



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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(916) 263-3804

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 7, 2008

TIME: 10:00 a.m.

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

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

A G E N D A

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

- Recognition of Long-term Employees: Jana Bradford, Head Start Teacher and Julieta Aldana, Head Start Teacher (10 years)

II. Consent Items

- A. Minutes of the July 3, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Continue the Participation with the Child and Adult Care Food Program (Thelma Manzano)
- D. Appointment of Youth Council Member (Christine Welsch)

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Co-Sponsor and Serve as Fiscal Agent for Capitol Region Talent Transfer Event (Robin Purdy)

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

2. Confirmation of Process for Appointment of SETA Governing Board Member (Kathy Kossick)

B. WORKFORCE INVESTMENT ACT

1. Appointment of Sacramento Works Workforce Investment Board Private Sector Member (Kathy Kossick)
2. Approval to Submit a Technology Based Learning Initiative Proposal to the Department of Labor (Robin Purdy)
3. Approval to Augment Sacramento Builders' Exchange WIA 15% Contract (Christine Welsch)

C. HEAD START

1. Approval to Submit a Grant Application to the Sierra Health Foundation Responsive Grants Program (Brenda Campos)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Galt Joint Union High School District
- B. Quarterly Head Start Update (Maureen Dermott)
- C. Monthly Head Start Fiscal Report (Thelma Manzano)
- D. Head Start Policy Council Minutes (Maureen Dermott)
- E. Dislocated Worker Update (William Walker)
- F. Semi-Annual Information Systems Update (Ed Proctor)
- G. California Youth Drop Out Report (Robin Purdy)
- H. Training for Critical Occupations in Information Technology: Funding from the Employment Training Panel (Robin Purdy)

V. Reports to the Board

- A. Chair
- B. Executive Director

- C. Deputy Directors
- D. Counsel
- E. Members of the Board
- F. Public

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

(Significant exposure to litigation pursuant to subdivision (b) of Government Code Section 54956.9)
One Potential Case

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, JULY 31, 2008

ITEM II-A - CONSENT

MINUTES OF THE JULY 3, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 3, 2008 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

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

Thursday, July 3, 2008
10:00 a.m.

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

Members Present:

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

Jimmie Yee, Vice Chair; Member, Board of Supervisors

Sophia Scherman, Public Representative

Don Nottoli (10:25 a.m.), Member, Board of Supervisors

Robbie Waters, (10:10 a.m.) Councilmember, City of Sacramento

- Recognition of Long-Term Employee: Ms. Denise Gale (Social Services/Parent Involvement Specialist) was acknowledged for her 10 years of service.

II. Consent Items

Mr. Thatch requested that the Board take a roll call vote, on item C, Extension of SMARTware Services contract.

- A. Minutes of the June 5, 2008 Regular Meeting

- B. Approval of Claims and Warrants

Moved Yee, second/Scherman, to Consent Items A and B.

Voice Vote: Unanimous

- C. Approval to Extend the SMARTware Services Contract with Network Technologies

Moved Yee, second/Scherman, to extend the SMARTware Services contract with Network Technologies

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

III. Action Items

- A. **GENERAL ADMINISTRATION/SETA**

1. Approval of 2008-09 Recommendations for Unrepresented Confidential and Management Personnel

Ms. Robin Purdy reviewed this item which seeks approval of the 2008-2009 Compensation package for unrepresented confidential and management personnel. The changes from last year's resolution for Unrepresented Confidential Personnel are:

- 3.5% increase effective June 22, 2008
- A \$25.00 increase in the monthly contribution for employees enrolled in Employee-only health insurance effective January 1, 2009
- A \$50.00 increase in the monthly contribution for employees enrolled in Employee-Plus Dependents health insurance effective January 1, 2009
- \$25 per month contribution to each employee's Retiree Health Savings Plan
- An additional tier of vacation leave accrual per pay period for employees with 11-15 years of service
- Bi-Lingual pay (\$25 bi-weekly for pay period employee is "certified")
- Wellness Benefit (8 hours off with pay for employees using 12 hours or less of sick leave in first six months of the year)

Ms. Purdy stated that these increases are consistent with the increases received by represented employees.

Staff is recommending that Exempt Management staff receive the same increase in monthly contributions for health insurance and the health savings account as represented employees. The recommendation for salary increases for Exempt Management is that increases be pay-for-performance based, and effective November 1, 2008. Exempt Managers will be eligible to earn 0-3.5% in salary increases, based on performance. Exempt Managers will not receive Bi-lingual pay or the Wellness benefit.

Moved/Yee, second/Scherman, to approve the report, and adopt the resolution authorizing the implementation of the proposed 2008-2009 salary and benefit increases for unrepresented confidential and management employees on the effective date given in the report.

Voice Vote: Unanimous approval.

2. Approval to Accept Funding from Los Rios Community College District to Provide Services to Students Enrolled in the Nurse Education Initiative (NEI) Grant

Ms. Cindy Sherwood-Green told the board that in the fall of 2005, the Los Rios Community College District was awarded two Workforce Investment Act 15% Discretionary Nurse Education initiative grants by the Chancellor's Office of the California Community Colleges. The amount of funding allocated to SETA for serving NEI students since 2006 has been \$384,000. Board approval is requested to accept \$202,500 from the Los Rios Community College District to continue to provide case management and other WIA-required services. Ms. Sherwood-Green stated that 400 students have graduated since 2001.

Mr. Robbie Waters arrived at 10:10 a.m.

Moved/Waters, second/Scherman, to accept \$202,500 from Los Rios Community College District to provide client eligibility, enrollment, case management, follow-up and JTA tracking services for NEI students for the 2008-2009 program year.
Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal for California Department of Transportation Funds for the Sacramento Regional Highway Construction Training Initiative

Ms. Purdy stated that the purpose of the CalTrans Initiative is to recruit, train and place customers in transportation construction industry related occupations. Partners include American River College, Holt, Northern California Construction Training, and Sacramento/Sierra Building Trades Council. SETA recently received the 2007-2008 program year funding to support pre-apprenticeship and highway construction training. One hundred customers have been trained.

Moved/Waters, second/Yee, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2008 for \$510,836 and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

Mr. Nottoli arrived at 10:25 a.m.

B. WORKFORCE INVESTMENT ACT: No items.

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Ratification of the Submission of an Application to the State Department of Community Services and Development for the SETA Financial Literacy Project

Ms. Sherwood-Green explained that this project targets customers aged 18 to 25. Services include an individual financial assessment and budgeting. Each participant that completes all program components will begin a savings or investment account which will be matched by program funds of up to \$500. Ms. Sherwood-Green acknowledged Victor Bonanno for his work on this project. The one year pilot project begins August 1, 2008 and ends June 30, 2009.

