committees

There is hereby created Program Area Committees of the PC. The following are Program areas: Early Childhood Development and Health Services, ~~Family and Community Partnerships/Training~~ **Parent/Family Support**, Monitoring and Evaluation.

- ✓ Early Childhood Development and Health Services Committee is composed of one (1) staff and a minimum of three (3) representatives who shall plan and review the Early Childhood Development and Health Services program area.
- ✓ ~~Family and Community Partnerships/Training~~ **Parent/Family Support** Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review **the Parent/Family Support** ~~the Family and Community Partnerships/Training~~ program area. ~~and review the program trainings.~~
- ✓ **The Male Involvement Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan and review the Program Male Involvement Program.**
- ✓ The Monitoring and Evaluation Committee shall be comprised of one (1) staff and a minimum of three (3) representatives who shall plan, review and oversee program monitoring and evaluation.

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- ✓ The EHS Committee shall be comprised of one (1) staff and a minimum of two (2) representatives from the EHS program who shall plan **and** review **the Early Head Start Program** ~~and oversee program monitoring and evaluation.~~

PC member representatives shall select two (2) Program Area Committee to serve on as described above. Under no circumstances shall a representative select more than three (3) **committees**. The Executive Committee shall be counted as a committee. All PC members must be on a Program Area Committee. Special circumstances may be excused by the Chair.

Section 3: Special Committees:

When necessary to carry on the work of the PC, other committees such as Ad Hoc (special committees), shall be appointed by the Chair. Such committees must have a purpose and time frame for committee appointment. All elected Board meeting members attending approved special committee meetings will receive the standard reimbursement.

ARTICLE VII
Bylaws Amendment

These Bylaws may be amended by a two-thirds (2/3) vote of the membership of the PC present and voting, providing that:

- A. There is a quorum present.
- B. All proposals to amend these Bylaws be submitted in open session at a regular, annual or special meeting of the PC. Proposals to amend these Bylaws must originate at least one full calendar month prior to the final voting and acceptance or rejection of the proposals.
- C. Written notice of the intention to amend these Bylaws be forwarded to members of the PC at least five (5) calendar days prior to the regular, annual or special meeting when voting is to take place.
- D. The notice of intention to vote upon amendments shall include the specific Articles, Sections, or Sub-Sections to be voted upon, and further that the specific language of the amendments and/or alterations be included in the notice of intention to amend.
- E. No voting on Bylaws amendments may take place excepting at a regular, annual or special meeting of the PC.
- F. Any amendments must also be approved by the SETA Governing Board.

Current a/o 9/25/07

ITEM III-D – 1 – ACTION

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR 2007
COMMUNITY SERVICES BLOCK GRANT DISASTER PREPAREDNESS
FUNDING AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO SIGN ALL
GRANT DOCUMENTS

BACKGROUND:

SETA was awarded \$24,500 in 2007 Community Services Block Grant Disaster Preparedness Funding to provide disaster preparedness outreach and planning materials to families through our Sacramento Works Career Center system and community based organizations. Each participating site will be provided a literature rack and a supply of disaster planning materials for display in areas used for client intake or service delivery. The project's contract year is September 15, 2007 through September 14, 2008.

CSD requires a resolution from the SETA Governing Board prior to executing a contract for the 2007 CSBG Disaster Preparedness funding.

RECOMMENDATION:

Review and approve the attached resolution.

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.

Program Operator: Department of Human Assistance

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2006 to June 30, 2007 for the WIA and CALWORKS and from January 1, 2007 to June 30, 2007 for CSBG 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 2007/2008

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

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Pending
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Pending
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	Pending
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	Pending
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	Pending
Official	10/24/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	1/1/2008	112	Pending
			Total # of Affected Workers	471	

ITEM IV-C – INFORMATION

ARTICLE IN THE SACRAMENTO *BEE* ON THE THERAPEUTIC PRESCHOOL

BACKGROUND:

Attached is a copy of an article published in the September 17, 2007 edition of the Sacramento Bee.

Staff will be available to answer questions.

The Sacramento Bee

Sacramento Bee, The (CA)

September 17, 2007

Therapeutic preschool helps troubled kids

Youngsters with anger issues learn to use words instead in special Head Start classes

Author: Jocelyn Wiener

Bee Staff Writer

Edition: METRO FINAL

Section: METRO

Page: B1

Article Text:

Lisa Brown didn't know what to do for her 4-year-old son. He was constantly getting into trouble in his Head Start preschool classroom -- sometimes for temper tantrums, sometimes for hitting other children.

