



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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Sacramento, CA 95815

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(916) 263-3800

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

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, September 6, 2007

TIME: 8:30 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

II. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6
Agency Negotiator: Ed Takach
Employee Organization: AFSCME Local 146

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY
NEGOTIATOR**

Pursuant to Government Code Section 54956.8
Property Address: 241 N. 10th Street, Sacramento, CA
Negotiating Party: North 10th Street Business Park
Under Negotiation: Price and payment terms for lease amendment

**CLOSED SESSION: CONFERENCE WITH REAL PROPERTY
NEGOTIATOR**

Pursuant to Government Code Section 54956.8
Property Address: 10381 Old Placerville Rd., # B2, Sacramento, CA 95827
Owner(s): Michael Leonard Brunetti, Trust #3, Tricia Andrea Marie Brunetti, Trust #3 and Patricia Rubino Brunetti, as tenants in common
Under Negotiation: Price, terms and lease conditions

Property Address: 10415 Old Placerville Rd., #110, Sacramento, CA 95827

Owner(s): Heritage Community Credit Union
10399 Old Placerville Rd., Sacramento, CA 95827

Mr. Doug Fox

Under Negotiation: Price, terms and lease conditions

Property Address: 10665 Coloma Rd., Suite 200, Rancho Cordova, CA 95670

Owner(s): Allan H. Omand Living Trust

Bernard Stoltz

Kevin Turner

c/o Cordano Company

1112 11th Street, Sacramento, CA 95814

Under Negotiation: Price, terms and lease conditions

II. Consent Items

- A. Minutes of the August 2, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval of Retiree Health Subsidy (Kathy Kossick)
- 2. **TIMED ITEM 8:30 A.M. AND PUBLIC HEARING:** Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2007-2008 (Rick Pryor)
- 3. Approval to Continue the Services of a SETA Job Search Consultant (Kathy Kossick)
- 4. Approval to Release a Request for Proposals for Telecommunications Services and Equipment (John Valdez)
- 5. Approval to Accept Funds from the Employment Development Department for the FY 2007-2008 Disability Program Navigator Project and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source (Ellen Frasz)
- 6. Approval to Submit a Proposal for Rapid Response Special Projects Funding from the California Employment Development Department and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source (William Walker)

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval to Release the Community Services Block Grant (CSBG) Request for Proposals for Fiscal Year 2008 (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Dislocated Worker Update (William Walker)

B. Expansion of the Therapeutic Preschool (Denise Lee)

C. Head Start and Early Head Start Grant Award (Maureen Dermott)

V. Reports to the Board

A. Chair

B. Executive Director

C. Counsel

D. Members of the Board

E. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, AUGUST 30, 2007

ITEM II-A - CONSENT

MINUTES OF THE AUGUST 2, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the August 2, 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, August 2, 2007
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance:** Ms. Bonnie Pannell called the meeting to order at 10:07 a.m.

Members Present:

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

Don Nottoli, Member, Board of Supervisors

Jimmie Yee, Member, Board of Supervisors

Members Absent:

Sophia Scherman, Chair, SETA Governing Board; Public Representative

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employees: Ms. Pannell presented long-term employees Steven Salinas, Ampee Bacon and Pamela Burkett with gifts in recognition of their years of service to SETA.
- Recognition of National Reporting System Spanish Assessors: Ms. Denise Lee presented certificates of appreciation to the 22 people that received the specialized training and utilized this to assist with assessments in Spanish.

II. **Consent Items**

- A. Minutes of the June 7, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Endorsement of the U. S. Department of Health and Human Services (HHS) Campaign - Rescue and Restore Victims of Human Trafficking
- D. Approval to Continue Participation with the Child and Adult Care Food Program

There were no questions or comments on the consent items.

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

- A. Approve the June 7, 2007 minutes.
- B. Approve the claims and warrants for the period 6/1/07 through 7/26/07
- C. Approve SETA to become part of the Sacramento Rescue & Restore Coalition established to combat human trafficking in the Sacramento area, and authorize

the Executive Director to provide a letter of support to the U.S. Department of Health and Human Services (HHS), Office of Refugee Resettlement (ORR) for this campaign.

