



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Board of Supervisors
County of Sacramento

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City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

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REGULAR MEETING OF THE SETA GOVERNING BOARD

DATE: Thursday, June 5, 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.

AGENDA

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

- Recognition of Long-term Employees: 10 years: Treva Anderson (Workforce Development Professional II); Donna Butler (Neighborhood Services Coordinator), Terricina Mims (Associate Teacher)
- Recognition of VITA Volunteers

II. Consent Items

- A. Minutes of the May 1, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approve the Continuation and Consolidation of Vendor Services (VS) Contracts (previously known as Workforce Skills Preparation) (Michelle Anderson)
- D. Appointment of Youth Council Members (Christine Welsch)

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

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2008-09 (Roy Kim)
2. Approval of One Stop Share of Cost Agreement with the Sacramento County Department of Human Assistance (Roy Kim)
3. Approval to Submit a Proposal for High Tech Training to the California Employment Training Panel (ETP) (William Walker)

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Funds from the Employment Development Department for the FY 2008-2009 Disability Program Navigator Initiative and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications and Other Documents Required by the Funding Source (Melissa Noteboom)
2. Concurrence with Sacramento Works, Inc. to Approve Revised Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008 - 2009 (Christine Welsch)
3. Approval to Submit a Proposal for Workforce Investment Act (WIA) Governor's Discretionary Funds to Serve Veterans (William Walker)
4. Concurrence with Sacramento Works, Inc. to Approve the Workforce Investment Act One Stop Career Center Resource Allocation Plan for 2008-2009 (Robin Purdy)
5. Concurrence with Sacramento Works, Inc. to Approve the Transfer of Funds from Workforce Investment Act Dislocated Worker to Adult Funding Stream (Robin Purdy)
6. Approval of Funding Recommendations for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker and CalWORKS Programs for Program Year 2008-2009
7. Approval of Funding Recommendations for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker Programs One-Stop Career Center Services for North Sacramento/Del Paso Heights for Program Year 2008-2009 (Robin Purdy)

C. HEAD START

1. Ratification of the Submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance Grant Application for Fiscal Year 2008-2009 (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

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

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - San Juan Unified School District
- B. Acknowledgement of Staff for Participation in the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project (Espie Lindsey)
- C. Monthly Head Start Fiscal Report (Thelma Manzano)
- D. Head Start Policy Council Minutes (Maureen Dermott)
- E. Dislocated Worker Update (William Walker)
- F. New Start Prison to Employment Program (William Walker)
- G. Update on Sacramento Works Construction Initiatives (Christine Welsch)
- H. Update on Sacramento Learning Lab Integrated Service Delivery Model (Robin Purdy)
- I. Publication of the 2008 California Family Economic Self-Sufficiency Standards (Robin Purdy)
- J. Sacramento Works One Stop Career Center Third Quarter Reports (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. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

(Subdivision (a) of Government Code Section 54956.9)

Name of Case:

Vogt v. SETA - Labor Commissioner Claim # 7359-SACWA

CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: THURSDAY, MAY 29, 2008

ITEM II-A - CONSENT

MINUTES OF THE MAY 1, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 1, 2008 regular 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, May 1, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Ms. Pannell called the meeting to order at 10:02 a.m. Ms. Elizabeth Mitchell led the pledge of allegiance.

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, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

- Recognition of Long-term Employee: Moved to the June meeting.
- Recognition of Elizabeth Mitchell, Chair of the Community Action Board: Ms. Elizabeth Mitchell stated over the years of giving back to the community, she has learned the big picture of the county and the needs everywhere. She chose not to run for the new school board and chose to step down from other volunteer positions to give herself time to travel.

II. **Consent Items**

- A. Minutes of the April 3, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

No questions or comments.

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

- A. Approve the April 3, 2008 regular Board minutes.
 - B. Approve the claims and warrants for the period 3/27/08 through 4/24/08.
- Voice Vote: Unanimous approval.

III. **Action Items**

- A. **GENERAL ADMINISTRATION/SETA**: No items.
- B. **WORKFORCE INVESTMENT ACT**: No items.

C. HEAD START

Items 1 and 2 were reviewed and acted upon together.

1. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application and Budget
- and -
2. Approval of Fiscal Year 2008-2009 Head Start/Early Head Start Training/ Technical Assistance Grant Application to be in Alignment with Newly Established Three-Year Goals

Ms. Maureen Dermott introduced the grant application and budget. Some increases in expenses such as insurance, janitorial, and rent were identified. In addition, staff salaries were increased. Ms. Dermott reviewed various budget cuts that have been identified in order to balance the budget. The Agency has elected to not fill 12 positions. To ensure that the budget remains balanced, additional adjustments will be taken to accommodate upcoming negotiated labor increases.

Under a separate contract, SETA receives training and technical assistance funds.

Mr. Nottoli inquired whether some underwriters or sponsors could fill out some of the budget cuts. He would like to see if there is a way to get funds to be able to continue Family Day in the park. Ms. Dermott stated that festivities and activities will continue at the sites. Ms. Kossick stated that traditionally the First 5 Commission has their Family Day at Fairytale Town; health screening is done at this event as well. We will encourage our families to attend and SETA will have a booth. SETA will collaborate with other organizations to provide the services.

Moved/Scherman, second/Nottoli, to:

- 1) Approve the Fiscal Year 2008-2009 Head Start/Early Head Start Grant Application and Budget, and
- 2) Approve the Head Start/Early Head Start Fiscal Year 2008-2009 Training/Technical Assistance Grant Application to be in alignment with newly established three-year goals.

Voice Vote: Unanimous approval.

The Board thanked Ms. Dermott and staff for the outstanding job on the budget, grant, PRISM review, janitorial issues, and retaining the services to the children.

Ms. Dermott stated that the full federal review will be received in about two months. There was only one finding in the entire review. There are some recommendations but only one finding, which is fantastic. The only finding is actually out of our control. According to Head Start regulations, all employees

are required to have an annual review. This is done at SETA but it is not necessarily done by the delegate agencies. Staff has brought this concern to the regional office.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS

1. Approval of the Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Services to Refugees Program Years (PYs) 2008-2011

Ms. Michelle Anderson reviewed the three-year plan for refugee services and the various services to be provided under the plan. Staff is requesting approval of the plan to provide services.

Mr. Nottoli asked about trafficking services provided and the programs working to provide the services. Ms. Anderson stated that there are trafficking victims in Sacramento and West Sacramento. The victims are brought into California unknown by immigration. It is a world wide problem. The people served are already here. This is a hidden crime and the victims are moved around. Domestic violence used to be a hidden crime. A media campaign will be launched when services are available to trafficking victims.

Moved/Nottoli, second/Scherman, to approve the three-year Plan for the Provision of Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Services to Refugees, Program Years 2008-2011.
Voice Vote: Unanimous approval.

2. Approval of the Release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year (PY) 2008-2009 (Michelle Anderson)

This item requests the release of a Request for Proposals to actually provide services identified within the plan. Approximately \$1 million per grant program is anticipated.

Moved/Scherman, second/Nottoli, to approve the release of the Request for Proposals (RFP) for the Refugee Employment Social Services (RESS) and Targeted Assistance (TA) Funded Programs, Program Year 2008-2009.
Voice Vote: Unanimous approval.

Mr. Nottoli asked if there will be additional funding anticipated to help people in the trafficking area. Ms. Anderson stated that SETA is trying to establish the infrastructure and position ourselves to apply for funding to specifically work with trafficking victims. Mr. Nottoli requested information back on how the

Department of Human Assistance will be involved and how the trafficking victims will be assisted.

IV. Information Items

- A. Fiscal Monitoring Reports: No questions.
- B. Monthly Head Start Fiscal Report: No questions.
- C. Head Start Policy Council Minutes: No comments.
- D. Dislocated Worker Update: Mr. Waters inquired about what was being done to assist displaced Senator Ford staff. Mr. Walker stated that SETA staff has contacted their staff to see if they are utilizing the career centers. Mr. Nottoli spoke of the layoffs at Crystal Cream and Butter. When a large business like Crystal 'consolidates', there is a ripple effect.
- E. Article Regarding Bachelor's Degree Program for Staff: Ms. Kossick stated that this is a good article showing partnership between SETA Head Start and CSUS for teaching staff to earn degrees while they are still working. SETA does have a tuition reimbursement program.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick thanked Mr. Nottoli for attending the Rancho Cordova Career Center open house. There has already been 375 new customers come to utilize services since January. Ms. Kossick introduced Mr. Ed Proctor, the new IT chief.
- C. Child and Family Services Deputy Director: No additional report.
- D. Counsel: No report.
- E. Members of the Board: No reports.
- F. Public: No comments.

VI. Adjournment: Meeting adjourned at 10:51 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/25/08 through 5/29/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM II-C - CONSENT

APPROVE THE CONTINUATION AND CONSOLIDATION OF VENDOR SERVICES (VS) CONTRACTS (PREVIOUSLY KNOWN AS WORKFORCE SKILLS PREPARATION)

BACKGROUND:

Vendor Services (previously known as Workforce Skills Preparation Services) are off-the-shelf, vendorized activities that supplement the services available at One-Stop Career Centers and the WIA youth programs. Services may be requested by case managers, one stop site supervisors or SETA management on a Core/Informational basis, and/or on an Intensive/Individualized basis. Services may be provided at a workshop rate, and/or to individuals and small groups at an hourly rate. The number of workshops and/or number of hours required are determined on an as-needed basis. Services are offered for the purpose of addressing barriers or special needs which prohibit clients from participating in or receiving WIA services, and may be provided in the following areas:

- Vocational Assessment
- Counseling (including mental, substance abuse, stress management, anger management and family wellness)
- Expungement and Legal Assistance
- Interpretation/Translation Assistance
- Financial Literacy/Planning
- GED/Academic Preparation
- Basic Computer/Technology Literacy
- Job Readiness/Pre-employment Skills
- Job Retention/Life Skills
- Small Business Development
- Leadership Development
- Academic Enrichment and Tutoring
- In-service Training at the request of SETA/WIB management

Some of the WIA Vendor Services contracts expire June 30, 2008. Staff is recommending the continuation of this listing to coincide with the current funding procurement extending contracts to June 30, 2013, and consolidation into a single VS List.