Moved /Scherman, second/Waters, to ratify the submission of an application to the State Department of Community Services and Development for the SETA Financial Literacy Project.

Voice Vote: Unanimous approval.

2. Appointment of Member to the Community Action Board

Ms. Sherwood-Green stated that one application for Public Sector membership has been received from the Sacramento Municipal Utility District (SMUD). Staff is recommending the appointment of SMUD to represent the Public Sector.

Moved/Yee, second Waters, to appoint SMUD to represent the Public Sector on the Community Action Board
Voice Vote: Unanimous approval.

E. REFUGEE PROGRAMS:

1. Declaration of Non-Responsive Proposal for the Targeted Assistance (TA) Program, Program Year 2008-2009

Lao Family Community Development, Inc. submitted two (2) proposals in response to the RESS/TA RFP. Staff has notified Lao Family Community Development of the recommendation to declare the proposal for Referral/Verification to One-Stop Services (Proposal #12), submitted in response to the RESS/TA RFP, non-responsive. Mr. Yee asked if staff has contacted Lao Family Community to offer grant writing assistance and Ms. Anderson replied yes. Mr. Yee wants to make sure they know how to submit a proposal correctly. Ms. Anderson said that LFCD also submitted a proposal for the Employment Services Stand Alone activity. Mr. Thatch explained that staff brings non-responsive proposals to the attention of the Board prior to the evaluation of proposals to ensure a fair and competitive funding process.

Moved/Yee, second/Waters, to declare Lao Family Community Development's proposal for Referral/Verification to One-Stop Services, submitted in response to the RESS/TA RFP, non-responsive.
Voice Vote: Unanimous approval.

IV. Information Items

A. Fiscal Monitoring Reports: No comments.

B. Monthly Head Start Fiscal Report: Mr. Yee inquired about the projection column. Mr. Rick Pryor answered that the projection column is projected expenditures based on expenditures to date. Ms. Pannell requested the reports be prepared utilizing larger font size.

C. Head Start Policy Council Minutes: No comments.

D. Dislocated Worker Update: Mr. Waters inquired about the status on Senator Ford of Elk Grove and Senator Ford. Mr. William Walker stated that Elk Grove closed their doors and 50 people were laid off with no prior notice. Room Source

has 5 local and 1 warehouse staff laid off. Ms. Pannell asked if there were going to be any local closures in Starbucks. Mr. Walker replied that staff is not aware of any right now. Mr. Walker stated that employers are supposed to send out a WARN notice. EDD and the Federal Government are responsible for posting WARN notices. Ms. Pannell asked if any dealership on Florin Road has been contacted. Mr. Walker responded no; only Senator Ford has been contacted.

- E. Disaster Preparedness Update: Ms. Cindy Sherwood-Green stated that the Disaster Preparedness is to provide disaster awareness packets to staff and CSBG providers. All Head Start sites have received packets. The One Stops are next followed by CSBG providers. Mr. Bonanno's goal is to distribute 5,000 packets. Ms. Scherman inquired if senior complexes will be contacted. Ms. Sherwood-Green replied that we have not been working with the senior community. Ms. Scherman stated that all our seniors are in jeopardy and would like to have packets to distribute to senior complexes.
- F. www.CareerGPS.com: Ms. Robin Purdy explained that CareerGPS.com is a web-based application designed to provide job seekers, students, workforce development professionals, teachers, and employers with one central location to find the information they need to make informed education and career decisions. Mr. John Harden showed a presentation on how to use the web-based application. Ms. Pannell asked Robin to send them the link. The web-based application tells you the median wage and hourly wage for the occupation you are looking up. The forecast includes the breakdown of occupational employment by industry sector over the next two years, five years, and 10 years as well as the ability to view industry sector data based on the training level of each individual sector. Ms. Scherman asked if they can apply for Financial Aid. Ms. Purdy stated that we will have Financial Aid to apply for and that we will also have Scholarships at the One Stops. Ms. Pannell asked if we are getting this information to the high schools. Ms. Robin Purdy replied that we are working closely to educate everybody. Ms. Pannell asked how often the link changes. Ms. Purdy stated that the link will remain the same.

V. Reports to the Board

- A. Chair: No comments
B. Executive Director: Not present
B. Deputy Directors: No comments
C. Counsel: No comments
D. Members of the Board: Ms. Pannell wished everybody a Happy 4th of July
E. Public: Ms. Nancy Matulich of AFSCME Local represented the SETA employees. Ms. Matulich discussed the decision to lay off 14 employees in the Head Start department.

VI. Adjournment: The Board meeting adjourned at 10:55 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/27/08 through 7/31/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM II-C - CONSENT

APPROVAL TO CONTINUE THE PARTICIPATION WITH THE CHILD AND ADULT
CARE FOOD PROGRAM

BACKGROUND:

The Sacramento Employment and Training Agency Head Start Program participates in the Child and Adult Care Food Program (CACFP). This is one of several publicly funded programs, wholly/partly funded by Federal, State, or local dollars in which the Agency participates. Last year, the CACFP accounted for approximately \$1,462,490 of Head Start revenues.

In order to continue participation in the CACFP, an Update Application for 2008-09 has been prepared by staff, which requires the Chairperson and the Executive Director's signatures. The signatures will certify that all information and documents submitted with the Annual Update are true and correct and that they accept final administrative and financial responsibility for all CACFP operations.

RECOMMENDATION:

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

STAFF PRESENTER: Thelma Manzano

ITEM II-D - CONSENT

APPOINTMENT OF YOUTH COUNCIL MEMBER

BACKGROUND:

Mr. John Koogle has been a member of the WIB and Youth Council since its inception. Due to work constraints, Mr. Koogle has requested that he be removed from the WIB but continue his membership on the Youth Council.

The WIA states that there are several categories of membership on the Youth Council:

- Members of the local board with special interest or expertise in youth policy;
- Representatives of Youth Service Agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Parents of local youth seeking assistance under WIA;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps

The Sacramento Works Executive Committee and legal counsel have reviewed this request and recommend Mr. Koogle's appointment to the Sacramento Works Youth Council. The Sacramento Works, Inc. Board is also recommending Mr. Koogle's appointment.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. John Koogle to the Sacramento Works Youth Council.