- D. Authorize the renewal for participation in the Child and Adult Care Food Program, and authorize the SETA Chair and Executive Director to sign the renewal application.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Health Subsidy

Ms. Kathy Kossick reviewed this item and reminded the board that there is no vested health benefits subsidy. Currently the retiree health subsidy will run out December, 2007. SETA has approximately 70 retirees and 67 former employees that are on deferred status who could choose to retire and then receive the subsidy.

Mr. Thatch stated that whatever action the Board of Supervisors took was to give advanced notice of what is coming. SETA staff and legal counsel are recommending that a targeted date be considered. This would provide a 30 day period for eligible retirees to make a determination if they wish to retire. Ms. Kossick explained the deferred status.

Speakers before the board:

- 1) Long Nguyen, retiree would like the cutoff month asking to approve the health care and dental subsidies for SETA by 8/31/07.
- 2) Nancy Matulich, AFSCME, asked to meet and discuss this item for employees that will be retiring in the future.

Moved/Nottoli, second/Yee, to continue this item to the special September 6, 2007, 8:30 a.m. meeting.

Voice Vote: Unanimous approval.

2. Approval of Agency Technology Plan

Mr. John Valdez thanked the E-Rate team, and Robin Purdy, Michelle Anderson, Denise Lee, Sandy Bacon, Earl Sullaway, and Karl Wiggins who put the technology plan together. Mr. Valdez explained that in the January RFP for Telecommunications, vendors provided redundant backup at each of the remote sites when all that was needed was the backup at the administrative office. This will be addressed in the new RFP which will be brought to the Governing Board in September.

The technology plan is a living document. There is a technology planning committee and any changes to the technology plan will be presented to the E-Rate team and as projects are implemented they will be removed and new projects will be added. This applies only to SETA-operated sites.

Moved/Yee, second/Nottoli, to approve the Agency Technology Plan.
Voice Vote: Unanimous approval.

3. Approval to submit a Proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source

Ms. Christine Welsch reviewed this proposal and stated that \$998,810 will be requested.

Speaker before the Board: Deacon Donald Clark

Mr. Yee stated that results clearly indicate that when education is provided, the individual at risk will become a good citizen. Ms. Welsch stated that Sacramento parole and probation departments have endorsed this. Mr. Nottoli inquired how providers would be involved. Ms. Welsch stated that upon receipt of the funding, an RFP will be distributed to local provider school districts. Staff is hoping to turn the money around very quickly. At least half of the funds would go out in the form of small grants.

Moved/Yee, second/Nottoli, to approve the submission of a proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project. In addition, authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.
Voice Vote: Unanimous approval.

4. Approval of Staff Recommendations for Workforce Skills Preparation Vendor List

Ms. Michelle Anderson reviewed this item. No questions or comments.

Moved/Nottoli, second/Yee, to approve the attached recommendations for the Workforce Skills Preparation Vendor List.
Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

5. Approval to Release the Revised Vendor Services Request for Qualifications for 2007

Staff is requesting the release of another RFQ. Current vendors would not be required to resubmit a new application. No questions or comments.

Moved/Yee, second/Nottoli, to approve the revised Vendor Services (VS) Request for Qualifications (RFQ).

Voice Vote: Unanimous approval.

6. Authorization to Enter into Negotiations for an Addendum to the Warehouse Lease for Head Start Facilities and Maintenance Operations: This item was pulled from the agenda.

B. WORKFORCE INVESTMENT ACT

1. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements

Ms. Robin Purdy stated that carryover funds have been identified to serve an additional 22 customers. The Lemon Hill Career Center is working with kids released from the criminal justice system. The funds will be used for case managers at the Sacramento City Charles A. Jones Skills Center targeting youthful offenders.

Moved/Nottoli, second/Yee, to approve augmentations as outlined in the board packet, with the remaining amounts set aside for future allocation:

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0

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

Ms. Kossick stated that due to SB193, which requires that 15% of the WIB represent labor, the size of the WIB was increased from 39 to 41 members. Mr. Dennis Morin, currently a member of the Youth Council, has submitted an application to serve on the WIB. Mr. Morin will fill one of the six labor seats on the WIB.