RECOMMENDATION:

Extend and consolidate the WIA Vendor Services contracts to June 30, 2013 so that all programs can access the list

STAFF PRESENTER: Michelle Anderson

**Workforce Skills Preparation Services
ADULT/DISLOCATED WORKER
(Grant Code 201)**

Name	Activity(s)	Contract # & Term
Community Connection Resource Center, Inc.	Financial Literacy/Planning Job Readiness/Pre-Employment Skills Training	037201WSPS 07/01/06-OPEN
Crossroads Diversified Services, Inc.	Financial Literacy/Planning Informational Workshop Job Readiness/Pre-Employment Skills Training Job Retention/Life Skills Vocational Assessment	132201WSPS 07/01/06-OPEN
DW Career Services, Inc.	Job Readiness/Pre-Employment Skills Training	196201WSPS -OPEN PENDING INSURANCE
Elk Grove Unified School District Adult and Community Education	Basic Computer/Technology Literacy Counseling Financial Literacy/Planning Informational Workshop In-Service Training Job Readiness/Pre-Employment Skills Training Job Retention/Life Skills Small Business Development Vocational Assessment	088201WSPS 07/01/06-OPEN
NorCal Center on Deafness	Interpretation/Translation Assistance	193201WSPS -OPEN PENDING INSURANCE
Opening Doors, Inc.	Job Readiness/Pre-Employment Skills Training Job Retention/Life Skills Small Business Development	181201WSPS 08/02/07-OPEN
OSC Computer Training	Basic Computer/Technology Literacy In-Service Training Job Readiness/Pre-Employment Skills Training	177201WSPS 07/01/06-OPEN

Sacramento City Unified School District Skills and Business Education Center	Basic Computer/Technology Literacy - (English) Basic Computer/Technology Literacy - (Spanish) Financial Literacy/Planning Informational Workshop Interpretation/Translation Assistance Job Readiness/Pre-Employment Skills Training Vocational Assessment	074201WSPS 07/01/06-OPEN
Sacramento County Office of Education	Basic Computer/Technology Literacy Financial Literacy/Planning Informational Workshop In-Service Training Interpretation/Translation Assistance Job Readiness/Pre-Employment Skills Training Job Retention/Life Skills Vocational Assessment	096201WSPS 09/07/06-OPEN
Sacramento Lao Family Community, Inc.	Interpretation/Translation Assistance	084201WSPS 12/07/06-OPEN
Small Business Technology Institute	Small Business Development	190201WSPS 02/07/07-OPEN
Visions Unlimited, Inc.	Counseling	027201WSPS 09/07/06-OPEN
Voluntary Legal Services Program of Northern California	Expungement/Legal Assistance	150201WSPS 07/01/06-OPEN

**Workforce Skills Preparation Services
YOUTH
(Grant Code 301)**

Name	Activity(s)	Contract # & Term
Asian Resources, Inc.	Leadership Development Opportunities Secondary School Completion Services	007301YWSP(E) 07/01/06-06/30/08
California Capital Financial Development Corporation	Leadership Development Opportunities	210201YWSP 02/19/08-06/30/08
Elk Grove Unified School District Adult and Community Education	Alternative Secondary School Services	088301YWSP(E) 07/01/06-06/30/08
La Familia Counseling Center, Inc.	Alternative Secondary School Services Leadership Development Opportunities Comprehensive Guidance and Counseling	034301YWSP(E) 07/01/06-06/30/08
Sacramento City Unified School District Skills and Business Education Center	Alternative Secondary School Services Leadership Development Opportunities	074301YWSP(E) 07/01/06-06/30/08
Sacramento County Office of Education <i>PENDING</i>	Alternative Secondary School Services Leadership Development Opportunities Mentoring	096301YWSP 07/01/06-06/30/07
Team Success	Leadership Development Opportunities	192301YWSP(E) 11/08/06-06/30/08

ITEM II-D - CONSENT

APPOINTMENT OF YOUTH COUNCIL MEMBERS

BACKGROUND:

In an effort to increase “youth” representation on the Sacramento Works Youth Council, staff asked the WIA Youth providers to encourage youth to submit a Youth Council application. The Workforce Investment Act requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there several categories of membership on the Youth Council: Members of the local board with special interest or expertise in youth policy including:

- Members of the local Workforce Investment Board,
- Representatives of Youth Service agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.
- Community members determined to be appropriate by the local board chair in cooperation with the Chief local elected official.

Staff has encouraged program operators, youth service organizations and community partners to recommend youth applicants. Three youth were interviewed and have been recommended by the Youth Council for appointment. The applicants are:

➤ Mika Lytell ➤ Jeanette Rodriguez ➤ Jace Short-Guerrero

The Youth Council requires that 75% of the WIA Youth occupational skills training be in a critical occupational group. Jobs in the transportation sector are included in the Sacramento Works, Inc. Critical Occupational group. In keeping with focusing on training youth for “high wage/high growth’ jobs, the WIB Chair is also recommending the appointment of Z. Wayne Johnson from Regional Transit to represent the employer community and public transportation sector.

A copy of the four applications are sent under separate cover. Staff will provide an oral report on this item.

The Workforce Investment Board recommended the appointment of these four individuals at their May 28, 2008 meeting.

RECOMMENDATION:

Appoint the above individuals to the Sacramento Works Youth Council.

STAFF PRESENTER: CHRISTINE WELSCH

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET
FOR FISCAL YEAR 2008-2009**

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in September. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2008.

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

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

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to September 4, 2008, where the public hearing will be closed and the Agency budget adopted.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL OF ONE STOP SHARE OF COST AGREEMENT WITH SACRAMENTO
COUNTY DEPARTMENT OF HUMAN ASSISTANCE

BACKGROUND:

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

On June 3, 2008, the Sacramento County Board of Supervisors is scheduled to approve a request by DHA to execute an agreement with SETA that would continue DHA's share of cost of the One-Stop System in the amount of \$2,600,000, and continue services to CalWORKs recipients for PY2008-2009. SETA will provide over 32,000 self-sufficiency services to over 6,500 CalWORKs/TANF customers.

Under the agreement, SETA will continue to provide job training and employment services to residents of Mather Community Campus, and reimburse DHA \$426,800 for the costs of providing services through the Sacramento Works Career Center – Mather for PY2008-2009.

RECOMMENDATION:

Approve the agreement for \$2,600,000 with the County Department of Human Assistance to continue One-Stop Services to CalWORKs customers and authorize the Executive Director to sign the agreement and any required amendments or other documents pertaining to the agreement.

STAFF PRESENTER: Roy Kim

ITEM III-A - 3 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR HIGH TECH TRAINING TO THE CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP)

BACKGROUND:

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 and Training Panel (ETP) to provide high technical training for area employers for their workforce.

- ⇒ The first grant (10/07/02 to 10/06/04) was funded for \$205,260 to train 200 incumbent workers.
- ⇒ The second grant (11/08/04 to 11/07/06) was funded for \$815,000 to train 478 incumbent workers.
- ⇒ The third grant (09/25/06 to 9/24/08) was funded for \$1,067,560 to train 520 incumbent workers. This grant was later amended to \$1,837,460 to train an additional 300 incumbent worker trainees.

From October 2002 to September 2008 SETA and Tech Skills will 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 is requesting approval to submit another information technology training proposal to the California Employment Training Panel requesting \$2,540,000 to serve 900 incumbent workers over the next two years.

Staff will be available to answer questions.

RECOMMENDATION:

Approve submission of a proposal to the California Employment Training Panel for \$2,540,000 to train 900 incumbent workers in Information Technology skills.

STAFF PRESENTER: William Walker

ITEM III-B – 1 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE EMPLOYMENT DEVELOPMENT DEPARTMENT FOR THE FY 2008-2009 DISABILITY PROGRAM NAVIGATOR INITIATIVE AND AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS, AND OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND

For the past five (5) years, SETA has received Workforce Investment Act (WIA) funding through the State of California, Employment Development Department (EDD) for the Disability Program Navigator Initiative. The “Navigator” position was established to conduct outreach to the disability community and organizations that serve them, provide expertise and information on Social Security Administration (SSA) work incentives and employment support programs, provide assistance and ensure access to programs and services that impact the employment of persons with disabilities, and serve as a resource to the staff, partners, and employers through the One-Stop Career Center system.

EDD announced that the Department of Labor and the SSA are providing sixth year Disability Program Navigator funding. This announcement stated that funding for the Disability Program Navigator Initiative is substantially lower this year and estimates a reduction of 30-50 percent across all states. The amount requested (\$65,378), reflects this reduction; however, SETA has not yet received notification of an allocation for program year 6. Because of the late funding of this grant, Workforce Investment Act funds will be utilized in combination with Disability Program Navigator funds to provide an uninterrupted continuation of services.

RECOMMENDATION:

Approve acceptance of funds for the FY 2008-2009 Disability Program Navigator Initiative and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Melissa Noteboom

ITEM III-B – 2 – ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE REVISED FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2008 - 2009

BACKGROUND

In March 2008, the Youth Council and Sacramento Works, Inc. approved the Sacramento WIA Youth funding recommendations for program year 2008-2009. Because SETA had not yet received the final allocation for next year, the funding recommendation was based on Sacramento's 2007-2008 allocation, and \$2,623,167 was awarded to serve

- 474 youth in year round individualized services,
- 240 additional youth in Sacramento Works JOBS initiatives, and
- 4,400 youth in universal services.

After final board approval, SETA received notification of the FY2008-2009 allocation and it has increased substantially with SETA/Sacramento Works receiving an additional \$600,000 in funding. Staff is recommending that the funds be allocated in the following ways:

- Increase the current WIA Youth Providers grants to serve more youth
- Review non-funded proposals from the 2006 WIA Youth Procurement and identify underserved target groups or geographic areas.
- Release a new Request for Proposals for the additional funds

Increase the current WIA Youth Providers grants to serve more youth

To determine the capacity of current providers to serve more youth, staff contacted all current providers and asked them to determine their capacity to serve additional youth. Staff then reviewed the current youth providers' performance and capacity to determine if increasing the provider's allocation was a feasible option. Areas that were reviewed and addressed are:

- Attainment of WIA Common Measures, enrollment, training completion and placement goals. SETA implemented the WIA Youth Common Measures in 2006. The following are positive outcomes under the youth common measures:
 - ⇒ Placement in Employment or Education - Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
 - ⇒ Attainment of Degree Or Certificate - Defined as: *Attaining a diploma, GED or certificate*

STAFF PRESENTER: Christine Welsch

⇒ Literacy Or Numeracy Gains. Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels*

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

Review non-funded proposals from 2006 and identify underserved target groups or geographic areas.

In April, 2006 the Youth Council and Sacramento Works, Inc. selected the WIA youth providers who currently operate the program. At the time of these initial funding decisions, several providers who proposed services to in-school youth were not funded because there were not enough funds available. Staff reviewed the non-funded proposals and found that two of the providers that were not recommended for funding (Asian Resources and La Familia Counseling Center) were recently augmented and their contracts were modified to allow services to in-school youth. One provider, Sacramento County Department of Health and Human Services, proposed a recreation program which did not meet the requirements of the Request for Proposals. The remaining proposer, Sacramento County Office of Education, proposed academic, vocational training and subsidized employment for youth in the LINKS program, which targets youth enrolled in Court and Community Schools. Staff is recommending that this program, which serves an underserved target group (youth in the criminal justice system), be funded for FY2008-2009.

Release a new Request for Proposals for the additional funds

Staff is recommending that the remaining funds be included in a new Request for Proposals to be released in July, with services beginning in September.

RECOMMENDATION:

Concur with Sacramento Works, Inc. to approve the revised staff recommendation funding for the WIA, Title I, Youth Program, PY 2008-2009. A chart outlining the funding recommendation is attached. Any additional funding stipulations will be provided under separate cover.

1. Increase the funding allocation for the current WIA Youth providers listed in the attached chart;

2. Fund Sacramento County Office of Education to provide individualized services to youth enrolled in the LINKS program;
3. Authorize staff to prepare and release a new Request for Proposals for a portion of the funds to solicit new youth providers and serve more youth.
4. Extend the WIA Universal Youth agreement between SETA and San Juan Unified School District to continue providing Universal Youth Services at the Hillsdale Career Center. Staff is recommending the extension of San Juan USD's contract for \$58,000. This will not increase the revised allocation total as the funds were included in the previously approved allocation, with SETA staff delivering the service.

Summary of Funding Allocation:

Previous Total	\$2,623,167
Increased allocation for Individualized services	483,717
New Youth Request for Proposal	<u>350,000</u>
Revised Recommended Allocation Total	\$3,456,884

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees will be evaluated in August, 2008 and those that do not meet performance goals and benchmarks may face deobligation of funds.