STAFF PRESENTER: CHRISTINE WELSCH

ITEM III-A – 1 - ACTION

APPROVAL TO CO-SPONSOR AND SERVE AS FISCAL AGENT FOR CAPITOL REGION TALENT TRANSFER EVENT

BACKGROUND:

In response to a request from the Governor's Office, the California Labor and Workforce Development Agency recently allocated funding to coordinate Talent Transfer Events throughout the state. In the Sacramento Region, the event will focus on identifying workers in the Construction and Financial Services industries who have lost their jobs due to the downturn in the housing market, and connecting them to high-wage/high demand jobs with companies expanding due to infrastructure development, commercial construction, and public works projects financed by the \$42 billion infrastructure bonds. The partners in the region will include:

- California Employment Development Department
- Sacramento Works, Inc./SETA
- Golden Sierra Job Training Agency
- North Central Counties Consortium
- Yolo County Workforce Investment Board

EDD has received \$50,000 for the Talent Transfer Event and has requested that SETA/Sacramento Works act as the fiscal agent. The event will be scheduled in September, 2008. A planning committee will be developed made up of representatives of the collaborative partners and the Employer Outreach Committee of Sacramento Works, Inc. will be updated at their monthly meetings on the plan for the event.

The Sacramento Works, Inc. Board approved this sponsorship at their July 23 board meeting. Staff will be available to answer questions.

RECOMMENDATION:

Approve sponsorship of the Talent Transfer Event and authorize SETA to act as the fiscal agent for the funds.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 2 - ACTION

CONFIRMATION OF PROCESS FOR APPOINTMENT OF SETA GOVERNING BOARD MEMBER

BACKGROUND:

Section 4 of the Joint Exercise of Powers Agreement which created the Sacramento Employment and Training Agency describes the composition of the Governing Board as “Two members shall be appointed by the Board of Supervisors of the County of Sacramento, and two members shall be appointed by the City Council of the City of Sacramento, and one member shall be jointly appointed by the Board and Council.” The term of office of each member is two years, and members are appointed in November of even numbered years.

The member seat that is appointed jointly by the city and county of Sacramento has been held by Ms. Sophia Scherman. This seat is up for reappointment in November, 2008. The process that has been used in the past has been that the SETA Governing Board has taken action to provide a recommendation that is forwarded to the city and county for appointment. The purpose of this action is to confirm that the Governing Board wishes to continue with this selection process.

RECOMMENDATION:

Take action to confirm the selection process for the Governing Board seat that will be open for appointment in November, 2008.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 1 - ACTION

APPOINTMENT OF SACRAMENTO WORKS WORKFORCE INVESTMENT BOARD
PRIVATE SECTOR MEMBER

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board. The Board Development Committee of Sacramento Works, Inc. has been active in recruiting members to the board that reflect industries that contain critical occupational groups in the Sacramento workforce area. The full Sacramento Works, Inc. board took action July 23, 2008 to recommend appointment of Larry Booth, President of Frank M. Booth, Inc. to a vacant Private Sector seat on the board. He will represent the critical occupational cluster of Architecture and Engineering.

RECOMMENDATION:

Review the applications enclosed under separate cover and appoint one applicant to the Sacramento Works Workforce Investment Board to a Private Sector seat.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 - ACTION

APPROVAL TO SUBMIT A TECHNOLOGY-BASED LEARNING INITIATIVE
PROPOSAL TO THE DEPARTMENT OF LABOR

BACKGROUND:

The U.S. Department of Labor has announced the availability of funding to encourage a national strategy for advancing the use of technology for training and support models of Technology Based Learning to stimulate new and innovative uses of technology for training the workforce in the skills demanded by their regional economies and high growth/high demand industries and occupations.

SETA/Sacramento Works, Golden Sierra Job Training Agency, and California State University, Sacramento are proposing to partner on a Technology Based Learning Initiative grant which will:

- Provide on-line training to customers of the one-stop system in high growth/high demand industries in the Financial Services and Information Technology.
- Create on-line training to develop a skills needed in the Engineering and Architectural industries
- Create on-line and video learning modules for job preparation and soft skills to be used in the career centers for learning opportunities.

The request is for \$500,000 for a three-year grant.

RECOMMENDATION:

Approve submission of a Technology Based Learning Initiative proposal requesting \$500,000 to the U. S. Department of Labor.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 - ACTION

APPROVAL TO AUGMENT SACRAMENTO BUILDERS' EXCHANGE
WIA 15% CONTRACT

BACKGROUND:

SETA received a Governor's Discretionary WIA 15% Construction grant in 2007. Partners in this grant include Sacramento Builders' Exchange, Northern California Construction and Training, American River College, and Holt of California. The grant focuses on two target groups: unemployed job seekers and incumbent workers. SETA contracts with Sacramento Builders' Exchange (SBE) to provide safety training, cost estimating training and other skills upgrade training for incumbent workers. This has been a very successful endeavor. SBE has identified an additional pool of incumbent workers that would benefit from upgrade skills and cost estimating training. Staff has identified \$25,000 in under-spent funds and is recommending the augmentation of an additional \$25,000 to SBE to conduct additional upgrade skills and cost estimating training.

RECOMMENDATION:

Approve the augmentation of Sacramento Builders' Exchange for \$25,000 for additional training for incumbent workers.

STAFF PRESENTER: Christine Welsch

ITEM III-C – 1 - ACTION

APPROVAL TO SUBMIT A GRANT APPLICATION TO SIERRA HEALTH
FOUNDATION RESPONSIVE GRANTS PROGRAM

BACKGROUND:

SETA Head Start is submitting a grant application to the Sierra Health Foundation Responsive Grants Program due August 15, 2008. Sierra Health Foundation is offering up to \$40,000 to support projects in any of the following areas: 1) Expanding Health Insurance; 2) Improving Health Care Access; and 3) Promoting Health.

A Tuberculosis Screening Project aimed to increase compliance of Head Start families with the SETA Head Start TB Policy is being proposed. Based on 2007-2008 figures, there is only a 25% compliance rate due to a variety of factors: 1) limited or no access to providers due to the family's lack of funds to pay for nominal fees; 2) lack of transportation; 3) extensive process required to receive a complete screening (2 clinic visits in a four-day period); 4) reduction in available services provided by the Sacramento County Health Department, and 5) lack of information and proper education on the importance of TB prevention and early intervention. With this proposal, a goal of an overall TB compliance rate of 60% is targeted (2,120 out of 3,534 parents/guardians).

The screening project will operate satellite TB clinics at various Head Start locations. Forty (40) clinic events including an education component will be scheduled. The grant money of \$40,000 will be used for: 1) securing the services of qualified health professionals to administer and read the screenings; 2) paying for medical supplies; 3) funding transportation needs (e.g., bus passes); and 4) promotion, education and participant incentives.

Brenda Campos, Manager for the Program Support Services Unit will be available to answer any questions.

RECOMMENDATION:

Approve the submission of a grant application to Sierra Health Foundation for a Tuberculosis Screening Project.

STAFF PRESENTER: Brenda Campos

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.