Moved/Yee, second/Nottoli, to appoint Dennis Morin to the Sacramento Works, Inc. board of directors, filling a labor seat.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children and Families

Ms. Kossick stated that this is a new funding opportunity. The Administration for Children and Families released a proposal for Head Start grantees to apply for these funds. Staff is requesting approval to go forward with a proposal requesting \$391,658. If approved, the funding may be for a five-year period.

Moved/Nottoli, second/Yee, to approve the submission of a Healthy Marriage Initiative Project Grant in the amount of \$391,658 to the Administration for Children and Families.

Speaker before the Board: Deacon Donald Clark

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT

1. Appointment of Member to the Community Action Board

Ms. Cindy Sherwood-Green this item. The appointment of Catholic Charities would result in a completely full Community Action Board.

Moved/Yee, second/Nottoli, to appoint Catholic Charities of Sacramento to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No questions.

B. Head Start Quarterly Report: Ms. Pannell commented on how well the information was presented.

C. Update on Head Start Grant Reapplication/Update on End of Current Head Start Grant: The reapplication process has progressed well with the exception of difficulty with one delegate agency. Staff will be finalizing the fiscal year closeout.

D. Dislocated Worker Update: Mr. William Walker reported that the last Crispy Crème closed in Citrus Heights.

E. Overview of SETA/Sacramento Works Youth Programs and Priorities for the Sacramento Works Youth Council: Ms. Christine Welsch reviewed items E and F.

F. SETA Workforce Services to Customers Transitioning from the Criminal Justice System: Ms. Robin Purdy this was developed as a request from the Head Start Policy Council to find out what is in place to serve ex-offenders.

G. Update on Clean Energy Technology Initiative: Ms. Purdy met with Employment Development Department staff that have committed to making the region a

powerhouse. The Sacramento Metro Chamber, SACTO, and U.C. Davis and Los Rios Community College District are partners in this effort. SACTO developed a list of 60 area companies focusing on clean energy in the area.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked Ms. Purdy, Ms. Welsch, and all staff working on the youth programs and the ex-offender programs. There are so many collaborations and these two areas have particularly extensive collaborations. Ms. Terri Carpenter distributed information on Family Day in the Park scheduled for October 5 at William Land Park.
- C. Counsel: No report.
- D. Members of the Board: No comments.
- E. Public: No comments.

Mr. Thatch stated that the board would be going into closed session to discuss the items listed on the agenda. There would be no report out of closed session.

VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR

Pursuant to Government Code Section 54956.8

Property Address: 10381 Old Placerville Rd., #B2, Sacramento, CA 95827

Owner(s): Michael Leonard Brunetti, Trust # 3, Tricia Andrea Marie Brunetti, Trust # 3 and Patricia Rubino Brunetti, as tenants in common

Under Negotiation: Price, terms and lease conditions

Property Address: 10415 Old Placerville Rd., #110, Sacramento, CA 95827

Owner(s): Heritage Community Credit Union

10399 Old Placerville Rd., Sacramento, CA 95827

Mr. Doug Fox

Under Negotiation: Price, terms and lease conditions

Property Address: 10665 Coloma Rd., # 200, Rancho Cordova, CA 95670

Owner(s): Allan H. Omand Living Trust

Bernard Stoltz

Kevin Turner

c/o Cordano Company

1112 11th Street, Sacramento, CA 95814

Under Negotiation: Price, terms and lease conditions

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment: Adjourned at 11:33 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/27/07 through 8/30/07, and all expenses appear to be appropriate.

ITEM III-A – 1 - ACTION

APPROVAL OF RETIREE HEALTH SUBSIDY

BACKGROUND:

Since 1980, medical and dental insurance premiums for retired annuitants have been subsidized by the Sacramento County Employees Retirement System (SCERS). These were declared not to be vested benefits, with no promise of continuing. SETA, as a Special District of the Sacramento County Employees Retirement System (SCERS) is required to take action for its retirees on the issue of subsidy for health care insurance premiums. This action is independent and separate from the County Board of Supervisors who act on behalf of their retired employees.