WIA YOUTH FUNDING PY 2008-2009

Provider	2007-8	Approved Funding for PY 2008-2009		Revised Recommendation for PY 2008-2009		2008-2009 New Allocation Total
	Allocation	WIA 10 Elements	# of Youth	Total Served *	Increased Amount	
OUT-of-SCHOOL (70% of enrollments to serve out-of-school youth)						
Elk Grove Unified School District	\$ 260,100	\$ 320,100	90	100	\$ 35,567	\$ 355,667
Galt Joint Union High School District	\$ 146,261	170,261	40		-	\$ 170,261
La Familia Counseling Center	\$ 178,899	228,899	50	68	68,850	\$ 297,749
Sacramento City Unified School District	\$ 155,925	155,925	33	50	50,400	\$ 206,325
Asian Resources, Inc.	\$ 303,168	303,168	64	96	61,920	\$ 365,088
IN-SCHOOL (70% of enrollments to serve in-school youth)						
Sacramento Chinese Community Service Center	\$ 317,753	393,753	68	78	35,000	\$ 428,753
Grant Joint Union High School District	\$ 170,888	170,888	42	67	62,380	\$ 233,268
Sacramento County Office of Education	\$ -			30	134,600	\$ 134,600
City of Sacramento	\$ 135,173	185,173	60	65	35,000	\$ 220,173
Work Scholarship Program	\$ 35,000	35,000	15	15	\$ -	\$ 35,000
Total	\$ 1,703,167	\$ 1,963,167	462	569	\$ 483,717	\$ 2,446,884

* Providers are increasing number of youth served OR increasing wages to youth

WIA YOUTH FUNDING PY 2008 - 2009

UNIVERSAL SERVICES				
Provider	Number of Youth	2007-2008 Allocation	2008-2009 Staff Recommendation	SWCC
Asian Resources, Inc.	440	\$ 55,000	\$ 58,000	Broadway
Crossroads	440	\$ 55,000	\$ 58,000	Rancho
Crossroads	440	\$ 55,000	\$ 58,000	Citrus Heights
Elk Grove Unified School District	440	\$ 55,000	\$ 58,000	South County
Greater Sacramento Urban League	440	\$ 55,000	\$ 58,000	GSUL
La Familia Counseling Center	440	\$ 55,000	\$ 58,000	LFCC
Sacramento Chinese Community Service	440	\$ 55,000	\$ 58,000	Franklin
Sacramento City Unified School District	440	\$ 55,000	\$ 58,000	Lemon Hill
San Juan Unified School District	440	\$ 55,000	\$ 58,000	Hillsdale
SETA	440	\$ 55,000	\$ 58,000	Galt
Total	4400	\$ 550,000	\$ 580,000	

ITEM III-B – 3 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR WORKFORCE INVESTMENT ACT (WIA)
GOVERNOR'S DISCRETIONARY FUNDS TO SERVE VETERANS

BACKGROUND:

The Employment Development Department's (EDD) Workforce Development Division has strongly encouraged SETA and the Sacramento Veterans Resource Center (SVRC) to collaborate and develop a 25% Discretionary Grant to provided services to veterans, specifically those recently released. The funding will focus on transitioning veterans to high-wage, high-growth occupations within California using their skill sets obtained in the military.

About a year ago, the State of California through the California Workforce Investment Board (CWIB), set a priority for statewide activities to target resources to ensure full services are available to veterans. According to statistics provided by EDD's Transitional Assistance Program and the California Department of Veteran Affairs, approximately 29,800 veterans will be separating from the U.S. Armed forces and choosing to reside in California. Included in this estimate are active duty National Guard and Reservists who will be returning to their homes. SETA and SVRC developed and submitted a proposal to provide service to these veterans; however, no funds were awarded to North California.

Staff is requesting approval to resubmit the Veterans grant to the EDD Workforce Development Division in an attempt to secure 25% Discretionary Funds. The proposal will be modified based on current unemployment statistics and the most recent number of veterans separating to Sacramento County.

Sacramento Employment and Training Agency (SETA) will act as the fiscal agent for Sacramento Veterans Resource Center (SVRC) who will provide the case management, training and job development/placement activities. SVRC will use a network of veteran resources, which includes EDD and the Sacramento Works One Stop Career Center system, to serve veterans. The target population will be 200 veterans serving in recent campaign that include current Iraq War and Desert Storm.

The amount request is appropriately \$720,000 to provide services to 200 veterans to be served over a 24-month period.

RECOMMENDATION:

Approve the submission of a proposal to EDD's Workforce Development Division for 25% Discretionary funds for \$720,000 to provide services to 200 veterans.

STAFF PRESENTER: William Walker

ITEM III-B – 4 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE
WORKFORCE INVESTMENT ACT ONE STOP CAREER CENTER RESOURCE
ALLOCATION PLAN FOR 2008-2009

BACKGROUND:

The Resource Allocation Plan determines what activities and services are offered through the Sacramento Works One Stop Career Center system. On an annual basis, the Sacramento Works Workforce Investment Board reviews the plan and determines the percentage of funds that will be allocated to each activity in the next fiscal year.

The final allocation for Fiscal Year 2008-2009 for the Workforce Investment Act Adult and Dislocated Worker programs is \$7,608,539, a 25% increase over last fiscal year. The increase is due to a change in the funding formula used by the U.S. Department of Labor (use of 2000 census data instead of 1990) and an increase in unemployment in the local area.

SETA/Sacramento Works, Inc. is currently transforming the one stop career centers system by designing a system that will enhance our ability to focus on talent development. Our goal is to develop a pool of workers who possess the skills that are needed by regional employers and link these qualified job candidates to employment opportunities that match their skills.

The Planning/Oversight Committee revised the Resource Allocation Plan this year to support the one-stop system redesign and is requesting approval of the full board to allocate funds to the following activities/functions in the one-stop system:

27%	Talent Engagement (skills assessment, review, and identification),
35%	Talent Development (skills enhancement and skills certification)
18%	Talent Marketing (skills marketing to employers)
2%	Board Initiatives
10%	One-Stop Support
<u>8%</u>	<u>Administration</u>
100%	Total

On May 28, 2008, the Sacramento Works, Inc. board approved the Resource Allocation Plan described in the attached charts. These charts include the Workforce Investment Act Adult and Dislocated Worker funds allocated to Sacramento County.

- Attachment 1 --Recommendation for One Stop Resource Allocation Plan includes definitions of activities/functions included in the plan, recommended percentages for Fiscal Year 2008-2009, dollars allocated to each activity, and discretionary funds that will be used to leverage and support the one-stop system.

STAFF PRESENTER: Robin Purdy

- Attachment 2-- Summary of One Stop Services, further breaks down the resource allocation plan into activities or services that will be offered.

RECOMMENDATION:

Concur with Sacramento Works, Inc. to approve the Resource Allocation Plan for Fiscal Year 2008-2009, allocating \$7,608,539 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system.

STAFF PRESENTER: Robin Purdy

Attachment 1
Recommended Resource Allocation Plan for FY 2008-2009

One-Stop Services Activities and Functions	Proposed Allocation % for Fiscal Year 2008-2009	WIA Adult and Dislocated Worker \$	Projected Discretionary Funding	Total Funding Anticipated (WIA and Discretionary)	Total % to each activity
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing.	27%	\$2,031,480	\$25,000	\$2,056,480	22%
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services.	35%	2,678,206	736,633	3,414,839	36%
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, job advancement and job retention	18%	1,361,928	1,035,829	2,397,757	25%
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11%	798,897	70,000	868,897	9%
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	8%	585,858	0	585,858	6%
Board Initiatives: Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	152,171	56,973	209,144	2%
Total	100.00%	\$7,608,539	\$1,924,435	\$9,532,974	100%

Discretionary Funding Detail:		
	Talent Engagement, Development and Marketing	\$25,000 WIA Incentive Award added Ticket-to-Work: \$20,000 outcome payments Nurses: \$180,000 Construction: \$180,000 ETP: \$256,633 Refugee: \$100,000 OJT: \$600,000 from DHA Rapid Response: \$435,829
	One Stop Support	One Stop Support: \$70,000 SMARTware License fees
	Board Initiatives	Board Initiatives: \$56,973 carryover funds

Attachment 2
Resource Allocation Plan
Summary of One Stop Services

One Stop Services Activities/Services	Proposed Allocation	\$ Allocated
WIA Adult and Dislocated Worker Program	80%	\$ 6,071,614
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing.	27% of Total Funds	\$ 2,031,480
Staffing and infrastructure for Talent Engagement	100%	\$ 2,031,480
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services.	35% of Total Funds	\$ 2,678,206
Scholarships (Tuition/Support services)	56%	\$ 1,500,000
Skill Development Pilot (On-line classes, Distance/E Learning)	9%	\$ 230,000
Vendor Services (financial literacy, job search workshops, job retention services)	6%	\$ 160,000
Staff and infrastructure for Talent Development	29%	\$ 788,206
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, job advancement and job retention	18% of Total Funds	\$ 1,361,928
On-the-job Training	52%	\$ 712,358
Staffing and Infrastructure for Talent Marketing	48%	\$ 649,570

ITEM III-B – 5 - ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE
TRANSFER OF FUNDS FROM WORKFORCE INVESTMENT ACT DISLOCATED
WORKER TO ADULT FUNDING STREAM

BACKGROUND:

The Workforce Investment Act of 1998, the federal law that governs and funds the Sacramento Works One Stop Career Center system, includes three separate funding streams, one targeting Youth (age 16-21), one targeting Adults (age 18+), and one targeting Dislocated Workers. Administratively, these funding streams are treated as separate programs, with separate procurement and eligibility requirements, and separate accounting and reporting systems.

In an effort to decrease paperwork and increase efficiency, the State of California submitted a waiver request to the Department of Labor requesting the ability to allow local workforce boards to consolidate the Adult and Dislocated Worker programs and test new methods for increasing efficiency and streamlining systems. In February, 2008 the U.S. Department of Labor approved the waiver. The waiver is for a one-year period, beginning July 1, 2008 and ending June 30, 2009. If successful in increasing efficiency, the waiver could be extended for another year.

Staff has analyzed the effects of implementing the waiver in Sacramento County and has identified the potential positive and negative outcomes associated with consolidating the Dislocated Worker Program with the Adult Program.

Positive Outcomes of consolidating funding streams:

1. Elimination of duplicate budgets, fiscal claims, reports, complex cost allocation plans, and simplification of accounting procedures.
2. Elimination of a labor-intensive, eligibility validation process for dislocated workers. Currently, dislocated workers must document their status with career center staff by providing copies of layoff letters, and unemployment insurance records. In addition, staff must determine whether workers are “unlikely to return to their previous occupation” before they are qualified to receive services. In many instances, individuals who are unable to provide the necessary documentation are enrolled in the Adult program. By consolidating dislocated worker and adult funding streams, dislocated workers would only have to meet the adult eligibility requirement by documenting their “right to work”.
3. Consolidation of Adult and Dislocated Worker Performance Measures. Currently SETA/Sacramento Works has separate outcome goals for adults and dislocated workers. Consolidating the funding will streamline reporting.

STAFF PRESENTER: Robin Purdy

4. Increased flexibility in service delivery. Because all dislocated workers are eligible for the WIA Adult funding stream, consolidation would allow staff to quickly allocate funds to serve populations in need, whether they are workers affected by a mass layoff or CalWORKS recipients in need of training and participation in work activities.

Challenges/Questions concerning consolidating funding streams:

1. Will the transfer negatively affect service levels to dislocated workers and other special populations (Single parents, veterans, Limited-English Speakers, disabled, and CalWORKS recipients)?
 - a. Currently, 24% of the customers receiving core services and 42% of the customers receiving training services are dislocated workers. In order to ensure that services to dislocated workers and other special populations do not decrease over the next year, staff will set benchmark goals for enrollment for each of these populations. Because the career centers will continue to collect this data on each customer, reports can be provided to the Workforce Investment Board Planning/Oversight Committee and the Governing Board on a quarterly basis to ensure that services are delivered.
 - b. Staff believes that due to the decrease in paperwork associated with consolidation of the funding streams that dislocated workers and other special populations will be served more efficiently. As a result, we believe that more dislocated workers will be enrolled and served through the One-Stop System.

2. Will all dislocated workers be eligible for training services in the WIA Adult program?
 - a. In June 2005, Sacramento Works approved an eligibility policy that found that funds in the Sacramento area are not limited for training. Because the region has free and/or low-cost training available through a variety of local education and training providers (see box below), the board's policy does not limit eligibility for the WIA adult program to customer who are low-income. Eligibility is determined by whether a customer is making a self-sufficient wage, as determined by the Sacramento Self-Sufficiency Standard (see Information Item in this packet). Therefore all dislocated workers and under-employed workers are eligible for WIA Adult services available at the Sacramento Works One Stop Career Centers.