"Mommy," Brown's son would tell her, "It's too many kids."

Brown, a 43-year-old janitor, was at her wit's end. She felt desperately frustrated with her inability to help her son.

That was last year. This year, at 5, he's prospering in kindergarten.

His transformation, Brown believes, is rooted in a new therapeutic preschool program run by the Sacramento Employment & Training Agency and River Oak Center for Children. It serves fewer than 20 students at two different sites.

Organizers say the pilot program, started last fall, is "one-of-a-kind" in the Sacramento region.

River Oak used to operate a similar program, which was discontinued just before the partnership with SETA began.

It serves kids ages 3 through 5 who, because of diagnosable mental health issues, are unable to thrive in mainstream classrooms.

Some have experienced emotional or physical trauma, from car accidents to problems at home.

Others simply don't know how to calm down. As a result, they throw extreme tantrums, or bite and hit other kids.

In 2005, SETA Head Start disenrolled five children because their behaviors were endangering other children. Those youngsters didn't have anywhere else to go.

"I couldn't stand it," said Denise Lee, program operations manager for SETA Head Start. "If you can't come to Head Start, where are you going to go? Who's going to prepare you for kindergarten?"

The program is paid for through a combination of federal, state and county funds. To be eligible for the therapeutic preschool, the children first must qualify for Head Start: They must come from either very low-income families or families that depend on public assistance, or be in foster care.

At first glance, the therapeutic classroom at the Crossroad Gardens community center in south Sacramento looks similar to any other preschool classroom: Children sit on a blue circular rug ringed with the letters of the alphabet. They have a plastic play kitchen, children's books and boxes full of Legos and finger puppets.

But small details are different. The classroom has no paint and no scissors -- objects too

dangerous for kids with violent tempers. And the room itself is much less crowded than normal Head Start classrooms, in which two teachers work with 20 kids.

In the therapeutic classroom, four adults monitor the activities of no more than 10 children. Two are Head Start teachers; two are mental health staff from River Oak.

At the Crossroad Gardens site, where five students are enrolled, that ratio boils down to almost one grown-up per child.

At 8:30 a.m. Wednesday, four 3- and 4-year-old boys and four women sang a verse of "Twinkle, Twinkle Little Star." Part way through the song, a 4-year-old in a yellow-checked shirt let out a roar. Another boy in sagging jeans retreated in a rage to the back corner. Moments later, he returned, still scowling.

"I'm mad at you all," he told the room.

The clinician, Lisa Robertson, looked him in the eye. "Thank you for using your words," she said calmly. "It's OK if you're mad at me. I still like you."

Robertson intentionally ignores certain things, like outbursts and bad language, that likely would merit instant discipline in mainstream classrooms. The technique, called "planned ignoring," is used so that children don't get attention for bad behavior.

Robertson also teaches the children ways to calm themselves down by counting or concentrating on breathing. In a 12-week course, the children's parents are taught how to use those same techniques at home.

On Wednesday, after a breakfast of biscuits and jelly, milk and fruit, the children sang a few songs and then the Head Start teacher Charetta Salmond led them in a game. Each was given a card with an alphabet letter on it and was asked to point out the same letter on the wall.

With each success -- even a highly assisted success -- the grown-ups in the room were generous with whoops and cheers! and high fives. In response, a classroom of grumps soon was beaming, sauntering, dancing and -- in the case of the previously scowling 4-year-old -- somersaulting. Even after the boy in yellow checks kicked him in the shins, the boy in sagging jeans remained unfazed.

"I'm not mad at you!" he happily burst out to the clinician, Robertson. He gave her a hug.

Another little boy, in green checks, joined in the hugging.

As the morning progressed, the boys rode tricycles, "painted" with shaving cream on a plastic easel and played with dinosaurs in a tub of soapy water.

Over lunch, the boy in yellow checks handed the boy with sagging jeans some chicken, and he responded with a very sincere "You're my best friend!"

By the end of the day everyone gathered to choose a treasure to take home. The boys excitedly picked out bouncy balls, animal figurines or small plastic tubs of play dough.