SETA has never vested retirees with a health care insurance benefit. Beginning with Fiscal Year 2004-05, SCERS funding was no longer available and SETA began to subsidize health care insurance premiums with SETA funds to assist retirees with the purchase of health and dental insurance. On June 3, 2004 and June 2, 2005, the SETA Governing Board approved funding of the subsidy to SETA retired annuitants for the 2004 and 2005 fiscal years.

On May 4, 2006 the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to new retirees, who, as of January 1, 2007, are SETA/SCERS members that have ten years of SCERS service as of that date. These payments would continue through December 2007.

As of May 2007, SETA has 69 retired annuitants and 67 former employees on deferred status. The current annual cost of the insurance subsidy is approximately \$95,000. In a report prepared by Mercer Human Resources Consulting firm to the County Board of Supervisors, the number of special district retirees was 85. Hence, SETA's retirees account for approximately 79% of that total. The Mercer report included a fiscal impact to special districts of \$235,000. Although much higher than SETA's current annual cost, it includes those employees on deferred status as well as those retirees who have not opted to enroll into County sponsored medical and dental insurance plans even though they are still eligible to do so.

On June 5, 2007, the Board of Supervisors approved the following:

- Participants who retired on or before May 31, 2007, would continue to receive the subsidy for the calendar year 2008. The subsidy would be eliminated for all participants who retire after May 31, 2007.

Current subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$122
10 years but <15 years	\$152
15 years but <20 years	\$182
20 years but <25 years	\$212
25 years or more	\$244
Dental coverage	\$25

Staff has identified options for the SETA retiree medical and dental insurance subsidy program. Options reviewed include:

1. Elimination of the subsidy payments after December, 2007.
2. Eligible employees who retire on or before August 31, 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 August 31, 2007.
3. Option #2 with modification to the amount of subsidy e.g., percentage increase or decrease to the table above.
4. Continuation of the subsidy payments for all eligible retirees through December 2008.

The economic realities for a grant funded program such as SETA makes for sound business practice to limit this growing cost as more and more employees contemplate retirement. The impact upon the current and future programs that provide the services to SETA's customers creates the necessity to put limits upon this cost to the Agency. Option #2 provides for the continuation of the current level of subsidy for the approximately 100 former SETA employees for 2008 and limits the future growth of these health and dental subsidies. The estimated annual cost is approximately \$100,000 per year.

RECOMMENDATION:

Hear a report from staff and approve Option #2.

ITEM III-A – 2 - ACTION

TIMED ITEM 8:30 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR FISCAL YEAR 2007 –2008

BACKGROUND:

In June, 2007 the Board took action to open a public hearing on the 2007-2008 proposed agency budget. At that time, the public hearing was scheduled to close September 6, 2007.

The final budget for the fiscal year 2007-2008 will be sent under separate cover. Staff will be available to answer questions.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the 2007-2008 agency budget.

ITEM III-A – 3- ACTION

APPROVAL TO CONTINUE THE SERVICES OF A SETA JOB SEARCH
CONSULTANT

BACKGROUND:

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

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

RECOMMENDATION:

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

ITEM III-A – 4 - ACTION

APPROVAL TO RELEASE A REQUEST FOR PROPOSALS FOR TELECOMMUNICATIONS SERVICES AND EQUIPMENT

BACKGROUND:

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission began adding a tax on telecommunication services to provide discounts to schools and library programs. The program, known as the Schools and Libraries Program of the Universal Service Fund, is commonly referred to as E-Rate. For the past 10 years the eligible entities for E-Rate have included schools, school districts and libraries. Last year, Head Start programs were added to the list of eligible applicants.