Free or Low-cost Training Available in Sacramento
Local Community Colleges
Regional Occupation Programs at local school districts
Adult and Community Education programs at local school districts
Apprenticeship programs

Employment Training Panel Sector Initiative in Information Technology
Trade Adjustment Assistance Program
Sacramento County Department of Human Assistance/CalWORKS program
WIA One Stop Career Center Scholarship program
WIA Sector Initiatives in Healthcare, Construction, and Transportation
Job Corps
WIA programs serving Veterans, Migrant/Seasonal Farmworkers, and Native Americans
Senior Community Service Employment program
Local California Conservation Corps
Refugee Employment Social Services/Targeted Assistance Programs
Department of Rehabilitation
Ticket To Work

On May 28, 2008, the Sacramento Works, Inc. board approved the transfer of funds from the Dislocated Worker to the Adult funding stream.

RECOMMENDATION:

Concur with Sacramento Works, Inc. to approve submission of a request to transfer 100% of the WIA Dislocated Worker funds into the WIA Adult funding stream.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 6 - ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, ADULT AND DISLOCATED WORKER AND CALWORKS PROGRAMS FOR PROGRAM YEAR 2008-2009

BACKGROUND:

On April 1, 2008, in response to the Request for Proposal (RFP) for Workforce Investment Act Adult and Dislocated Worker funds, the Sacramento Employment and Training Agency (SETA) received fourteen (14) responsive and timely proposals requesting a total of \$4,216,900 in Workforce Investment Act (WIA), Title I Adult and Dislocated Worker Program and CalWORKS funds.

Applicants proposed the provision of One Stop Services and/or On-the-Job Training.

On-the-Job Training is an activity designed to place customers into full-time jobs in high skill occupations on a “hire-first” basis where supervision and training are provided by the employer. On-the-job training is funded with a combination of WIA and CalWORKS funds and will target public assistance recipients.

One Stop Services: Beginning July, 2008, SETA will launch the Sacramento Works One Stop Career Center Learning Lab, based on the California Integrated Service Delivery model. This new service delivery system will enhance the ability of the Sacramento Works One Stop Career Center system to focus on talent development and creating a pool of job candidates with the skills that are needed by regional employers. The Career Center system will concentrate on increasing the numbers of customers receiving skills development/enhancement services and linking qualified job candidates to employment opportunities that match their skills.

The Request for Proposals included the integrated program design changes that have been developed by staff and one stop partners over the past year. Respondents to the RFPs were asked to develop system designs that closely meet the following goals:

- Implement a common customer pool and customer flow for all customers
- Deliver prompt, uniform, high-quality services to all customers
- Insure that all job seekers and employers have access to comprehensive services which are integrated, demand-driven and skill-based;
- Insure that Services are driven by the local economy and employer needs and draw on quality workforce intelligence, local labor market information and local employer validation of data;

STAFF PRESENTER: Robin Purdy

- Increase the numbers of customers receiving staff assisted services, training and skills enhancement, and skill-based attachment to the labor market;
- Integrate staffing through the use of cross-functional service delivery teams.

The Request for Proposals solicited applications for On-the-Job Training and One Stop Services for the Sacramento Works One Stop Career Center system. There are currently 12 Sacramento Works One Stop Career Centers. Five of the Career Centers (Mark Sanders, Franklin, Rancho Cordova, Hillsdale and Galt) are operated by SETA and are not included in this recommendation. In addition, the Request for Proposals stated that scholarships and supportive services would be negotiated separately with successful One Stop Services respondents. Respondents proposing one stop services were directed not to include scholarships or supportive services in the budget request. Proposals received included:

• 8 for One Stop Services requesting	\$2,669,145
• 6 for On-the-Job Training requesting	\$1,547,755
• 1 for One-Stop Services/North Area	<u>\$279,622</u>
Total	<u>\$4,496,522</u>

In late April, 2008, SETA received the final allocations for the Workforce Investment Act Title 1 program. The U.S. Department of Labor was finally able to use 2000 Census data (they have been using 1990 data until this year) in their formula allocations. Updating Census data in the formula resulted in an increase for the State of California and each local area. The estimated funds available for allocation in the RFPs for the period of July 1, 2008 to June 30, 2009 are \$3,954,014. The breakout by activity in the chart below is based on the WIA Resource Allocation Plan established by Sacramento Works, Inc.

Activity	Amount Available
One Stop Services	\$2,807,476
<input type="checkbox"/> Talent Engagement	\$1,240,486
<input type="checkbox"/> Talent Development	\$1,153,495
<input type="checkbox"/> Talent Marketing	\$413,495
On-the-job Training	\$1,146,538
<input type="checkbox"/> Talent Marketing	\$712,358
<input type="checkbox"/> CalWORKS wages	\$434,180

These amounts do not include potential carry-over funds. Once carry-over funding has been identified, staff will develop recommendations for augmentation.

Staff is also recommending reserving \$231,000 to fund special projects supporting the integration model that are identified by the one stops. Projects will include the development of pilots such as Distance Learning, on-line courses, and continuing education programs to be used in conjunction with the Talent Development function, or

the development and testing of group skill development training on-site at career centers.

Common Performance Measures

Beginning July 1, 2008 SETA will implement the U.S. Department of Labor Common Performance Measures, which are a common set of measures for all federal workforce programs. These include:

- Entered Employment Rate: measures the number of adult participants who are employed in the first quarter after exit.
- Employment Retention Rate: reflects the number of adult participants who are employed in quarters 1, 2 and 3 after exit.
- Average Wage at Placement: measures the average earnings of those participants who were employed in quarters 1, 2, and 3 after exit.

SETA has not yet negotiated the Common Measures for the Program Year 2008-2009 with the State of California. Historically, establishing performance goals for a new initiative requires selecting a baseline year. Because SETA is participating in the Learning Lab and integrating the Wagner-Peyser and WIA programs, the impact of the new service integration on performance cannot be evaluated currently because we are anticipating an increase in the number of customers **enrolled** from 3,000 in the current fiscal year, to about 50,000 next year. While it is our intention that many customers will receive training and skills development, either on-site, through low-cost adult education and community college programs, or through scholarships to private and public training providers, many of the new customers will receive job referral and placement services only. SETA has requested that the state approve a waiver for performance in the first year, making the first year of implementation of the Learning Lab a baseline year, which will be used to develop the Common Measures goals for program year 2009-2010.

SETA has researched the performance outcomes in other states that have implemented the integrated service delivery model and anticipates performance in the following range:

Performance Measure	Low	High
Entered Employment Rate	57%	76%
Retention Rate	80%	81%
Average Wage	\$12.50	\$16.00

Evaluation and Selection Process

A Reading Team, consisting of representatives from SETA's Workforce Development and Fiscal Departments evaluated proposals based on criteria included in the Requests for Proposals (RFP). Funding recommendations were based on the program design, capacity and experience of each applicant agency, the ability to serve target neighborhoods and special populations, geographic and demographic considerations, cost and budget analysis, and past program performance.

One Stop Services

Two organizations, Crossroads Diversified Inc. and Asian Resources, Inc., proposed to host the Citrus Heights One Stop Career Center. This center was previously hosted by San Juan Unified School District who chose not to reapply for funds for PY 2008-09. Both organizations are currently active partners at the Citrus Heights center. Staff ranked the Crossroads' proposal #1 under the One Stop Services activity. Asian Resources, Inc. submitted two proposals for hosting the Citrus Heights Career Center and the Broadway Career Center, which they currently host. Both of these proposals were ranked #2. Staff recommends that Crossroads be funded to host the Citrus Heights site, while Asian Resources is recommended to continue hosting the Broadway Center.

Staff is not recommending funding for Lao Family Community Development. Ranked #4, Lao Family proposed that a new One Stop Career Center be opened in the South Area that is in close proximity to, and being served by the Lemon Hill Career Center (Ranked 2) and the South County Career Center (Ranked 3).

The Sacramento County Department of Human Assistance proposed to host the Mather Career Center and will target residents of the Mather Community Campus, the Laverne Adolfo Transitional Housing program for Emancipated Foster Youth, and Homes for Hero's, a transitional housing program serving veterans. In addition, DHA proposed to co-host the Galt Career Center beginning in FY2009-2010 when they will be opening a new office in the City of Galt. Staff is recommending approval to contract with DHA for space, utilities, and other use costs for the Sacramento Works Career Center in Galt.

On-the-Job Training

Staff is recommending one new WIA OJT provider, Bach Viet Association. Bach Viet targets timed-off welfare recipients (a target for services for the Sacramento County Department of Human Assistance) and has good past performance in the Refugee on-the-job training program. Because they are new to the WIA OJT program, staff is recommending funding to serve 20 customers. Staff is not recommending funding for Sacramento Occupational Advancement Resources (SOAR). SOAR's proposal was ranked #4.

RECOMMENDATION:

Approve staff funding recommendations as indicated in Attachment 1 and 2 for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker program and the CalWORKS program, for Program Year 2008-2009.

Approve reserving \$231,000 to fund special projects and innovative one-stop skill development services supporting the Learning Lab integration model.

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds.

Authorize staff to develop “real-time” local success indicators that will measure progress toward the goal of the Learning Lab (To help job seekers **KNOW** their skills, **IMPROVE** their skills, and **GET THE BEST JOB POSSIBLE** with their skills), and serve as indicators that the USDOL Common Measures will be met.

Attachment 1
Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Funding Recommendations
FY 2008 - 2009

Rank	Sacramento Works One Stop Career Center	Current Funding, FY2007-2008 One Stop Services and Scholarships	Funding Request For One Stop Services, FY2008-2009	Staff Funding Recommendations, Funding Year 2008-2009				
				One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served
Recommendation WIA Request for Proposal WIA Adult and Dislocated Worker								
1	Citrus Heights* - Crossroads	\$476,245	\$284,954	\$284,954	\$170,000	\$454,954	\$108	4,212
2	Broadway - Asian Resources, Inc.	480,100	322,522	322,522	180,000	502,522	108	4,652
2	Citrus Heights* - Asian Resources	0	318,890	0	0	0	0	0
2	Lemon Hill - Sacramento City USD	487,791	600,000	440,000	80,000	520,000	142	3,667
2	La Familia Counseling Center	280,850	294,662	240,000	70,000	310,000	109	2,851
3	South County - Elk Grove USD	387,500	313,483	300,000	160,000	460,000	137	3,349
3	Mather** - Sacramento County	126,500	284,634	240,000	0	240,000	112	2,142
4	Lao Family Comm Dev	0	250,000	0	0	0	0	0
Recommendation WIA Request for Proposal WIA One Stop Services to North Sacramento/Del Paso Heights								
1	Sacramento Urban League	270,908	279,622	240,000	80,000	320,000	138	2,317
		\$2,509,894	\$2,948,767	\$2,067,476	\$740,000	\$2,807,476	\$122	23,190

* Formerly operated by San Juan Unified School District

** Allocated CSBG funds for Supportive Services and access to SWCC-Rancho Cordova for Talent Development/Scholarships

Attachment 2
Sacramento Employment and Training Agency
Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker
ON-THE-JOB TRAINING
Staff Funding Recommendations
FY2008-2009

Rank	Service Provider	Current Funding, FY2007-2008	Funding Request	Staff Funding Recommendations, FY2008-2009				
				WIA	CalWORKS	Total	Cost per Customer	Number to Serve
1	La Familia Counseling Center	\$214,446	\$371,338	\$245,338	\$126,000	\$371,338	\$5,305	70
2	Asian Resources, Inc.	237,350	316,458	163,700	100,000	263,700	5,274	50
2	Bach Viet Association	0	226,600	80,000	33,300	113,300	5,665	20
2	Sacramento Lao Family Community	245,960	226,800	100,800	100,800	201,600	5,040	40
3	Sacramento Chinese Community Service Center	237,652	221,169	122,520	74,080	196,600	4,915	40
4	Sacramento Occupational Advancement Resources	0	185,390	0	0	0	0	0
		\$935,408	\$1,547,755	\$712,358	\$434,180	\$1,146,538	\$5,240	220

ITEM III-B – 7 - ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, ADULT AND DISLOCATED WORKER PROGRAMS ONE-STOP CAREER CENTER SERVICES FOR NORTH SACRAMENTO/DEL PASO HEIGHTS FOR PROGRAM YEAR 2008-2009

BACKGROUND:

Based on the SETA Governing Board's decision on April 3, 2008 that the pool of applicants for the Workforce Investment Boards Title 1 Adult and Dislocated Worker Request for Proposal did not include representation of service providers serving the North Sacramento City/Del Paso Heights Community, SETA released a second Request for Proposals on April 5, 2008.