STAFF PRESENTER: Rick Pryor

MEMORANDUM

TO: Ms. Audrey Kilpatrick **DATE:** July 21, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Galt Joint Union High School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA Title I	Out-of-School Youth	\$ 136,261	7/1/07-6/30/08	7/1/07-5/31/08
WIA Title I	Summer Youth	48,292	5/1/07-9/30/07	5/1/07-9/30/07

Monitoring Purpose: Initial X Follow-Up Special Final X
Date of review: 6/10-11/08

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

Program Operator: Galt Joint Union High School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to May 31, 2008 for the Older Youth Program and from May 1, 2007 to September 30, 2007 for the Summer Youth Program have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) It was noted that the expenses of the two programs were booked under the same general ledger resource code. It is recommended that, in the future, the District should segregate the expenses of the WIA programs under separate resource codes to facilitate preparation of the fiscal reports and reconciliation of the general ledger to the fiscal reports

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-B – INFORMATION
HEAD START QUARTERLY REPORT

BACKGROUND:

A Quarterly Report for the months of April, May and June 2008 will be provided under separate cover. Ms. Maureen Dermott will be present at the meeting to answer questions.

STAFF PRESENTER: Maureen Dermott

ITEM IV-C – INFORMATION

MONTHLY HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports for the month ending 6/30/08.

Staff will be available to answer questions.

STAFF PRESENTER: Thelma Manzano

**SETA Operated & Delegate Agencies Combined Head Start/Early Head Start
For Fiscal Year Ended July 31,2008
Compass Fund Management to June 30 , 2008**

7/30/2008 10:37

Year to Date	Month/Year	Budget	YTD Expenses	% YTD	Non-Federal Share	% admin cost to total	% Non-Fed to Total Expenses
Basic Head Start							
Del Paso-actual	Jun-08	\$1,091,126	\$993,429	91%	\$422,546	15%	43%
Elk Grove - actual	Jun-08	\$2,306,473	\$2,125,088	92%	\$499,643	7%	24%
Sac City-actual	Jun-08	\$7,803,950	\$7,089,890	91%	\$2,250,385	9%	32%
San Juan-estimate	Jun-08	\$4,145,417	\$3,799,966	92%	\$956,221	12%	25%
WCIC-actual	Jun-08	\$647,227	\$596,722	92%	\$170,534	10%	29%
SETA	Jun-08	\$23,389,023	\$22,455,696	96%	\$5,129,243	11%	23%
Total		\$39,383,216	\$37,060,791	94%	\$9,428,572	7%	25%
Basic Early Head Start							
Sac City-actual	Jun-08	\$1,080,905	\$1,013,529	94%	\$212,145	5%	21%
San Juan-estimate	Jun-08	\$1,196,930	\$1,097,186	92%	\$323,879	12%	30%
SETA	Jun-08	\$2,458,225	\$2,360,493	96%	\$1,576,857	8%	67%
Total		\$4,736,060	\$4,471,208	94%	\$2,112,881	5%	47%
T & TA Head Start							
Del Paso-actual	Jun-08	\$7,500	\$1,267	17%			
Elk Grove - actual	Jun-08	\$9,000	\$8,058	90%			
Sac City-actual	Jun-08	\$20,000	\$15,803	79%			
San Juan -estimate	Jun-08	\$15,000	\$14,492	97%			
WCIC-actual	Jun-08	\$7,500	\$7,498	100%			
SETA	Jun-08	\$302,068	\$306,140	101%			
Total		\$361,068	\$353,258	98%	\$0	0%	na
T & TA Early Head Start							
Sac City-actual	Jun-08	\$18,249	\$9,673	53%			
San Juan-estimate	Jun-08	\$20,112	\$18,260	91%			
SCOE-estimate	Jun-08	\$15,000	\$15,000	100%			
SETA	Jun-08	\$64,220	\$64,220	100%			
Total		\$117,581	\$107,153	91%	\$0	0%	na
Total Grant Award		\$44,597,925	\$41,992,409	94%	\$11,541,453	7%	
Administration Costs @15%		\$6,689,689	\$2,605,516				

ITEM IV-D - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the May 27 and May 30, 2008 Policy Council meetings.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

REGULAR MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, May 27, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Mr. Ronald Montez, Vice Chair, called the meeting to order at 9:05 a.m. Ms. Barbara Ramey-Clark read the thought of the day. Ms. Carol Aronis was appointed acting secretary and called the roll.

Members Present:

Josie Cleaver, Sacramento City Unified School District (present at 9:15 a.m.)
Irlanda Meza, Sacramento City Unified School District (present at 9:10 a.m.)
John Brown, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program (present at 9:15 a.m.)
Salina Davey, SETA-Operated Program (present at 9:30 a.m.)
Tyrna Larkin, alternate, SETA-Operated Program
Barbara Ramey-Clark, Foster Parent Representative
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victoria Camargo, Past Parent Representative
Natasha Toolate, Early Head Start (present at 9:12 a.m.)
Van Huyhn, Child Health and Disability Prevention Program

Members Absent:

Brandy Arismende, Elk Grove Unified School District (unexcused)
Sarah Cordeiro, Home Base Program (excused)
Monica Treadway, WCIC/Playmate (unexcused)
Shasta King, San Juan Unified School District (excused)
Josie Lamar, Sacramento City Unified School District (unexcused)
Kathy Ruiz, Past Parent Representative (excused)
Victor Stark, CAMP Representative (unexcused)

New Representatives Absent:

Aida Paz Flores, SETA-Operated Program (excused)
Shirley Kay, Sacramento County Sheriff's Department (unexcused)
Angelica Navarette, Elk Grove Unified School District (excused)

II. **Consent Item**

- A. Approval of the Minutes of April 30, 2008 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Fentress, second/Camargo, to approve the minutes as distributed.
Show of hands vote: Aye: 8, Nay: 0, Abstentions: 2 (Montez and Toolate)

III. Action Items

A. Ratification of the Chair's Appointment of Representative to the Health Services Advisory Committee (HSAC) and Election of Alternate

Mr. Montez reviewed the board item. No questions.

Moved/Camargo, second/Meza, to ratify the appointment of Ms. Venelsia Fentress as representative to the Health Services Advisory Committee and elect one alternate to serve on the committee.

Show of hands vote: Aye: 10, Nay: 0, Abstentions: 2 (Montez and Toolate)

Mr. John Brown expressed interest in the alternate position. Mr. Brown will serve as alternate.

B. Ratification of the Chair's Appointment of Representative and Alternate to the Community Partnership Advisory Committee (CPAC)

Mr. Montez reviewed the board item. No questions or comments.

Moved/Aronis, second/Fentress, to ratify the appointments of Ms. Salina Davey and Ms. Josie Cleaver to the Community Partnership Advisory Committee as representative and alternate.