On January 11, 2007 SETA issued a Request for Proposals (RFP) for the purpose of soliciting proposals for telecommunications services and equipment to ensure that SETA was able to connect its administration office, and all 38 early learning centers to the internet in order to provide: video streaming to/from all sites, to utilize the internet to provide curricula and learning activities to children enrolled in the early learning centers, and youth and adults enrolled in GED and/or literacy programs, to meet all E-Rate and Children's Internet Protection Act (CIPA) requirements, and to safeguard children while they are using the services and equipment. Proposals received from four vendors ranged from \$1.4 million to \$2.5 million. The proposals were much higher than expected, so the Governing Board approved the cancellation of the E-Rate Telecommunications Services and Equipment Request for Proposals (RFP) at the March 1, 2007 Governing Board meeting.

Canceling the RFP delayed building the infrastructure for the Children & Family Services Early Learning Centers until E-Rate Planning Year 11 (fiscal year 2008 – 2009). SETA was able to request approval through the E-Rate Program to receive Priority 1 funding, which includes discounts on all Head Start telecommunication costs. If approval is received, SETA will receive up to 90% (approximately \$275,000), of those funds expended for telecommunications, refunded through the E-Rate Program.

SETA staff and the Consultants from California School Management (CSM) have made significant revisions to the Request for Proposals (RFP) issued on January 11, 2007 that will reduce the cost of the required telecommunications services and equipment.

The changes are summarized as follows:

- Expand the implementation time period from 1 year to 3 years.
- Allow a longer RFP response window, ensuring that vendors submit proposals that are accurate and complete.
- Engage more vendors to participate in the procurement process.
- Define and refine requirements to lower costs and redundancy.

- Encourage vendor creativity by allowing additive/deductive alternatives.

The revised Request for Proposals for Telecommunications Services and Equipment is attached. If approved, the timeline for returning to the board for vendor approval is as follows:

<i>Friday, September 7, 2007</i>	Release Request for Proposals
<i>Tuesday, September 25, 2007</i>	Mandatory Proposers Conference
<i>Friday, October 26, 2007</i>	Deadline for submission of Proposals from Vendors
<i>Monday, November 26, 2007</i>	Publish Staff Recommendations
<i>Thursday, December 6, 2007</i>	Approval of selected Vendor by SETA Governing Board
<i>July, 2008</i>	Notification of selection by E-Rate for discounts
<i>August, 2008</i>	Begin purchase of services and equipment

RECOMMENDATION:

Approve the release of a Request for Proposals for E-Rate Telecommunications Services and Equipment, and authorize the Executive Director to enter into negotiations with the selected vendor.

ITEM III-A – 5 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR THE FY 2007-2008 DISABILITY PROGRAM NAVIGATOR PROJECT AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

For the past four (4) years, SETA has received Workforce Investment Act (WIA) funding through the State of California, Employment Development Department (EDD) for the Disability Program Navigator Project (DPN). These funds are used to provide information and referral services to career center staff serving the disabled as well as those career center customers who have disabilities. As in previous years, SETA has proposed to partner with Crossroads Diversified Services, Inc. to provide Navigator services as well as benefits planning services.

Staff has received notification that SETA's application for fifth year funding has been approved. EDD, however, has not received final allocations from the Department of Labor and has indicated that it do not know when the final allocations will be received. It is anticipated that the amount could include up to a 10% increase over last years grant amount, which would equal \$89,238. Staff is requesting Board approval to accept Disability Program Navigator funding for Fiscal Year 2007-2008 and to authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source. Because of the extremely late funding of this grant, Workforce Investment Act (WIA) Adult funds will be utilized in combination with the WIA Disability Program Navigator funds to insure there is no interruption of services.

RECOMMENDATION:

Approve acceptance of funds for the FY 2007-2008 Disability Navigator Program and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

ITEM III-A - 6- ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR RAPID RESPONSE
SPECIAL PROJECTS FUNDING FROM THE CALIFORNIA
EMPLOYMENT DEVELOPMENT DEPARTMENT AND AUTHORIZE THE EXECUTIVE
DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND
OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The State of California, Employment Development Department has recently announced the availability of \$3.3 million for Rapid Response (RR) Special Projects for program year 2007-2008. Rapid Response funds can be used for:

- Lay-off Aversion: identify and assist employers at risk of layoff by leveraging training opportunities for employees and gathering information on changing workforce needs due to changes in the economy.
- Small Business Services – provide on-site services to small businesses to avert closure and layoff and increase business retention and expansion.
- Regional Impact – support efforts focused on regional industries and labor markets that are emerging and critical.