Three agencies picked up Request for Proposals from SETA. Two agencies met the RFP pre-qualification requirements, but only one, the Greater Sacramento Urban League, submitted a proposal by the RFP deadline. Federal Regulations, SETA's Procurement Policies and the RFP authorize the use of non-competitive procurement when, after solicitation of a number of proposals, competition is deemed inadequate.

The Greater Sacramento Urban League proposal requested \$279,622 to provide One Stop Services. Staff is recommending funding the Greater Sacramento Urban League for \$240,000 in One-Stop Services. The Request for Proposals stated that scholarships and supportive services would be negotiated separately with successful One Stop Services respondents. Respondents proposing one stop services were directed not to include scholarships or supportive services in the budget request. Staff is recommending an additional \$80,000 to the Greater Sacramento Urban League for Scholarships and/or supportive services for customers enrolled in Skill Development activities. The total funding for the Greater Sacramento Urban League is \$320,000 to serve 2,317 customers.

RECOMMENDATION:

That the Governing Board make the following findings regarding non-competitive procurement and approve the selection of the Greater Sacramento Urban League for WIA Title 1 Adult and Dislocated Worker Program One Stop Service to serve the North Sacramento and Del Paso Heights Neighborhoods:

STAFF PRESENTER: Robin Purdy

Finding: After solicitation of a number of sources, competition has been deemed inadequate and, consistent with SETA's Procurement Policies, Federal Regulations, and the RFP the Governing Board finds that non-competitive procurement is appropriate.

That the Governing Board approve staff funding recommendations for the Greater Sacramento Urban League in the following amounts:

One Stop Services	\$240,000
Scholarships/Support Services	<u>\$ 80,000</u>
Total	<u>\$320,000</u>

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds.

ITEM III-C - 1 – ACTION

RATIFICATION OF THE SUBMISSION OF THE HEAD START/EARLY HEAD START
SUPPLEMENTAL TRAINING/TECHNICAL ASSISTANCE FUNDING GRANT
APPLICATION FOR FISCAL YEAR 2008-2009

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to ratify the submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance (T/TA) funding grant application for Fiscal Year 2008/2009. The amount of the grant application is \$374,200 in federal funds, with \$93,550 as in-kind match for a total of \$467,750.

The Office of Head Start is making available to grantees, on a one-time basis, a little more than \$5 million in Head Start T/TA funding for the purpose of assisting agencies to meet the new staff qualifications requirements articulated in Section 648(a) of the new Head Start Act.

Attached is the supplemental grant application for SETA along with supporting budgetary requests.

The Head Start Policy Council reviewed this item at a special meeting held on Friday May 30, 2008. The grant was due to the regional office on Monday, June 2. Ms. Maureen Dermott or Ms. Denise Lee will be available to answer questions.

RECOMMENDATION:

Ratify the submission of the Head Start/Early Head Start Supplemental Training/Technical Assistance grant application for Fiscal Year 2008/2009.

STAFF PRESENTER: Maureen Dermott

ITEM IV-A - INFORMATION
FISCAL MONITORING REPORTS

BACKGROUND:

Attached for your information are copies of the latest fiscal monitoring reports.

Staff will be available to answer questions.

STAFF PRESENTER: Rick Pryor

MEMORANDUM

TO: Ms. Cheryl Powell **DATE:** April 29, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One Stop Serv-Adult	\$ 135,000	7/01/07-06/30/08	7/01/07-3/31/08
WIA-Title I	One Stop Serv-D.W.	155,000	7/01/07-06/30/08	7/01/07-3/31/08
WIA-Title I	In-School Youth	17,300	7/01/07-06/30/08	7/01/07-3/31/08
WIA-Title I	Out-of-School Youth	35,200	7/01/07-06/30/08	7/01/07-3/31/08
WIA-Title I	Universal Services	55,000	7/01/07-06/30/08	7/01/07-3/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 4/24-25/08

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

Program Operator: San Juan Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to March 31, 2008 for WIA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

ITEM IV-2 - INFORMATION

ACKNOWLEDGEMENT OF STAFF FOR PARTICIPATION IN THE VOLUNTEER
INCOME TAX ASSISTANCE (VITA)/EARNED INCOME TAX CREDIT (EITC)
PROJECT

BACKGROUND:

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

For tax year 2007, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continued to participate in the EITC Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

To date, the SWCCs have reported the following activity:

SITE	RETURN	EITC	NET REFUND
Del Paso	102	\$39,050	\$98,285
Franklin	96	41,760	101,709
Hillsdale	90	67,836	128,388
Rancho Cordova	76	50,717	92,191
Asian Resources	380	170,000	451,900
D.H.A.	2,433	2,198,422	3,802,773
TOTAL	3,177	<u>\$2,567,785</u>	<u>\$4,675,246</u>

STAFF PRESENTER: Espie Lindsey

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 4/30/08.

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 April 30,2008**

5/29/2008 12:14

Year to Date	Month/Year	Budget	Admin	Program	YTD Expenses	% YTD	Projection	Remaining	Non-Federal Share	% Non-Fed to Total Expenses
Basic Head Start										
Del Paso-actual	Apr-08	\$1,091,126	\$135,027	\$591,539	\$726,566	67%	\$242,189	\$364,560	\$422,546	58%
Elk Grove - act	Apr-08	\$2,306,473	\$120,624	\$1,591,751	\$1,712,375	74%	\$570,792	\$594,098	\$371,224	22%
Sac City-actual	Apr-08	\$7,803,950	\$548,687	\$5,206,134	\$5,754,821	74%	\$1,918,274	\$2,049,129	\$1,631,135	28%
San Juan actual	Apr-08	\$4,145,417	\$279,872	\$2,800,956	\$3,080,828	74%	\$1,026,943	\$1,064,589	\$850,969	28%
WCIC actual	Apr-08	\$647,227	\$50,325	\$453,934	\$504,259	78%	\$142,968	\$142,968	\$100,805	20%
SETA(see attached)	Apr-08	\$23,389,023	\$1,991,889	\$15,427,135	\$17,419,024	74%	\$5,529,974	\$5,969,999	\$4,722,077	27%
Total		\$39,383,216	\$2,686,258	\$22,826,499	\$29,197,874	74%	\$9,431,139	\$10,185,342	\$8,098,756	28%
Basic Early Head Start										
Sac City-actual	Apr-08	\$1,080,905	\$39,307	\$784,050	\$823,357	76%	\$257,548	\$257,548	\$118,812	14%
San Juan-actual	Apr-08	\$1,196,930	\$93,388	\$828,822	\$922,210	77%	\$274,720	\$274,720	\$292,669	32%
SETA(see attached)	Apr-08	\$2,458,225	\$144,465	\$1,671,397	\$1,815,862	74%	\$605,287	\$642,363	\$1,223,143	67%
Total		\$4,736,060	\$233,666	\$2,796,255	\$3,561,429	75%	\$1,137,555	\$1,174,631	\$1,634,624	46%
T & TA Head Start										
Del Paso-actual	Apr-08	\$7,500		\$0	\$0	0%	\$7,500	\$7,500		na
Elk Grove - act	Apr-08	\$9,000		\$7,941	\$7,941	88%	\$1,059	\$1,059		na
Sac City-actual	Apr-08	\$20,000		\$15,430	\$15,430	77%	\$4,570	\$4,570		na
San Juan actual	Apr-08	\$15,000		\$14,806	\$14,806	99%	\$194	\$194		na
WCIC-actual	Apr-08	\$7,500		\$2,798	\$2,798	37%	\$4,702	\$4,702		na
SETA(see attached)	Apr-08	\$302,068		\$285,901	\$285,901	95%	\$16,167	\$16,167		na
Total		\$361,068	\$0	\$227,690	\$326,876	91%	\$34,192	\$34,192	\$0	na
T & TA Early Head Start										
Sac City-actual	Apr-08	\$18,249		\$10,439	\$10,439	57%	\$7,810	\$7,810		na
San Juan-actual	Apr-08	\$20,112		\$17,660	\$17,660	88%	\$2,452	\$2,452		na
SCOE-est	Apr-08	\$15,000		\$15,000	\$15,000	100%	\$0	\$0		na
SETA(see attached)	Apr-08	\$64,220		\$19,853	\$19,853	31%	\$44,367	\$44,367		na
Total		\$117,581	\$0	\$42,833	\$62,952	54%	\$54,629	\$54,629	\$0	na
Total Grant Award		\$44,597,925	\$2,919,924	\$25,893,276	\$33,149,131	74%	\$10,657,514	\$11,448,794	\$9,733,380	
Administration Costs @15%		\$6,689,689	10%							

**SETA OPERATED PROGRAM (SOP) EXPENSES -HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO APRIL 30,2008**

5/29/2008 12:15

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based on YTD	Remaining	
HS SOP BASIC	\$23,389,023	\$1,991,889	\$15,427,135	\$17,419,024	74%	\$5,529,974	\$5,970,001	
HS SOP T & TA	302,068		285,901	285,901	95%	16,167	16,168	
HS SOP PROG IMPROVEMENT			-	-			0	
TOTAL	\$23,691,091	\$1,991,889	\$15,713,036	\$17,704,925	75%	\$5,546,141	\$5,986,169	
ADMIN %		11%						
HS SOP BASIC	27.0%	\$23,389,025		\$17,419,024	74.5%	\$5,529,974	\$5,970,001	
SALARIES & FRINGES		\$19,227,072	\$1,466,988	\$11,256,201	\$12,723,189	66.2%	\$4,068,627	\$6,503,883
10114 SALARIES		13,347,625	1,017,633	7,735,667	8,753,300	65.6%	2,568,591	4,594,325
10115 FRINGES		5,879,447	359,673	3,161,805	3,521,478	59.9%	1,255,609	2,357,969
10124000 WORK COMP INS - EMPLOYER COST			89,682	358,729	448,411		244,427	
FRINGES%			44%	46%	45%			
OCCUPANCY	11.5%	\$2,005,100	\$131,819	\$1,879,600	\$2,011,419	100.3%	\$725,240	-\$6,319
20205300 BONDS-BONDS/GENERAL/PROPERTY		66,050		144,508	144,508	218.8%	135,658	-78,458
20211100 BUILDING MAINT SERVICE		164,068		111,129	111,129	67.7%	39,691	52,939
20215100 MECHANICAL SYSTEMS MAINTENANCE SERVICE							0	
20217100 RENT LEASES-REAL PROPE	7.5%	1,432,490	115,938	1,190,745	1,306,683	91.2%	275,956	125,807
20218100 CONSTRUCTION SVCS & SUPPLIES				50,838	50,838		57,598	
20218200 CONSTRUCTION CONTRACTS		10,000				0.0%	0	10,000
20219100 ELECTRICITY		123,200	11,700	84,732	96,432	78.3%	35,746	26,768
20219200 NATURAL GAS/LPG/FUEL OIL				11,020	11,020		3,673	
20219700 TELEPHONE SERVICE			3,736	90,008	93,744		29,610	
20222700 CELLPHONES/PAGERS				12,134	12,134		4,045	
20232100 CUSTODIAL SERVICES		209,292		184,486	184,486	88.1%	143,116	24,806
20257100 SECURITY SVC							0	
30345000 TAX/LIC/ASSESS			445		445		148	
TRAVEL	0.1%	\$20,950	\$0	\$13,540	\$13,540	64.6%	\$4,513	\$7,410
20202900 BUSINESS/CONFERENCE EXPENSE		20,950		13,540	13,540	64.6%	4,513	7,410
SUPPLIES	2.0%	\$546,000	0	\$355,422	\$355,422	65.1%	\$120,703	\$190,578
20202200 BOOKS/PERIODICAL SUPPLY					0		0	
20203600 CHILD & FAMILY		290,000		148,903	148,903	51.3%	49,634	141,097
20203600 LENDING LIBRARY		15,000					0	15,000
20203600 TRANSITION		15,000					0	15,000
20203600 LITERACY SUPPLIES		26,000					0	26,000
20207600 OFFICE SUPPLIES		115,872		121,971	121,971	105.3%	45,453	-6,099
20211200 BLDG MAINT SUP/MAT				695	695		232	
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				29,408	29,408		9,803	
20226200 OFFICE EQUIPMENT MAINTENANCE SUPPLIES				0			0	
20232200 CUSTODIAL SUPPLIES		64,128		35,335	35,335	55.1%	9,212	28,793
20233200 FOOD/CATERING SUPPLIES				2,381	2,381		794	-2,381
20234200 KITCHEN SUPPLIES				0			0	
20244400 MEDICAL SUPPLIES		20,000		9,211	9,211	46.1%	3,070	10,789
20281200 DATA PROCESSING SUPPLIES				1,818	1,818		606	
20285200 RECREATIONAL SUPPLIES				2,269	2,269		756	
20289800 OTHER OPERATING EXPENSE - SUPPLIES				3,431	3,431		1,144	
EQUIPMENT	0.1%	\$85,000	\$0	\$14,494	\$14,494	17.1%	\$0	\$70,506
20226500 INVENTORABLE EQUIPMENT				14,494	14,494		0	
43430100 EQUIPMENT-GOVT		85,000						
OTHER	13.2%	\$1,504,903	\$393,082	\$1,907,878	\$2,300,960	152.9%	\$610,891	-\$796,057
CHILD SERVICES		\$126,000	-	\$55,757	\$55,757	44.3%	\$18,586	\$70,243
20244300 MEDICAL SERVICE		57,000		38,926	38,926	68.3%	12,975	18,074
20254400 SAFETY PROGRAM SERVICES		2,000		68	68	3.4%	23	1,932
20259100 OTHER PROFESSIONAL SERVICES		6,000		5,235	5,235	87.3%	1,745	765
20293406 TRANSPORTATION SERVICES		61,000		11,528	11,528	18.9%	3,843	49,472
PARENT SERVICES	0.0%	\$0	-	\$6,908	\$6,908	#DIV/0!	\$2,303	-\$6,908
20203700 TUITION REIMBURSEMENT				3,207	3,207		1,069	
20258200 PUBLIC RELATIONS SERVICES				3,701	3,701	#DIV/0!	1,234	-3,701

