



GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

ROBBIE WATERS
Councilmember
City of Sacramento

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, October 2, 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: **Alicia Andrade**, Head Start Teacher, **Beatriz Avila**, Head Start Teacher, **Toni Curso**, Workforce Development Professional 2, **Jesse Espinoza**, Head Start Courier/Maintenance, **Marlo Lopez**, Head Start Site Supervisor, **Laura Marchi**, Head Start Teacher, and **Marie West**, Head Start - Special Education Field Technician (10 years)

- **Grace Martinez**, Head Start Home Visitor (15 years)

II. Consent Items

- A. Minutes of the September 4, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Retiree Health and Dental Insurance Subsidy (Rod Nishi)
2. Approval of Retiree Medical and Dental Insurance Program Administrative Policy (Rod Nishi)

B. WORKFORCE INVESTMENT ACT

1. Approval of Modifications to the 2008-2009 Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan (Robin Purdy)
2. Approval of Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008-2009 (Christine Welsch)
3. Appointment of Member to the Sacramento Works, Inc. Board (Kathy Kossick)
4. Approval to Submit a Proposal for Workforce Investment Act (WIA) Veterans Employment-Related Assistance Program (VEAP) Proposal (William Walker)

C. HEAD START

1. Approval of Out-of-State Travel for Staff to Attend the Dual Language Institute in Washington, D.C. (Maureen Dermott)

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports (Rick Pryor)

- California State University, Sacramento
- City of Sacramento
- Crossroads Diversified Services, Inc.
- Grant JUHSD/Twin Rivers Adult School
- Sacramento Lao Family

B. Head Start Policy Council Minutes (Maureen Dermott)

C. Final Head Start Fiscal Report (Thelma Manzano)

D. Sacramento Works One Stop Career Center Annual Report 2007-2008 (Edward Proctor)

- E. One Stop Career Center News Coverage (Terri Carpenter)
- F. New Start Prison to Employment Program Update (William Walker)
- G. Dislocated Worker Update (William Walker)

V. Reports to the Board

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

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, SEPTEMBER 25, 2008

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 4, 2008 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 4, 2008 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

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

Thursday, September 4, 2008
10:00 a.m.

- I. **Call to Order/Roll Call/Pledge of Allegiance**: Mr. Jimmie Yee called the meeting to order at 10:08 a.m.

Members Present:

Bonnie Pannell, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:37 a.m.)

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 Employees: **Lisa Carr**, Head Start Manager, **Miss Lynch**, Associate Teacher, and **Patricia Marshall**, Head Start Site Supervisor were acknowledged for their 10 years of service. **Julita Bentz**, Head Start Education Specialist (Non-Supervisory) was not present but acknowledged.

Mr. Yee recognized some unnamed Head Start managers for taking action above and beyond the call of duty by declining their salary increases. Ms. Kossick stated that managers have not yet gone through evaluations; salary increases are going through the review process and should be completed in October.

II. **Consent Items**

The consent calendar included:

- A. Minutes of the August 7, 2008 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Temporary Reclassification Extension for Staff Support Officer
- D. Approval of Temporary Reclassification Extension for Workforce Development Professional 3

Ms. Kossick pointed that Mr. John Koogle fits into the "other individuals as the chairperson as determined" category.

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

- A. Approve the August 7, 2008 minutes.
- B. Approve claims and warrants for the period 8/1/08 through 8/22/08
- C. Approve the temporary reclassification of Debbie Coyne to Staff Support Officer for an additional three months.

- D. Approve the temporary reclassification of Warren Murphy, Workforce Development Professional Range 3, for an additional three months.
Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Final Reading & Approval of the Sacramento Employment & Training Agency Budget for Fiscal Year 2008-2009

Mr. Thatch stated that the public hearing has been continued from the June meeting. The board needs to close the public hearing after the staff report. Mr. Rick Pryor stated that there were a lot of increases in costs. The budget is currently \$78,166,125, which is a net increase of \$671,643 from last year's budget. This is due to a 22% increase in WIA formula funds. Head Start did not receive COLA this year and program improvement funds have been discontinued. The Agency is expecting a substantial savings in telephone costs due to the e-rate program.

Ms. Scherman inquired about out-of-state travel; Mr. Pryor stated that this line item has been cut back by \$30,000 but the necessary networking conferences are being budgeted. Since Sacramento is the State capitol, a lot of the networking conferences are held locally.

Moved/Nottoli, second/Scherman, to close the public hearing and approve the SETA budget for fiscal year 2008-2009.

Voice Vote: Unanimous approval.

2. Approval to Adjust Zones in the Broadband/Performance Management Policy

Mr. Rod Nishi reviewed this item. In 1998, the Board approved broadband pay-for-performance policy for management. Ms. Scherman asked that the positions be included in future staff reports.