The adults took home other treasures: those images of hugs and proud smiles, of acts of kindness between children, and of a few key moments! when a little boy in sagging pants used words instead of his fists to express displeasure. Little by little, each child's path back to the mainstream classroom was seeming clearer.

The Bee's Jocelyn Wiener can be reached at (916) 321-1967 or jwiener@sacbee.com.

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Record Number: SAC_0405177674

ITEM IV-D – INFORMATION

ARTICLE IN THE SACRAMENTO BUSINESS JOURNAL ON THE JUVENILE JUSTICE
GRANT

BACKGROUND:

Attached for your review is a copy of an article from the Sacramento Business Journal on the Juvenile Justice Grant.

Staff will be available to answer questions.

Infused with funding, Sacramento Works expands youth programs

Two grants add \$1.65M to coffers; will add counseling, training services

KELLY JOHNSON | STAFF WRITER

After 19-year-old Daniel Romero finished serving almost two years in California's criminal justice system for assault, he quickly started taking steps toward a new life.

The North Highlands man, now free for three months, began working part time at a restaurant, getting help with his résumé, taking classes on interviewing skills and avoiding debt, and planning for a career in firefighting.

Sacramento Works Inc.

Role: Job-training agency partners with business, education, labor, government and nonprofits to ensure qualified workers are available

News: Received \$1.65 million in grants for work with young people

Budget: \$22.5 million

Employees: 181

People served: 43,000

Contact: seta.net

From the start, job training agency Sacramento Works Inc. was helping him along the way, and nudging when necessary.

Two new grants totaling \$1.65 million enable the program of the Sacramento Employment and Training Agency to help Romero and other young people on probation, parole or at risk of getting into trouble.

The state Department of Corrections and Rehabilitation Division of Juvenile Justice awarded SETA \$1.3 million for two years to assist 110 youth age 16 to 25 on probation or parole. It took effect in June and allows Sacramento Works to provide employment and training services as well as mental health counseling. Sacramento Works was the only recipient in the region, and one of five in California.

A second grant of \$350,000 came from the Workforce Investment Act Governor's Discretionary Grant Fund. Over 18 months, the grant program will target 90 at-risk youth age 16 to 21 who are foster youth, with disabilities or on probation.

The programs mean the business-



Sergio Ahumada, left, sells cell-phone accessories at Sacramento City College while Arslina McCleod, center, and Sara Ward shop. Ahumada went to Sacramento Works for job preparation.

community gains prospective employees who are better prepared, said Christine Welsch, Sacramento Works' work force development manager. Employers also can operate in a safer community.

Louie Toro, owner of Wireless World in downtown Sacramento, hired three teens through various Sacramento Works programs. One didn't make it through his trial period for multiple reasons, including inappropriate behavior and failing to show up. Another teen was a "good young man" and a solid worker, but he didn't quickly learn the high-tech business of cell phones.

The third is Sergio Ahumada, who was a Sacramento High student who went to Sacramento Works for résumé and other help to prepare for his first job. Ahumada could speak in Wireless World's Spanish-speaking customers and had such a natural talent for the business that two years later he still works for the shop.

'THE BEST THING'

Toro, who worked for 15 years as a job

training counselor, said he's glad to support Sacramento Works' efforts. Introducing them to the work world is "the best thing that can be done for a young person," he said.

Sacramento Works hopes to sign up 50 additional employers to participate in the grant-funded youth programs. The agency, which operates through a network of 12 career centers, can work with any type of employer, but construction often is a viable place for former offenders, Welsch said.

Because of the grants, Sacramento Works can pay a portion of workers' wages.

Sacramento Works serves 5,000 youths a year in Sacramento County through its various programs. Demand continues to increase because "there are more young people at risk," Welsch said. "This population is going up every year."

In Sacramento County, more than 1,900 young people are in foster care, and 5,000 are on county probation on any given day. About 8,200 youth age 14 to 21 are enrolled

in special education in the county. This group is less likely than the general population to finish school, go to college or find work.

While need is increasing, guaranteed, consistent funding for young people in these categories has decreased over the past decade. Sacramento Works is more dependent these days on one-time grants because it receives less annual funding under government formulas related to population, income level and its performance. That can mean gaps in funding during which certain programs or services might not be available for six months or a year.