**SETA OPERATED PROGRAM (SOP) EXPENSES -HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO APRIL 30,2008**

OPERATING COSTS		12.0%	\$791,364	\$393,082	\$1,698,158	\$2,091,240	264.3%	\$540,984	-\$1,299,876
20200500	ADVERTISING		91,000		77,350	77,350	85.0%	25,783	13,650
20202400	PERIODICAL/SUBSCRIPTION				775	775		258	
20203500	EDUCATION & TRAINING SERVICES				326	326		109	
20203900	EMPLOYEE TRANSPORTATION				47,259	47,259		15,753	
20205500	INSURANCE - LONG TERM							0	
20206100	MEMBERSHIP DUES				6,935	6,935		2,312	
20206500	MICROFILM SERVICES							0	
20208100	POSTAL SERVICES				703	703		234	
20208500	PRINTING SERVICES				4,731	4,731		1,577	
20220500	AUTOMOTIVE MAINT SERVICE				23,394	23,394		7,798	
20223600	FUEL & LUBRICANTS				23,076	23,076		13,256	
20226100	OFFICE EQUIP MAINT SERVICE				6,702	6,702		2,234	
20226100	EQUIPMENT REPAIR				329	329		110	
20226400	MODULAR FURNITURE							0	
20227500	RENT/LEASE EQUIPMENT			3,021	58,557	61,578		27,706	
20227503	POSTAGE METERING							0	
20227504	MISCELLANEOUS				1,071	1,071		357	
20253100	LEGAL SERVICES		30,000	24,799	7,479	32,278	107.6%	17,283	-2,278
20258200	PUBLIC RELATIONS SERVICES							0	0
20259101	COMPUTER CONSULTANTS				9,099	9,099		3,033	
20281100	DATA PROCESSING SERVICES				1,795	1,795		598	
20281202	SOFTWARE				16	16		5	
20293400	PUBLIC WORKS SERVICES							0	
43430300	EQUIP-SD-NON-RECON							0	
60601	DEPT/DIV OH ALLOC	5.6%	175,594	365,262	604,276	969,538		172,577	
69699000	INTRA COST RECOVERY		494,770		824,285	824,285	166.6%	250,000	-329,515
NUTRITION SERVICES		0.8%	\$587,539	\$0	\$147,055	\$147,055	25%	\$49,018	\$440,484
20289900	OTHER OP EXPENSE-SERVICES		2,032,407		1,022,063	1,022,063	50%	340,688	1,010,344
96964301	FOOD PLAN CHECK FEES		-1,444,868		-875,008	-875,008	61%	-291,669	-569,860
HS SOP T & TA			\$302,068		\$285,901	\$285,901	95%	16,167	\$16,167
20200500	ADVERTISING				463	463			
20202400	PERIODICAL/SUBSCRIPT				445	445			
20202900	BUS/CONFERENCE EXP				9,307	9,307			
20203500	ED/TRAINING SVC		163830		166,797	166,797			
20203600	ED/TRAINING SUP		17307		12,980	12,980			
20203700	TUITION REIMBURSEMNT				385	385			
20207600	OFFICE SUPPLIES				1,834	1,834			
20217100	RENTS/LEASES/RL PROP				1,380	1,380			
20258200	PUBLIC RELATIONS		120931		90,810	90,810			
20293406	Transportation Services				1500	1500			

**SETA OPERATED PROGRAM (SOP) EXPENSES - EARLY HEAD START
FOR FISCAL YEAR ENDING JULY 31,2008
COMPASS FUND MANAGEMENT TO APRIL 30,2008**

5/29/2008 12:16

YEAR-TO-DATE	Budget	Admin	Program	Total	% YTD	Projection based		
						on YTD	Remaining	
BASIC	\$2,458,225	\$144,465	\$1,671,397	\$1,815,862	74%	\$613,676	\$642,363	
T & TA	64,220		19,853	19,853	31%	44,367	44,367	
TOTAL	\$2,522,445	\$144,465	\$1,691,250	\$1,835,715	73%	\$658,043	\$686,730	
ADMIN %		8%						
BASIC	100%	2,458,225		1,815,862	74%		683,978	
SALARIES & FRINGES	72%	\$2,174,961	\$115,152	\$1,183,627	\$1,298,779	60%	\$446,057	\$876,182
10114 SALARIES		1,501,640	85,110	852,335	937,445		275845	
10115 FRINGES		673,321	30,042	331,292	361,334		170212	
FRINGES%			35%	39%	39%			
OCCUPANCY	9%	\$156,697	-	\$165,093	\$165,093	105%	\$60,166	-\$8,396
20205300 BONDS-BONDS/GENERAL/PROPEI		11,200		-	-	0.0%	0	11,200
20211100 BUILDING MAINT SERVICE		17,329		13,790	13,790	79.6%	17522	3,539
20217100 RENTS LEASES-REAL PROPERTY		128,130		109,957	109,957	85.8%	4989	18,173
20218100 CONSTRUCTION SERVICES & SUPPLIES				119	119		40	
20219100 ELECTRICITY				10,226	10,226		10816	
20219200 NATURAL GAS/LPG/FUEL OIL				2,159	2,159		720	
20219700 TELEPHONE SERVICE				8,165	8,165		2722	
20222700 CELLPHONES/PAGERS				627	627		209	
20232100 CUSTODIAL SERVICES		38		20,050	20,050		23149	
TRAVEL	0%	\$5,000	-	\$5,000	\$5,000	100%	\$0	\$0
20202900 BUSINESS/CONFERENCE EXPEN:		5,000		5,000	5,000	100.0%	0	0
SUPPLIES	2%	\$36,500	-	\$28,888	\$28,888	79%	\$9,629	\$7,612
20203600 CHILD & FAMILY		14,000		25,545	25,545	182.5%	8515	-11,545
20207600 OFFICE SUPPLIES		2,500		1,597	1,597	63.9%	532	903
20214200 LAND IMPROVEMENT MAINTENANCE SUPPLIES				16	16		5	
20232200 CUSTODIAL SUPPLIES		10,000		646	646	6.5%	215	9,354
20233200 FOOD/CATERING SUPPLIES				1,005	1,005		335	
20244400 MEDICAL SUPPLIES				70	70		23	
20285200 RECREATIONAL SUPPLIES				-	-		0	
20289800 OTHER OPERATING EXPENSE - SI		10,000		9	9	0.1%	3	9,991
OTHER	18%	\$85,067	\$29,313	\$288,789	\$318,102	374%	\$97,823	-\$233,035
CHILD SERVICES		13,500	0	1,260	1,260	9%	420	\$12,240
20293406 TRANSPORTATION SERVICES		13,500		1,260	1,260	9.3%	420	12,240
PARENT SERVICES		-	\$0	\$78	\$78	#DIV/0!	\$26	-\$78
20258200 PUBLIC RELATIONS SERVICES		0		78	78	#DIV/0!	26	-78
OPERATING COST		31,193	\$29,313	\$287,223	\$316,536	1015%	\$97,301	-\$285,343
20200500 ADVERTISING		7,000		4,579	4,579		1526	
20202400 PERIODICAL/SUBSCRIPTION				78	78		26	
20203500 EDUCATION & TRAINING SERVICE		3,000		(8,221)	(8,221)	-274.0%	-2740	11,221
20203900 EMPLOYEE TRANSPORTION				13,981	13,981		4660	
20208100 POSTAL SERVICES				16	16		5	
20208500 PRINTING SERVICES				5	5		2	
20220500 AUTOMOTIVE MAINT SERVICE				68	68		23	
20226400 MODULAR FURNITURE				-	-		0	
20254400 SAFETY PROGRAM SVC				-	-		0	
60601 DEPT/DIV OH ALLOC			29,313	54,717	84,030		13799	
69699000 INTRA COST RECOVERY		21,193		222,000	222,000		80000	
OFFSET								
20289900 OTHER OP EXPENSE-SEI	0%	\$40,374		\$228	\$228	1%	76	\$40,146
T & TA		\$64,220		\$19,853	\$19,853	31%	\$44,367	\$44,367
20203500 ED/TRAINING SVC		20,247		15,185	15,185			
20203600 ED/TRAINING SUP		22,780		35	35			
20207600 OFFICE SUPPLIES				479	479			
20258200 PUBLIC RELATIONS SERVICES		21193		4,154	4,154			

ITEM IV-D - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the March 25, 2008 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Tuesday, March 25, 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. Sarah Corderio read the thought of the day. Ms. Josie Cleaver called the roll.

Members Present:

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
Erin Kimbro, SETA-Operated Program
Salina Davey, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Venelsia Fentress, Grandparent Representative
Ronald Montez, Outgoing Chair
Victor Stark, CAMP Representative
Natasha Toolate, Early Head Start (arrived at 9:13 a.m.)
Van Huyhn, Child Health and Disability Prevention Program
Barbara Ramey-Clark, Foster Parent Representative

Members Absent:

Michelle Cañas, Elk Grove Unified School District
Josie Lamar, Sacramento City Unified School District
Josephine Luna, WCIC/Playmate
Monica Treadway, WCIC/Playmate
Carol Aronis, SETA-Operated Program
Angela Porter, SETA-Operated Program
Lidia Vincente, Early Head Start

II. Consent Item

A. Approval of the Minutes of February 26, 2008 Regular Meeting

Moved/Montez, second/Camargo, to approve the February 26, 2008 minutes as distributed.