Staff is requesting approval to submit a proposal requesting \$225,000 for one year for Rapid Response Special Projects funding.

RECOMMENDATION:

Authorize the SETA Executive Director to:

- submit a proposal for WIA Rapid Response Special Project Funding,
- accept WIA Rapid Response Special Projects Funding from the State Employment Development Department, and
- authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

ITEM III-D – 1 - ACTION

APPROVAL TO RELEASE THE COMMUNITY SERVICES BLOCK GRANT (CSBG)
REQUEST FOR PROPOSALS FOR FISCAL YEAR 2008

BACKGROUND:

As the designated Community Action Agency for Sacramento County, the Sacramento Employment and Training Agency (SETA) administers CSBG funds to meet locally determined needs. Local needs are determined through a Community Action Plan process designated by the State of California Department of Community Services and Development (CSD) that relies on public testimony about unmet community needs.

On June 7, 2007, the SETA Governing Board approved the 2008/09 Community Action Plan. Although the two-year Plan represents the period from January 1, 2008 through December 31, 2009, funding through SETA's contract with CSD is made annually. The CSBG Request for Proposals (RFP) solicits proposals from qualified agencies to address the needs and services identified in the 2008/2009 Community Action Plan.

Of the CSBG funding expected for the 2008 program year, \$800,000 is projected for release, on a competitive basis, to public and private non-profit entities with the capacity and experience to meet unmet needs identified in the Plan. Fifty percent (50%) of the available funds (\$400,000) is planned for each of the two categories of services, Family Self-Sufficiency, outcome-based services designed to move clients toward self-sufficiency, and emergency Safety-Net services for families in crisis.

The process and criteria for selecting agency partners to help implement SETA's Community Action Plan are outlined in the draft CSBG Request for Proposals (RFP) for the 2008 Fiscal Year that has been sent under separate cover.

The SETA Community Action Board approved the CSBG RFP at its August 8, 2007 meeting.

RECOMMENDATION:

Approve the release of the CSBG Request For Proposals for the 2008 Fiscal Year.

ITEM IV-A – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the final dislocated worker list for fiscal year 2006-2007. Staff will be available to answer questions. SETA has not received any WARN notices during the new fiscal year which began July 1, 2007.

Dislocated Worker Information PY 2006/2007

The following is an up date of information as of August 28, 2007 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

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

Official	9/28/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/26/06 through 10/01/07	159	Employer chose Outplacement Service
Unofficial	10/03/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/09/06	Tower Records/Video/Books 2500 16 th Street Sacramento, CA 95818	1/10/07	15	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 2514 Watt Ave Sacramento, CA 95821	1/10/07	15	11/20/06
Unofficial	10/09/06	Tower Records/Video/Books 7830 Macy Plaza Drive, Citrus Heights, CA 95610	1/10/07	15	11/20/06
Official	10/13/06	Sun Microsystems 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	10/18/06	Barbara's Bakery 3750 Pell Circle Sacramento, CA 95838	1/12/07 through 3/30/07	30	2/28/07 Material Delivered
Official	10/19/06	Intel Corporation 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 10/01/07	146	Employer chose Outplacement Service
Official	10/27/06	San Jose Mercury News Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	N/A	Declined Services
Official	10/27/06	Washington Mutual 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Mailed Brochures/Restructured
Unofficial	11/15/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	11/29/06	Frontier Fence Company 6837 Power Inn Road Sacramento, CA 95828	12/01/06	20	Material Delivered
Unofficial	12/1/06	Hunter Douglas – Bytheway Manufacturing Inc. 2750 Redding Ave. Sacramento, CA 95826	12/22/06	22	12/19/06
Official	12/11/06	Sun Microsystems, Inc. 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	12/13/06	A. J. Wright Company Anchor Plaza 3311 Northgate Blvd. Sacramento, CA 95834	2/02/07	40	1/16/07
Unofficial	12/13/06	A. J. Wright Company Valley Mack Plaza 6300 Mack Road Sacramento, CA 95823	2/02/07	40	1/17/07
Unofficial	12/13/06	A. J. Wright Company Watt Towne Center 3615 Elkhorn Blvd. North Highlands, CA 95660	2/02/07	40	1/18/07
Unofficial	12/19/06	Angelica Textile Services, Inc. 8360 Belvedere Ave. Sacramento, CA 95826	2/01/07 through 5/01/07	54	1/23/07
Official	1/02/07	Hampton Distribution Companies – Sacramento 4522 Parker Avenue McClellan, CA 95652	3/04/07	113	1/30/07
Unofficial	1/08/07	Sacramento Natural Food Co-op 8517 Bond Road Elk Grove, CA 95624	2/01/07	40	1/26/07