Show of hands vote: 10, Nay: 0, Abstentions: 2 (Montez and Toolate)

C. Approval of Policy Council/Parent Advisory Committee Joint Parent Activity

Ms. Desha reviewed past activities which included a tour of Shriner's Hospital and donation of transitional backpacks to children as well as visits to the Family History Center, Ms. Desha reminded board members that the activity must be education related.

Moved/Brown, second/Kimbrow, to approve a joint parent activity with the Parent Advisory Committee.

Show of hands vote: Aye: 10, Nay: Abstentions: 2 (Montez and Toolate)

IV. Information Items

A. Standing Information Items

➤ Introduction of New Staff: None.

Ms. Salina Davey arrived at 9:30 a.m.

- Parent/Family Support Unit Events and Activities: Ms. Lisa Carr reviewed the upcoming events. A move night, in conjunction with transition team events, will be held in August at Mather. Ms. Alma Hawking got a limo donated and grandparents will be transported to the August 13 event. "Meet the Robinsons" is the film. A Daddy and Me event will be held Saturday, June 7, 9 a.m. – 1:00 p.m. Fishing instructions and lunch will be provided. Enrollment fairs to keep the SETA operate program FULL are being held. There have already been two events and the next one will be held May 28 in Rancho Cordova. Staff will also be doing late afternoon and Saturday recruitments for working parents. A Legal clinic was held last Wednesday at Luau Gardens. Attorneys were present to answer questions from parents. Ms. Natasha Toolate spoke of the legal clinic and what happened. There will be a bilingual clinic coming up. Ms. Carr will make sure board members know about the event.
- Calendar of Events and Activities: No additional reports.
- National Head Start Association Annual Training Conference Reports: No questions.
- Parent Leadership Institute Reports – Ms. Josie Cleaver spoke of the parent leadership event; great two days learning about health issues. Ms. Toolate stated that this was the second time she attended; there was more focus on the three year goals from the federal review. Ms. Victoria Camargo liked how staff got involved. Ms. Salina Davey stated that it was very educational and she enjoyed Ms. Haas. Mr. Montez commended Ms. Haas on her presentation. Ms. Barbara Ramey-Clark also enjoyed learning how to play with children.
- Fiscal Reports: Mr. Rick Pryor reviewed the fiscal reports. SETA is at 74% of expenditures, very close to where we need to be in our budget.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Maureen Dermott reviewed the end-of-month report. SOP and the delegate agencies have done an outstanding job maintaining 100% enrollment. The only issue is in the SETA Operated Early Head Start program. Other challenge is the issue of attendance which is running 2/3 of enrollment.
- Program Content Area Mental Health Report: Report will be in June.
- Program Content Area Disabilities Report: Report will be in June.
- Special Education Report: Ms. Beverly Sanford stated that this report provided on a monthly basis. Call her at 203-3056 if there are questions.
- Community Resources-PC Representative/Staff: No report.
- Parent/Staff Recognition: No report.
- Grandparent/Foster Parent Report: No report.

B. SETA Governing Board Minutes for April 3, 2008: No comments.

V. Committee Reports

A. Executive Committee: Ms. Camargo reviewed the Executive committee review.

- B. Personnel/Bylaws: Next meeting will be May 30. Ms. Desha asked board members to give Mr. Montez or a committee member modifications to the bylaws.
- C. Budget/Planning: Complete for the year.
- D. Hospitality: No additional report.
- E. Program Area Committees
 - Early Childhood Development and Health Services: No meeting.
 - Parent/Family Support Committee: No meeting.
 - Monitoring & Evaluation: No meeting.
 - Early Head Start: No meeting.
- F. Community Advocating Male Participation: Ms. Davey reported that a Dad's Cook Off/male recruitment BBQ event will be planned for August.
- G. Community Partnerships Advisory Committee: Ms. Davey reported that it was a good meeting. SETA has a new web site where more community resources are available. www.seta.net Go to www.SMUD.org to see if you qualify for 30% off your electric bill.
- H. Health Services Advisory Committee: Ms. Campos spoke of the most recent meeting. The TB policy will be reviewed and revised. Nothing changed with regard to the children but what may change is the requirement that parents in the home based option and SETA Operated Program are required to have a TB prior to going into the classroom. If parents wish to participate, they must show proof of a TB vaccination. This will be a huge change and staff will take responsibility to provide listings of clinics that give free/low cost TB vaccines. Doctor Arevello, a pediatrician in Natomas, is willing to work with our families with or without medical insurance.

VI. Other Reports

- A. SETA Executive Director and Head Start Deputy Director's Reports: Ms. Dermott reported that the grant application was submitted and is currently under review; staff is expecting a good response. Ms. Dermott stated that she received great feedback on the Parent Institute; she enjoyed it as well. There is concern regarding low attendance at the Parent Institute; only 21 parents participated this year. Staff is considering perhaps having it only one full day instead of two full days. Ms. Dermott recognized Ms. Marie Desha for organizing the event. Staff continue to work on the budget challenges. There is a 3.5% COLA commitment that needs to be dealt with. Staff is putting together a project management system that will spread the work out over the course of a year rather than the first quarter. This will include work on the PIR, self assessment, and three year goals. Lastly, SETA has the opportunity to apply for a federal grant under training/technical assistance. There is a requirement that by 2013, 50% of our teachers must have a Bachelor's degree. Five million dollars are available nationwide. Teachers are being helped to find money so they can earn a degree.

Ms. Denise Lee is asking for board members to come back on Friday, May 30 to approve a grant application for the Training/Technical Assistance funds. Fifteen SETA teachers are involved in the cohort program to assist in the attainment of

their degree. Of the Site Supervisors, SETA needs 31 staff more to get their degree and 36 more teachers to get their degree. A motivator to go back to school and participate in the cohort program is that staff will not have a large student loan to pay back. If SETA can apply and receive funds to assist staff to earn their degree, they won't have to pay back the funds. Staff will be requesting \$200,000 for this T/TA grant. The Personnel/Bylaws Committee meeting will be canceled in order to accommodate the special board meeting.