Show of hands vote: Aye: 12, Nay: 1, Abstentions 1 (Ruiz)

III. Action Items

A. Approval of SETA Head Start/Early Head Start Self-Assessment Results for 2008

Ms. Maureen Dermott stated that most of the board members were involved in the self-assessment process. This gives board members an opportunity to review every 'piece of business' before the board. After the self-assessment, there is a program improvement plan. Staff, Program Officers, Family Services Workers and teachers, were interviewed during the compilation process. Ms. Dermott reviewed key areas with the board:

Ms. Angela Porter arrived at 9:17 a.m.

The Office of Head Start encouraged delegates to be involved with e-rate to be eligible for telecommunications reimbursement. A proposal was submitted and staff are waiting to hear back whether it was been approved. Ms. Dermott spoke of a supervisory retreat last spring called Building Bridges that was very successful. Job specifications are in the process of being updated. Staff development plans and educational goals are being required of grantees. By 2013, 50% of Head Start our teachers must have a Bachelor's Degree.

Ms. Thelma Manzano spoke of the fiscal requirements for the upcoming review. The Agency hired a consultant to assist in the review preparation. Staff received a recommendation from Gilbert and Association, the Agency's independent auditor, to reconcile on a monthly basis rather than on an annual basis. This way it is faster to capture charges more quickly. Gilbert and Associations have also recommended that the SEPA be reconciled on a quarterly basis. Due to reauthorization, staff is required to present fiscal reports monthly rather than on a quarterly basis.

Ms. Dermott reviewed the Governance portion of the self-assessment report.

Ms. Melanie Nicolas reviewed health and mental health screenings. Team members were focusing on systems and services in health, nutrition, and mental health

Ms. Dermott reviewed the areas where improvement is needed.

- 1) Documentation and follow up on screenings.
- 2) Documentation on referrals.
- 3) Training Family Services Workers and updating staff on case management.

Ms. Denise Lee reviewed the Education Summary. Three teams reviewed 1) the curriculum provided in the classroom, 2) individualization for children, and 3) child outcomes. Three times a year, children are assessed for growth and preparation for kindergarten: when they start, middle of school year, and end of

school year. Staff also have to find more ways to interact one-on-one with the kids. Ms. Lee stressed the need for feedback from parents as to their child's progress. While there are areas of improvement, there are a lot of excellent things going on in Education.

Ms. Lisa Carr stated that staff is going through training on how to properly document services provided to children and families.

Mr. Victor Stark inquired whether there was a way for parents to add to the Family Partnership Agreement; Ms. Carr would love to hear input from parents.

Moved/Cleaver, second/Davey, approve the Head Start/Early Head Start Self-Assessment results for 2008, with corrections
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

B. Approval of Grantee One Specific Three-Year Goal for 2008-2011

Ms. Maureen Dermott reviewed this item and answered questions.

Moved/Davey, second/Fentress, approve the grantee-specific goal for 2008-2011
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

C. Review of Application and Election of Foster Parent Representative

Ms. Barbara Ramey-Clark submitted an application for foster parent. She spoke of her interest in being on the board.

Moved/Camargo, second/Montez, to vote for a Foster Parent Representative.
Show of hands vote: Aye: 14, Nay: 0, Abstentions: 1 (Ruiz)

Ms. Ramey-Clark was seated and welcomed to the board.

IV. Information Items

A. Standing Information Items

- Parent/Staff Recognition - Mr. Victor Bonanno was presented with a gift in appreciation for the Ethics Training he provided to the Policy Council.
- Fiscal Reports – Ms. Thelma Manzano reviewed the Fiscal Reports. The objective is to spend 58% of the budget as of this date; staff has met that goal. In addition, the Agency is on target to meet budgeted expenses.
- SETA Head Start/Early Head Start Health Policies- Ms. Melanie Nicholas reviewed the three policies presented to the Policy Council (Tobacco Free Policy, Tuberculosis Policy, and Exposure Control Plan for Bloodborne Pathogens Policy). This has been approved by the previous Policy Council boards. This is provided for information.

- Introduction of New Staff: None.
- Parent/Family Support Unit Events and Activities: No questions.
- Calendar of Events and Activities: No questions.
- Parent Leadership Institute: This event needs to be moved due to the federal review; no date set as of yet.
- Annual National Head Start Training Conference: Attendees were reminded to submit their written reports no later than May 4.
- Special Education Report: Ms. Beverly Sanford not here today. She may be reached at 263-3056 if there are questions.
- SETA Head Start/Early Head Start End-of-Month Enrollment Report: No questions.
- Community Resources-PC Representative/Staff: No report.
- Parent/Staff Recognition – Ms. Marie Desha was wished an early happy birthday.
- Grandparent Report - Ms. Venelsia Fentress reported she spoke with Sarah Hancock at Rio Linda School District regarding Head Start children. She will be talking with parents of kids going into kindergarten on Friday, April 18, 10:00 a.m.

B. Fiscal Monitoring Reports: No questions.

C. SETA Governing Board Minutes: No questions.

V. Committee Reports

A. Executive Committee: Mr. Ronald Montez read the Executive Committee critique. Vi

B. Personnel/Bylaws: No report.

C. Budget/Planning: Mr. Victor Stark reported that the committee is almost completed with a balanced budget; the budget will be presented for approval at the next meeting.

D. Hospitality: Meetings will begin in May.

E. Program Area Committees

- Early Childhood Development and Health Services: No report.
- Parent/Family Support Committee: Combined with Budget/Planning.
- Monitoring & Evaluation: Program self assessment is completed.
- Early Head Start: Ms. Natasha Toolate reported that the next meeting will be April 28, 1 p.m.

F. Community Advocating Male Participation: Mr. Victor Stark stated that notification of the next Daddy and Me event will be sent out. Centers have been sent disposable cameras to take pictures of fathers with their kids. The next CAMP meeting is scheduled for April 9, 2 pm.

G. Community Partnerships Advisory Committee: This committee's meeting will be April 24, 11:30 a.m. in the Shasta Room.

H. Health Services Advisory Committee: This committee will meet April 21 in the Sequoia Room.

VI. Other Reports

- A. Open Discussion and Comments: Ms. Dermott thanked the team of parents that worked on the self assessment. The Federal review begins April 13; there will be 13 people here. Immediately following the Federal review will be the State review.

Ms. Julita Bentz reported that movie nights will be held: June 27, Betschart Park in Elk Grove, and August 8 at Howe Avenue Park. The movie will be The Wizard of Oz. Call Ms. Bentz at 263-8124 if you are interested in volunteering on movie nights.

Ms. Lori Zimmerman from Elk Grove School District was acknowledged.

Ms. Porter left at 10:38 a.m.

III. Action Item (Continued)

D. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT Code Section 54957

- ✓ The board went into closed session at 10:39 a.m. At 10:46 a.m. the board went into open session. Ms. Ruiz reported out of closed session that the eligible list was approved for the following positions: SETA Head Start Associate Teacher, Tier III, and Head Start Cook/Driver

VI. Other Reports

- A. Open Discussion and Comments: Ms. Natasha Toolate reported that KOVR Channel 13 news attended their Policy Committee meeting; she will distribute the date when the segment will be aired.

Mr. Montez stated that the next Daddy and Me event will be March 27, 5:00 p.m. at Marvin Marshall Elementary School, 5309 Kenneth Avenue. The contact person will be Murray 971-5951.

- B. Public Participation: No comments.

VII. Adjournment: Meeting adjourned at 10:48 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 2007/2008

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

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Declined Services
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Declined Services
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	New owners re hired employees
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	12/10/2007
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	No Response
Official	10/24/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	1/1/2008	112	Declined Services
Official	11/1/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	12/31/2007	68	12/6/2007
Official	11/13/2007	Levitz Furniture 4741 Watt Ave North Highlands, CA 95669	2/1/2008	53	2/8/2008
Official	11/28/2007	Marvell Semiconductor, Inc 890 Glenn Drive Folsom, CA 95630	1/27/2008	4	No Response
Official	12/10/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	2/1/2008	79	Declined Services
Official	12/10/2007	Floor Serve 309 North Hamilton St Dalton, GA 30720	12/7/2007	130	Mailed packets to local employees
Official	12/6/2007	Ideal Merchandising Division of DDP Holdings, Inc. 440 Apollo Beach Blvd. Apollo Beach, FL 33572	1/30/2008	1	No Response
Official	1/15/2008	Pacific Sunwear of California, Inc. 1689 Arden Way Space #2170 Sacramento, CA 95815	3/31/2008	Number not disclosed	Declined Services
Official	2/25/2008	PennySaver 2830 Orbiter Street Brea, CA 92821	4/15/2008	19	Employees Already Laid Off

Dislocated Worker Information PY 2007/2008

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

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	3/4/2008	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	1/31/2008	25	Dropped off packets
Official	3/6/2008	Sears Holding, Inc. 1200 Blumenfeld Dr. Ste.A Sacramento, CA 95815	5/2/2008	82	3/25/2008
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	17*	RR Scheduled 3/27/08 Services Ongoing
Official	3/10/2008	IKON 2890 Gateway Oaks Dr., Ste. Sacramento, CA 95833	3/28/2008	5	Dropped off packets
Official	3/12/2008	Senator Ford 3801 Florin Rd Sacramento, CA 95823	5/15/2008	156	Pending
Official	3/20/2008	Michaels Furniture 5849 88th St. Sacramento, CA 95828	5/20/2008	107	Pending
Official	4/4/2008	River Oak Center for Children 5440 Lauren Hills Drive Sacramento, CA 95864	5/24/2008	64	Pending
Official	4/9/2008	TGI FRIDAY'S 1229 Howe Avenue Sacramento, CA 95825	5/23/2008	70	Pending
Official	4/24/2008	Automotive Importing Manufacturing, Inc. 3920 Security Park Dr. Rancho Cordova, CA 95742	6/23/2008	150	RR Scheduled 5/20//08
Official	5/7/2008	Apple, Inc. 2911 Laguna Blvd. Elk Grove, CA 95164	6/30/2008	174	Pending
			Total # of Affected Workers	1658	

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

ITEM IV-F – INFORMATION

NEW START PRISON TO EMPLOYMENT PROGRAM

BACKGROUND:

Over the past several years, staff from SETA and the Elk Grove Unified School District have worked together to provide specialized services to ex-offenders at the Sacramento Works Career Center-South County. Through a project called “Hire Hope” staff have successfully facilitated re-entry services and reduced recidivism by providing job search activities, job placement services and community resource referrals to ex-offenders (both men and women). The Hire Hope Project is a holistic and collaborative approach of job placement and community services provided to ex-offenders prior to release and after release primarily at the South County Sacramento Works One Stop Career Center.

This Project recently captured the attention of a key member of the Prison to Employment Committee of the Governor’s Rehabilitation Strike Team for Prison Reform. A significant recommendation of the Governor’s Team was an installment of the Prison to Employment Program designed to facilitate offenders’ successful employment after release. Hire Hope’s success has prompted the State to designate the Sacramento Works One-Stop Career Center system as an “Alpha Pilot” to institutionalize the Hire Hope services in the career center system. SETA/Sacramento Works staff are negotiating with the California Department of Corrections and Rehabilitation for funding for the pilot and are working with the California Workforce Investment Board to develop a Prison Re-entry proposal to submit to the U.S. Department of Justice.

A Transition Team of key staff from SETA/Sacramento Works, the Employment Development Department, Elk Grove Unified School, Sacramento City Unified School District, and Asian Resource, Inc. is currently working with law enforcement partners to address the needs of ex-offenders at the Parolee and Correction Team (PACT) meetings. The initial service agreement is attached.

STAFF PRESENTER: William Walker

Proposed Customer Flow for the Sacramento New Start Program

The California Department of Corrections and Rehabilitation will:

- Identify all inmates who have participated in Prison Industry Authority, Fire Camps or vocational training who will be released to Sacramento County and inform local partners of the number of inmates and release date.
- Mandates that all parolees attend the Parole and Correction Team (PACT) meeting held every Tuesday at the Charles A. Jones Skills and Business Education Center.
- Provide the Sacramento Works Engagement Team attending the PACT meeting with a list of the PIA, Fire Camp and Vocational Training parolees who have been released and should be in attendance at the PACT.
- Direct PIA, Fire Camp and Vocational Training parolees to a specialized orientation with the Sacramento Works Engagement Team.