Official	3/07/07	Williams Lumber, Inc. 7338 French Road Sacramento, Ca 95828	4/13/07 through 4/20/07	N/A	TradesMark Lumber & Truss, Inc. will hire the affected employees.
Official	3/09/07	Venture Lath & Plaster, Inc. 7108 28 th Street North Highlands, CA 95660	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/08/07	Production Framing Systems, Inc. 3412 Auburn Blvd, Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/13/07	Production Framing Systems Consulting, Inc. 3412 Auburn Blvd Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/08/07	BPH Management Services, Inc. 3412 Auburn Blvd, Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/07/07	Rayco Electric, Inc 3144 Fitzgerald Road Ranch Cordova, 95670	4/16/07 through 4/29/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/30/07	ACC Capital Holdings 10536 Peter A. McCuen Blvd., Mather, CA 95670	5/25/07	122	Material Mailed
Official	3/30/07	ACC Capital Holdings 10600 White Rock Rd. Rancho Cordova, CA 95670	5/25/07	263	Material Mailed
Official	4/03/07	Nationwide Health Plans 1651 Exposition Drive Sacramento, CA 95815	5/31/07	46	5/02/07
Official	4/17/06	CVS/Caremark 10481 Armstrong Avenue Mather, CA 95655	6/01/07	257	Employer chose Outplacement Service
Official	5/16/07	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816 – 5600	7/13/07	36	Pending
Unofficial	6/12/07	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/07	20	6/22/07
			Total # of Affected Workers	2747	

ITEM IV-B - INFORMATION

EXPANSION OF THE THERAPEUTIC PRESCHOOL

BACKGROUND:

Last October SETA Head Start in partnership with River Oak Center for Children, launched its first therapeutic preschool classroom at the Crossroad Gardens Early Learning Center. The program served ten (10) children who transferred from mainstream Head Start classrooms for more intensive mental health interventions. Ten children graduated, of which two were streamlined back to the traditional Head Start setting during the summer to practice their pro social skills. These two children will be returning to therapeutic preschool. The other eight children went on to kindergarten

As a result of the program's success and the continued demand, SETA Head Start expanded therapeutic preschool to the north area, specifically at the Sharon Neese Early Learning Center. Both programs will provide Head Start comprehensive services for 10 children each; 4 hours/day; 4 days/week. Both therapeutic preschool classes started August 27.

ITEM IV-C – INFORMATION

HEAD START AND EARLY HEAD START GRANT AWARD

BACKGROUND:

In early August, SETA received the grant award letter for the new fiscal year for Head Start and Early Head Start funds. A summary of these funds is attached.

Staff will be available to answer questions.

**Head Start & Early Head Start Budget
Award Letter - Year 3
August 1, 2007 to July 31, 2008**

Award Letter	Head Start	Early Head Start	Total
Basic	\$38,801,198	\$4,656,217	\$43,457,415
T & TA	\$361,068	\$117,581	\$478,649
Total Award	\$39,162,266	\$4,773,798	\$43,936,064
Net Advance	\$16,202,715	\$4,360,405	\$43,936,064
Balance (60% of Basic)	\$22,898,037	-0-	\$22,898,037
Non-Federal (25% of Basic)	\$9,700,300	\$1,164,054	\$10,864,354

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.