- B. Chair's Report: Supervisor Roger Dickinson will be proposing a ¼ cent sales tax increase to raise funds for gang prevention/violence. This will be on the ballot in the Fall.
- C. Head Start Managers' Reports: Ms. Campos had no additional report. Ms. Denise Lee thanked the board for the very successful review and for their participation. Ms. Campos will be running a marathon on Sunday; the board wished her well. Ms. Carr had no additional report.
- D. Community Agency Reports
 - Sacramento Sheriff's Department: No report.
 - Child Health and Disability Prevention Program: No report.
 - Perinatal & Infant Health Advisory Committee: No more meetings until August.
 - Maternal, Child and Adolescent Health Board – Ms. Venelsia Fentress attended meeting on May 13 Maternal, Child, Adolescent Advisory Committee meeting. The meeting was about smoking and not smoking in vehicles with children present.
 - Community Action Board: Mr. Montez reported that Ms. Denise Nelson was elected Chair of the Community Action Board; Ms. Ruiz was elected Vice Chair.
- E. Health and Dental Reports: Sacramento County Dental Health Advisory Committee: Ms. Camargo distributed a written report of the April 21 meeting.
- F. Open Discussion and Comments: Ms. Ramey-Clark announced an event to recognize people involved in children's' rights. City Councilmember Bonnie Pannell was recognized in 2006 and Mr. Jim Ketty from AREA Congregations together in 2007. She brought flyers with the particulars of the event.
- G. Public Participation: Ms. Lori Zimbelman from San Juan Unified School District was recognized.

III. Action Item (Continued)

- D. **CLOSED SESSION: PERSONNEL** - Pursuant to Government Code Section 54957

The board went into closed session at 10:38 a.m. The board went back into open session at 10:50 a.m. Mr. Montez reported out of closed session that the Board took the following action in closed session: Approval of Eligible List for the following positions: Head Start Teacher, Associate Teacher, Tier III, and Head Start Courier Maintenance.

- VII. **Adjournment**: Meeting adjourned at 10:51 a.m.

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL
Minutes/Synopsis

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

Friday, May 30, 2008
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Kathy Ruiz called the meeting to order at 9:08 a.m. Ms. Ruiz seated Ms. Shirley Kay, Sacramento Sheriff's Department, and Ms. Angelica Navarette, Elk Grove Unified School District.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
John Brown, San Juan Unified School District
Shasta King, San Juan Unified School District
Carol Aronis, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Barbara Ramey-Clark, Foster Parent Representative
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victoria Camargo, Past Parent Representative
Natasha Toolate, Early Head Start
Tyrna Larkins, Alternate, Home Base Program
Kathy Ruiz, Past Parent Representative
Victor Stark, CAMP Representative
Shirley Kay, Sacramento County Sheriff's Department
Angelica Navarette, Elk Grove Unified School District
Donovan Harrison, alternate, SETA Operated Program
Josie Lamar, Sacramento City Unified School District

Members Absent:

Sarah Cordeiro, Home Base Program (excused, alternate present)
Monica Treadway, WCIC/Playmate (unexcused)
Van Huyhn, Child Health and Disability Prevention Program (excused)

II. **Action Item**

- A. Approval of One-Time Supplemental Training/Technical Assistance Funding Grant for Fiscal Year 2008

Ms. Maureen Dermott thanked board members for their attendance at the special meeting. These funds are available nation-wide basis; all Head Start programs

will be vying for these funds. This grant represents a two-pronged approach to ensure all Head Start teachers have an AA degree. Secondly, it will ensure that 50% of Head Start teachers achieve their Bachelor's degree by 2013. The purpose is to assist teachers in earning their Bachelor's degrees. Under the new reauthorization, as of 2011 all teachers must have an AA degree and by 2013, 50% of lead teachers must have a Bachelor's degree.

The first portion of the grant is to make funds available for tuition and books so teachers can finish their AA degree. Funds will also be made available for the Bachelor's degree program. Staff should be working on both AA and Bachelor's degrees to ensure all teachers will reach the mandated educational requirements.

Mr. Donovan Harrison, Alternate, SETA Operate Program, and Ms. Josie Lamar, Sacramento City Unified School District, were seated.

SETA currently has 62 teachers without a degree. However, all Head Start teachers are required to have a California Teacher's Certificate which brings 40 units toward their AA degree.

There are 134 teachers in Head Start. Fourteen teachers already have their Bachelor's degree which is 10%. To hit the 50% mark, at least 60 more staff need to earn their Bachelor's degree. The first priority is for staff to earn their AA degree; second priority is for staff to earn their Bachelor's degree. Most of the delegate agency staff already have Bachelor's degrees.

For those going through a Bachelor's degree program, the application is requesting \$374,200 to cover expenses for one year's schooling.

Moved/Davey, second/Montez, to approve the Head Start/Early Head Start Supplemental Training/Technical Assistance grant application for Fiscal Year 2008/2009.

Ms. Josie Cleaver inquired if something will be put in place that the teachers commit to three years employment to SETA to reimburse their training costs. Ms. Lee stated that something will be in place that staff will acknowledge that they must stay at least three years, or pay for their education on their own. In addition, there will be a budget reallocation to increase the pay for teachers so they do not leave the agency. This will not free up any funds in the budget; it is still a very tight budget. Ms. Denise Lee stated that Head Start teachers are not highly paid; they do the work because they LOVE the work.

Show of hands vote: Aye: 19, Nay: 0, Abstentions: 1 (Ruiz).

III. Adjournment: Meeting adjourned at 9:40 a.m.

ITEM IV-E – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is a copy of the most current dislocated worker update. Staff will be available to answer questions.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2008/2009

The following is an update of information as July 28, 2008 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVED NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	Sun MicroSystem-Sacramento Site 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	Intuit, Inc. 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	Pending
Unofficial	7/2/2008	Room Source 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2008
Official	7/7/2008	Windsor Capital Group, Inc. Residence Inn Sacramento 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	39	Business was sold
Official	7/11/2008	American Airlines 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	Pending
Official	7/23/2008	Indymac Bank 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Pending
Official	7/23/2008	GenCorp-Aerojet Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	Pending
Official	7/24/2008	Paramont Pictures 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Pending
			Total # of Affected Workers	314	

*SETA has received notice from CSAA regarding a phase lay-off of 400-500 employees until 2010.

ITEM IV-F - INFORMATION

SEMI-ANNUAL INFORMATION SYSTEMS UPDATE

BACKGROUND:

Ed Proctor, SETA's new Information Technology Department Chief, will provide an overview of current and potential Information Technology projects and activities.

1. Current IT Projects
 - a. Improvements in Technical Support
 - b. Internal Infrastructure Improvements
 - c. Computer Applications Supported

2. New Projects (active and potential)
 - a. Zenworks at Del Paso "Campus"
 - b. Head Start Child Internet Protection Act and desktop clean-up
 - c. E-Rate VoIP
 - d. Paper Reduction Initiatives
 - e. Computer Energy Saving
 - f. Business Continuity
 - g. SMARTware Improvements

STAFF PRESENTER: Ed Proctor

ITEM IV- G - INFORMATION

CALIFORNIA YOUTH DROP OUT REPORT

BACKGROUND:

Enclosed under separate cover is an excellent report on Youth Drop-out.

Staff will be available to answer questions.