The Sacramento Employment and Training Agency/ Sacramento Works will:

- have representatives from the Mark Sanders, Lemon Hill, South County and Broadway Career Centers develop an Engagement Team to participate in the Parole and Correction Team (PACT) meeting.
- After the parolees from CAL/PIA, Fire Camp and Vocational Education have signed in with their Parole Agent, they will be referred to a special orientation provided by the Engagement team staff representing Project New Start.

The Engagement Team will:

- Greet the parolees and have them sign a roster.
- Provide an orientation on the SWCC Services
- Complete and sign the New Start SMARTware Application.
 - If parolees have their right-to-work documents, they will be registered into CalJOBS/SMARTware and issued a SMARTware card.
 - If they do not have their right to work documents, a New Start SMARTware application will be completed and a SMARTware card issued.
 - If they do not have their right to work documents, staff will assist them in obtaining their documents.
- Briefly assess the parolees' education, training and financial assets and identify challenges and needs that must be met to ensure stability and effective participation in training and employment.
- Match the parolee to the nearest New Start worker at Sacramento Works Career Center (South County, Mark Sanders, Broadway and Lemon Hill) by zip code:

- Begin the process to approve supportive services and/or financial assistance including providing transportation assistance and stipends to the New Start Program goals.
- Schedule appointments at the designated New Start Sacramento Work career centers with the New Start Program staff for the parolees to complete their registration, obtain supportive services, and engage in employment related activities. The New Start Program Staff will provide coaching to create a planned schedule for services, assist with skills development and assist with job placement.

The goal is to connect parolees to career centers and have them engaged in employment related activities 48 hours after the PACT meeting.

ITEM IV- G - INFORMATION

UPDATE ON SACRAMENTO WORKS CONSTRUCTION INITIATIVES

BACKGROUND:

For the past ten years, SETA and Sacramento Works has partnered with many community organizations on a variety of construction and transportation initiatives. In spring 2007, SETA/Sacramento Works was awarded WIA 15% Governors Discretionary funds for the Sacramento Works Construction Transportation Initiative. Partners for this initiative included:

- Sacramento Works Career Centers
- Holt of California
- American River College
- Sacramento Builders Exchange
- Northern California Construction Training, Inc.
- Local Apprenticeship programs

The training has focused on both job seekers and incumbent workers with three different construction and transportation related training options:

- ✓ Supporting the renewal of a Diesel Technology Training program at American River College on the Mather Community Campus.
- ✓ Cost Estimating and Safety training by Sacramento Builders Exchange for incumbent workers.
- ✓ Pre-apprenticeship Construction Training by NCCT.
- ✓ Construction awareness activities in the Sacramento Works Career Center system.

Although residential construction has seen a downturn, it is expected that there will be major infrastructure and public works jobs as a result of \$42 billion Infrastructure bond measure. SETA also recently applied for funding to support new and ongoing construction activities from:

- Federal Highway Administration OJT and Workforce Training funds via the California Department of Transportation and,
- Employment Development Department WIA Discretionary funds for Construction Talent Transfer funding.

Staff will provide an oral report on the update and success of the current WIA grant and the status of the two pending applications.

STAFF PRESENTER: Christine Welsch

ITEM IV-H - INFORMATION

UPDATE ON SACRAMENTO LEARNING LAB INTEGRATED SERVICE DELIVERY MODEL

BACKGROUND:

Over the past year, the Sacramento Works Career Center System has participated in the development of a statewide Integrated Service Delivery Model. Sacramento is one of twelve (12) "Learning Labs" throughout the State of California. By the end of April, staff completed the first phase of this redesign by developing products that include a new customer flow, and the delineation of responsibility for the Welcome/Talent Engagement services, the Talent Development and Talent Marketing services. Central to this new delivery model is the development of the "Product Box" and the means to draw services from this list of available workshops, assessment tools, and other vocational training supports that will lead our customers to employment and the opportunities of job retention and job advancement.

Phase two has begun with identification of Implementation Teams to support the launch of the Learning Lab on July 1, 2008. These teams include:

1. Product Box Team: This team will determine gaps in the product box; maintain the product box, subtract those services that don't work and add new ones; add new assessment tools such as basic skills and other on-line products; coordinate the master calendar (every center will need to post workshops and events to a master calendar); and connect it to the workshop scheduler software in SMARTware.
2. Coaching: The Coaching Team will define Assignment Based Coaching; develop a process for use of the Product Box ; development of new processes for ITA/Scholarships; develop a paperless Action Plan using the SMARTware system; survey staff on training needs; recommend training for staff; develop glossary of WIA/WP (Wagner-Peyser) terms.
3. Trackers: The Trackers Team will recommend policy and procedures regarding the 90 day soft-exit, follow-up, customer satisfaction, activities that can engage customers without huge staffing commitment; re-enrollments; reports and evaluation processes; services to special populations; and who gets credit if multiple centers provide services to customers
4. Launch: The Launch Team's primary goal is to prepare the System for July 1, 2008. This will include celebrating the launch, dress rehearsals at each of the Centers, educating vendors, partners and staff on integration, and managing the change to a system whose motto/mission is: Know your Skills, Improve your Skills, and get the best job possible with your skills. The Launch Team will also convene a "Best Practices" forum.

STAFF PRESENTER: Robin Purdy

5. Policy and Procedures: The Policy and Procedures team will coordinate development of the Procedures Manual, review WIA Directives and make recommendations for changes, recommendations for making system “paperless”, reducing bottleneck issues at the Welcome function and identifying best practices.
6. Futures Team: At the end of the first three months, the Implementation Teams will end their work and the Futures Team will phase in review performance of the Learning Lab. Weekly debriefings will be conducted during this initial three month process to identify issues. The Futures Team will make recommendations for change and identify best practices.

Staff will be available to answer questions.

ITEM IV-I - INFORMATION

PUBLICATION OF THE 2008 CALIFORNIA FAMILY ECONOMIC SELF-SUFFICIENCY STANDARD

BACKGROUND:

The Insight Center for Community Economic Development just released the 2008 California Family Economic Self-Sufficiency Standard and the report "How Much is Enough in Your County? The 2008 California Family Self-Sufficiency Standard."

<http://www.insightccd.org/index.php/insight-communities/cfess/ca-sss>
<http://www.insightccd.org/uploads/cfes/sss-exec-summ-final-050908.pdf>

The new Self-Sufficiency Standard shows that the cost of basic goods in every county in California has risen significantly over the past five years. Despite recent increases in the California minimum wage from \$6.75 to \$8.00 an hour, the research shows that the minimum wage still is not enough to live on in any California county. In fact, a parent would have to work more than two full-time minimum wage jobs just to make ends meet in most California counties. Similarly, the report documents that the Federal Poverty Level covers less than half of what families actually need to cover their most basic costs in California.

The California Family Economic Self-Sufficiency Standard quantifies the costs of housing, food, child care, health care, transportation, taxes, and other basic needs for working families in every county of California (see next page for Sacramento County).

SETA/Sacramento Works uses the Self-Sufficiency Standard to determine eligibility for services through the One Stop Career Center system and to counsel our customers on how much it costs to live in our community, what types of jobs pay a self-sufficiency wage, and where they can access the skills training that they need in order to be competitive for high-wage jobs.

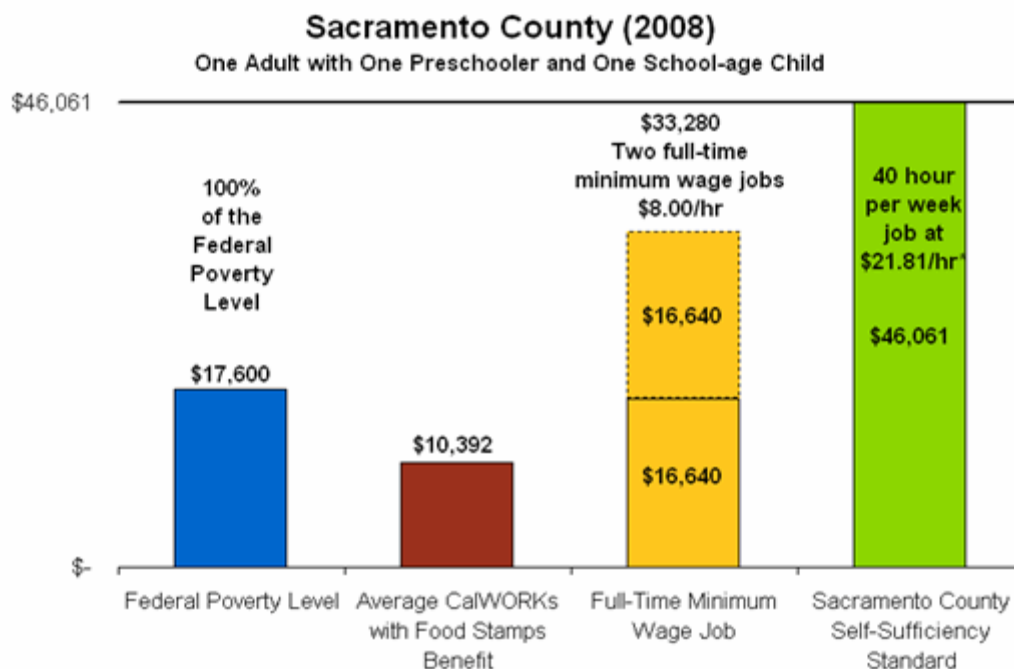
STAFF PRESENTER: Robin Purdy

How Much Is Enough In Sacramento County?

In order to develop effective public policy that supports working families – policymakers, advocates, and service providers need an accurate measurement of what it takes to make ends meet in today’s economy. The Family Economic Self-Sufficiency Standard (Self-Sufficiency Standard) for California provides that benchmark. The Self-Sufficiency Standard calculates the income needed by working families to meet their basic needs in *every county in California* and for *156 family types*. The Self-Sufficiency Standard provides county-specific costs for housing, food, and health care, as well as costs associated with work including transportation, child care, and taxes. The Self-Sufficiency Standard is a more accurate calculation of income adequacy than other measures of economic well-being, such as the [Federal Poverty Level \(FPL\)](#).

How much is enough in Sacramento County? The graph below shows that the FPL, which is commonly used to determine eligibility for public support programs, is not enough. Neither is the average CalWORKs with food stamps benefit, which is even less than the FPL. And in fact, **to meet the most basic expenses for a family of three in Sacramento County, you would need to work more than two full-time minimum wage jobs!**

To view detailed tables of the Self-Sufficiency Standard for individuals and families in Sacramento County, www.insightccd.org



* Note: The Self-Sufficiency Standard includes the net effect of the addition of the Child Care and Child Tax Credits and the subtraction of taxes.

BASIC COSTS HAVE SKYROCKETED IN SACRAMENTO COUNTY IN THE PAST 5 YEARS

- Child care costs have increased by 12%.
- Food costs have gone up 15%.
- Health care costs have climbed, up 32%.
- Since 2003, the rise in costs resulted in an increase in the Self-Sufficiency Standard of \$8,213 to \$46,061 a year for a family consisting of one adult, one preschooler, and one school-age child.

ITEM IV-J- INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER THIRD QUARTER
REPORTS

BACKGROUND:

Enclosed under separate cover are the following third quarter reports:

- Core Service Reports for Sacramento Works One Stop Career Center (July - March 2008)
- Intensive/Training Reports for Sacramento Works One Stop Career Centers (July - March 2008)
- Customer Satisfaction Reports (July - March 2008)
- Employer Customer Satisfaction Reports (July - March, 2008)

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

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' REPORTS: This item is set aside to allow the Deputy Directors 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, were not included in the board packet. Maureen Dermott, Deputy Director, Child and Family Services, and Robin Purdy, Deputy Director, Workforce Development.

- 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 Chairperson, if they wish to speak.