MOST EVER IN ONE YEAR

The new grants provide the most grant money for youth that Sacramento Works has ever received in one year. The \$1.3 million grant will fund a pilot program based on a program developed in 2001 with federal funds. Of the 120 served in that program, 75 percent were offenders and only 10 percent re-offended; on average, 38 percent of juvenile parolees go back to jail within a year, and 51 percent within two years. Most participants completed high school and some entered college, Welsch said.

The program, through which Ahumada participated, ran for five years until funding ran out.

The recently released Romero gained skills in firefighting while he was incarcerated and planned to pursue it as a career regardless, but with Sacramento Works' help, everything is "coming to me a lot easier," he said. "They're helping me out a lot. It's a good, good, good program."

After initially being angry, he even came to appreciate when the agency told his parole officer that he had missed his interview skills workshop, which resulted in his parole officer threatening to lock Romero up if he didn't shape up, he said. "It was for the best."

Romero continues to work and perform community service. He is scheduled to start an emergency medical technician class Jan. 30.

kjohnson@bizjournals.com | 916-558-7860

Custom-lighting firms join forces

Lighting Science Group plans to double staff; most now in Rancho Cordova

MELANIE TURNER | STAFF WRITER

A custom-lighting maker with connections to Rancho Cordova has combined operations with publicly traded Lighting Science Group Corp. in an aggressive effort to increase its market share in the energy-efficient segment of the industry.

'Our vision ... is to be the leaders in the digital lighting business.'

Govi Rao
chief executive officer,
Lighting Science Group

The combined company will keep the Lighting Science Group name and continue trading on the OTC bulletin board under the symbol LSGP.

The company also will use LED Effects, a recognized brand name in the gaming industry and architectural lighting markets.

Lighting Science Group plans to almost double its payroll to between 65 and 70 employees in the next three to four months, officials said.

"The growth plans are definitely very aggressive," said Govi Rao, president and

chief executive officer for LED Holdings LLC. Rao is a former senior executive at Philips Lighting North America.

LED Effects of Rancho Cordova sold a majority interest to Pegasus Capital Advisors LP, a New York private equity firm, in June, renaming the company LED Holdings LLC.

Under the recently closed deal, LED Holdings contributed all of its assets, including \$15 million in cash, to Dallas-based Lighting Science Group in exchange for a combination of preferred and common stock — representing 70 percent of the common stock and 80 percent of the voting power of Lighting Science Group.

Pegasus Capital Advisors is the largest shareholder of Lighting Science, with about a 40 percent stake.

"LED technology has enormous benefits over traditional lighting technologies — lower energy consumption, longer life and enhanced flexibility in design and controls," Pegasus partner Richard Weinberg said in a news release. "We believe (LEDs) will replace conventional light sources at an increasingly rapid pace over the next few years."



An LED Effects engineer installs one of more than 160 light-emitting diode cells.

PHOTO COURTESY OF LED EFFECTS

LED Effects' high-profile projects have included Chanel's Ginza Tokyo store, Saks Fifth Avenue's Manhattan store, Macy's San Francisco store, the Plaza Hotel in New York and the Times Square New Year's Eve ball. This year's ball will feature state-of-the-art lighting effects built by LED Effects in partnership with Philips, Rao said.

The company reported revenue of \$436,000 in 2006.

"We're now part of a larger public company, we have more resources, we're well-funded, and we have more skills that we can tap into within our company," Rao said.

The new Lighting Science company has not determined its headquarters. However,

it has 36 of its 56 employees in Rancho Cordova. The local office houses designers, engineers and production workers.

LED Holdings' expertise has been in color, yet 80 percent of the market is white light, Rao said. Lighting Science brings greater capabilities in white lighting.

"Our vision ... is to be the leaders in the digital lighting business," Rao said.

Besides designing and manufacturing products for the gaming and architectural industries and video displays, Lighting Science also makes products that are sold by big-name companies such as Philips.

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ITEM IV-E – INFORMATION

HEAD START QUARTERLY REPORT

BACKGROUND

A Quarterly Report for the months of July, August, and September 2007 will be provided under separate cover. Ms. Maureen Dermott will be present at the meeting to answer questions.

ITEM V - REPORTS TO THE BOARD

- A. CHAIR'S REPORT: The Chair of the SETA Governing Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles about human service programs throughout the nation, and attends meetings pertinent to SETA business.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

- C. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- D. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- E. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.