STAFF PRESENTER: ROBIN PURDY

ITEM IV- H - INFORMATION

TRAINING FOR CRITICAL OCCUPATIONS IN INFORMATION TECHNOLOGY: FUNDING FROM THE EMPLOYMENT TRAINING PANEL

BACKGROUND:

On June 27, 2008, over \$15 million in job-training funds was approved by the California Labor and Workforce Development Agency's Employment Training Panel (ETP) to prepare more than 11,000 California workers for quality positions in expanding industries. Of this award, \$1,476,505 was awarded to companies in the Sacramento region for workforce training. The largest award in Northern California (\$1,058,625) was awarded to SETA/Sacramento Works, Inc.

Since October, 2002 the Sacramento Employment and Training Agency (SETA)/ Sacramento Works, Inc., in partnership with TechSkills, a local training provider offering technical and professional career education programs for Information Technology, Healthcare and Business, has received funding from the Employment Training Panel (ETP) to provide training in Information Technology to area employers for their workforce. Since 2002, SETA and Tech Skills have provided training to 1,598 incumbent workers, delivered \$2,857,720 in training funds to the region, and met the training needs of 36 local employers, including Federal Express Freight Systems, Intel, TASQ Technology, Raging Wire and Vail Communications. Training courses focused on basic, intermediate and advanced technology for IT Technicians, IT Security Specialists, Computer Support Specialists, Database Administrators, Help Desk Support Staff, Network Computer Administrators, Computer Operators, Web Designer/Developers, Computer Hardware/Software Engineers, Supervisors and Managers.

STAFF PRESENTER: Robin Purdy



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

FOR IMMEDIATE RELEASE July 2, 2008

CONTACT: Shari Little
916/327-5261
slittle@etp.ca.gov

Employment Training Panel Awards Over \$15 Million To Train Over 11,000 California Workers

SACRAMENTO – On June 27, 2008, over \$15 million in job-training funds was approved by the California Labor and Workforce Development Agency's Employment Training Panel (ETP) to prepare more than 11,000 California workers for quality positions in expanding industries.

The Panel awarded a \$873,470 job training contract to J & R Film Co., dba Moviola Education Center to provide advanced technology skills training to 650 California workers from all facets of the entertainment industry. Founded in 1926, Moviola began as a "one-stop shopping" location for film editors, providing a full range of services for film and video production. Moviola opened its education center in 1998 to meet the needs of entertainment industry employers to transition into computer-based technology.

"Entertainment industry workers must be trained in the most current versions of digital software and hardware to improve their chances of continued employment and to help employers remain viable in the California economy," said Michael Mostin, Moviola's Vice President. "ETP job training funds are a crucial component in dealing with the constant changes in technology and international competition."

"Our abundance of cutting edge motion picture production facilities coupled with our highly skilled workforce helps California maintain its place as the entertainment capital of the world," said ETP Panel member and Business Transportation and Housing Agency Deputy Secretary Brian McGowan. "It is crucial that we continue to train the existing and next generation of skilled film technicians on the newest technologies in order to maintain California's leading role in this industry."

For more information regarding the Moviola Education Center, contact Michael Mostin, at (323) 467-3107.

Although the Panel's contract approvals are effective immediately upon contract execution, and training may begin, no performance payments may be made on these contracts until a 2008-2009 State Budget is enacted.

ETP is a business and labor supported state agency that assists employers in strengthening their competitive edge by providing funds to partially off-set the costs of job skills training that is necessary to maintain high-performance workplaces. California's ETP is a performance-based program, providing funds for trainees who successfully complete approved training programs and are retained in well-paying jobs for a specific period of time.

The program is funded by the Employment Training Tax paid by California employers, not General Fund monies, and targets firms threatened by out-of-state and international competition. Since its inception in 1983, the ETP program has provided over \$1 billion to train more than 800,000 workers in over 70,000 California companies. Employers match training funds awarded through ETP contracts, making these projects true public-private partnerships.

To view copies of the proposals considered by the Panel at its most recent meeting, visit the ETP website at <http://www.etp.ca.gov/packets.cfm>. For more information about the ETP program, please visit www.etp.ca.gov, or call 916-327-5261.

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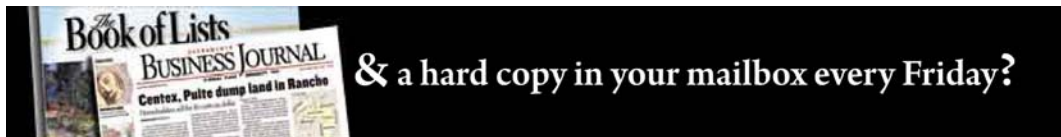
**EMPLOYMENT TRAINING PANEL
CONTRACTS APPROVED
June 27, 2008**

<u>Contractor</u>	<u>City/County</u>	<u>Contract Amount</u>
Able Industrial Products, Inc.	San Bernardino	\$ 26,520
Arma Design, Inc.	San Diego	\$ 19,448
Bio-Med Services, Inc.	San Diego, San Bernardino, Orange Riverside, Los Angeles	\$ 54,000
Cambrio Enterprises, Inc., dba Buggy World	San Diego	\$ 5,940
Conceptual Design and Planning Company	Orange	\$ 19,800
Combustion Associates, Inc.	Riverside	\$ 52,000
Excalibur Engineering, Inc.	Orange	\$ 49,920
Greater Santa Ana Business Alliance	Statewide	\$ 1,303,736
Nypro San Diego, a Division of Nypro, Inc.	San Diego	\$ 58,320
Pacific Advanced Civil Engineering, Inc.	Orange	\$ 46,800
SureFire, L.L.C.	Orange	\$ 307,800
Synteract, Inc.	San Diego	\$ 205,800
The Pension Group, Inc.	Orange	\$ 34,320
UHS of Delaware, dba Corona Regional Medical Center	Riverside	\$ 264,600
Western Digital Corporation	Alameda, Orange, Santa Clara	\$ 486,000
Village Nurseries Wholesale L.L.C.	Contra Costa, Orange, Riverside, San Diego, Sacramento	\$ 225,720
MIRO Technologies, Inc.	San Diego	\$ 74,360
Akra Plastic Products, Inc.	San Bernardino	\$ 74,958
J.M. Califf AIA & Partners, Inc.	Orange	\$ 4,400
Keeley Aerospace, Ltd.	Riverside	\$ 59,280
Acme Bioscience, Inc.	Santa Clara	\$ 23,400
Hunter Technology Corporation	Santa Clara	\$ 167,400
LifeLong Medical Care	Alameda	\$ 133,236
Opportunities Industrialization Center West, dba JobTrain	Santa Clara, San Mateo	\$ 119,360
San Mateo County Electrical Joint Apprenticeship and Training for the Electrical Constuction Industry	San Francisco, San Mateo	\$ 80,800
Silicon Valley Dream Homes, dba Direct Buy of Silicon Valley	Santa Clara	\$ 71,280
Gimbal Brothers	San Mateo	\$ 59,904
Simpson Strong-Tie Company, Inc.	Alameda, San Joaquin, Tulare San Bernardino, Orange	\$ 403,560
Synaptics Incorporated	Santa Clara	\$ 263,520

Therm-X of California, Inc.	Alameda	\$ 145,080
Varian Medical Systems, Inc.	Alameda	\$ 915,372
ABCO Technology	Los Angeles	\$ 199,481
Action Sports Division, Inc.	Los Angeles	\$ 40,768
AHMC Healthcare, dba Garfield Medical Center	Los Angeles	\$ 496,296
Distinctive Signs, Inc., dba Signs Pacific	Ventura	\$ 24,960
Dreyer's Grand Ice Cream Holdings, Inc., Bakersfield Operations Center	Kern, San Joaquin, Los Angeles	\$ 1,135,728
Exact Staff, Inc.	Los Angeles, Ventura San Bernardino, Fresno	\$ 41,360
Fidelis Brothers, Inc., dba Denny's Electric and Home Services	Ventura	\$ 18,720
Glendale Community College Professional Development Center	Statewide	\$ 818,924
HannahMax Baking, Inc.	Los Angeles	\$ 36,000
PMS Industries, Inc.	Los Angeles	\$ 74,970
Integrated Digital Technologies	Los Angeles	\$ 199,530
Intercare Health Systems, Inc., dba City of Angels Medical Center	Los Angeles	\$ 475,200
J&R Film Company, Inc., dba Moviola Education Center	Los Angeles, Orange San Diego	\$ 873,470
Korean Air Lines	Los Angeles	\$ 60,000
Latis Career College, Inc., dba Latis Career College	Los Angeles	\$ 113,050
Los Robles Hospital & Medical Center	Ventura	\$ 327,600
Nexus IS, Inc.	Los Angeles, Orange, San Diego Riverside, Alameda	\$ 251,100
Scaled Composites, LLC	Kern	\$ 28,350
Professional College Institute, dba PCI College	Los Angeles, Orange	\$ 217,050
RWM Fiber Optics, Inc.	Los Angeles	\$ 276,950
Santa Clarita Association Management, Inc., dba Valencia Management Group	Los Angeles	\$ 6,600
Celprogen, Inc.	Los Angeles	\$ 4,680
ACSCO Products, Inc.	Los Angeles	\$ 42,120
Schrillo Company L.L.C.	Los Angeles	\$ 43,680
Technical School, Inc., dba Technical College	Los Angeles	\$ 103,530
West San Gabriel Valley Consortium, dba Career Partners	Statewide	\$ 192,845
Kelsey National Corporation	Los Angeles	\$ 56,760
Ancor PET Packaging, USA, Inc.	Los Angeles, San Joaquin, Solano	\$ 141,750
ANCJ L.L.C., dba Direct Buy East Bay	Alameda	\$ 23,760
Bishop-Wisecarver Corporation	Contra Costa	\$ 74,256
Capire L.L.C., dba Direct Buy Sacramento	Placer	\$ 39,600

Cactus Media Group, Inc., dba Fresno Magazine	Fresno	\$ 20,280
Certain Teed Corporation	Madera	\$ 267,300
Sebastian Enterprises, Inc. dba Foresthill Telephone Company	Placer	\$ 39,600
Gateway Engineering, Inc.	Fresno	\$ 23,400
Lalanne Brothers, Inc.	Tulare	\$ 18,480
Hilmar Cheese Company, Inc.	Merced	\$ 599,348
Rodney Musson, dba Musson General Contracting	Fresno	\$ 18,200
"R" Rooter & Plumbing	Fresno	\$ 21,840
RANCJ, L.L.C., dba Direct Buy North Bay	Solano	\$ 26,000
Sacramento Employment and Training Agency	Sacramento, Amador, Calaveras El Dorado, Placer, Solano, San Joaquin, Yolo, Sutter	\$ 1,058,625
Summer of 42 Restaurant Enterprises, dba Sal's Mexican Restaurants	Fresno, Madera	\$ 52,800
Technical Consumer Products, Inc.	San Joaquin	\$ 115,200
Tesco Controls, Inc.	Sacramento	\$ 252,000
The Dow Chemical Company	Contra Costa	\$ 126,900
Timothy Stewart & Lekos Seed Company, dba TS&L Seed Company	Yolo	\$ 17,820
Universal Propulsion Company, Inc., dba, Aircraft Inter Products Propulsion System CA	Solano	\$ 56,160
West Coast Industrial Flooring	Sacramento	\$ 35,880
Fresno West Coalition for Economic Development	Fresno	\$ 54,235
GNB Corporation	Sacramento	\$ 58,240
Stanford Medical Billing, L.L.C.	Fresno	\$ 53,460
ABS Global, Inc.	Tulare	\$ 68,640
Raymar Information Technology, Inc.	Sacramento	\$ 71,760

(june08)



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Wednesday, July 2, 2008 - 12:37 PM PDT

\$1.7M awarded for Sacramento job training

Sacramento Business Journal - by [Kathy Robertson](#) Staff writer

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The **Sacramento Employment and Training Agency** and seven local employers have been awarded a total of more than \$1.7 million in employment training contracts, the state labor agency announced Wednesday.

More than \$15 million in job-training funds were approved last week by the California Labor and Workforce Development's Employment Training Panel (ETP) to prepare more than 11,000 California workers for positions in expanding industries.

The local grants include:

- \$1,058,625 to the Sacramento Employment and Training Agency
- \$252,000 to [Tesco Controls, Inc.](#)
- \$225,720 to Village Nurseries Wholesale in five counties, including Sacramento
- \$71,760 to [Raymar Information Technology Inc.](#)
- \$58,240 to [GNB Corp.](#)
- \$39,600 to Capire LLC, dba Direct Buy Sacramento
- \$35,880 to West Coast Industrial Flooring and
- \$17,820 to [Timothy Stewart & Lekos Seed Co.](#), dba TS&L Seed Co.

ETP is a performance-based program that provides funds for trainees who successfully complete approved training programs and are hired in well-paying jobs for a specific period of time. The fund is paid for by California employers and targets firms threatened by out-of-state and international competition.

Although the program uses no General Fund money, no payments may be made until a 2008-2009 State Budget is enacted. Contracts are effective immediately and training may begin, however.

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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. DEPUTY DIRECTORS' REPORT: This item is set aside to allow the Child and Family Services Deputy Director and the Workforce Development Department Deputy Director to report to the Board any items relative to these programs.

- D. 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

- E. 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.

- F. 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 Chair, if they wish to speak.