Moved/Scherman, second/Waters, to approve using the Consumer Price Index – Urban and that the Board approves a modification to the salary ranges of Zone 1 to \$57,061 - \$123,685 and Zone 2 to \$43,727 - \$87,454.

Voice Vote: Unanimous approval.

3. Approval of Addendum of Agreement for Services of Collective Bargaining Negotiator

Ms. Kossick stated that this item presents a request from the City to increase the contract for collective bargaining. This contract has not increased since 2002;

this is a two year increase to provide services in this area. The initial increase will be to \$47,800 followed by an increase next year to a maximum of \$60,800.

Moved/Nottoli, second/Scherman, to approve an Addendum to the Agreement for Employee Relations Services with the City of Sacramento to increase the fees for services in 2008-09 to \$47,000 with an out of pocket expense limitation of \$800. The total agreement will not exceed \$47,800. For 2009-10 approve the fees for services to \$60,000 with an out of pocket expense limitation of \$800. The total agreement in 2009-10 will not exceed \$60,800.

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

4. Approval to Revise Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency

This is a routine matter handled annually to determine which positions are in a decision making authority.

Moved/Waters, second/Nottoli, to approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Funds from the Employment Training Panel for Technology Training and Authorize the Executive Director to Execute the Subgrant Agreement, Modifications, and other Documents required by the Funding Source

Ms. Kossick stated that last month, the Board approved accepting funds from the ETP. She was not authorized to execute the agreement. This item requests authorization for her to executive the subgrant agreement.

Moved/Scherman, second/Waters, to approve acceptance of funds for the period 7/10/08 through 6/30/10 from the Employment Training Panel and authorize the Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

C. HEAD START

1. Approval of the SETA Head Start Early Head Start Tuberculosis Policy

Ms. Brenda Campos stated that this policy was reviewed and approved by the Policy Council. The major change was to add a requirement that parents involved with home base staff be required to have a TB screen. Based on the discussion with the Health Services Advisory Committee, it is important for

parents to have screening since they are interacting with staff. Ms. Campos reviewed other minor changes. This policy is reviewed annually.

Moved/Nottoli, second/Scherman, to approve the SETA Head Start/Early Head Start Tuberculosis Policy.

Voice Vote: Unanimous approval.

2. Approval of the Amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009

Ms. Maureen Dermott stated that there was a \$1.4 million deficit due to rent increase, janitorial services, increases in insurance and a 4% COLA salary increase last November. SETA was not approved for a \$3.5 COLA grant by ACF. Ms. Dermott reported good news regarding laid off staff. Four staff moved laterally to workforce positions; two employees were promoted. Through attrition, two staff have been brought back. Staff is requesting approval of the amended budget that includes a lot of operational changes.

Moved/Waters, second/Scherman, to approve the amended Head Start/Early Head Start Budget for Fiscal Year 2008-2009.

Voice Vote: Unanimous approval.

3. Approval to Submit an Application for the Sutter Health Community Grant

Ms. Campos reviewed the proposal that will be submitted to Sutter Health in October. Mr. Yee asked for a copy of the grant when it is finalized.

Ms. Pannell arrived at 10:37 a.m.

Moved/Nottoli, second/Scherman, to approve the submission of an application to Sutter Medical Center in the amount of \$50,000.

Voice Vote: Unanimous approval.

Ms. Pannell took over the meeting at 10:37 a.m.

- D. COMMUNITY SERVICES BLOCK GRANT: **No items.**

E. REFUGEE PROGRAMS

1. Approval of Staff Funding Recommendations for the Refugee Employment Social Services and Targeted Assistance programs, Program Year 2008-2009

Mr. Roy Kim reported that 23 proposals were received; one was disqualified. The remaining 22 were reviewed by an evaluation team that consisted of workforce development and fiscal staff.

Moved/Yee, second/Scherman, to approve staff funding recommendations for the Refugee Employment Social Services and Targeted Assistance programs, program year 2008-2009, as indicated in the board agenda.

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

IV. Information Items

- A. Fiscal Monitoring Reports: No comments.
- B. Head Start Policy Council Minutes: No comments.
- C. Dislocated Worker Update: Mr. Waters inquired about the AT&T employees being laid. Ms. Kossick is that employees are being offered positions in three other cities; if they decline, SETA staff can offer services.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Christine Welsch stated that SETA submitted an application to CalTrans requesting \$510,000 for continuing instruction. SETA received notification that the agency will receive \$300,000, the highest grantee in the state.
- C. Deputy Directors: Ms. Dermott stated that SETA received good news regarding our application for one time training/Technical Assistance funds. The Agency submitted an application for \$68,200 to ensure our non-degreed teachers earn their Associate Degree. By 2013, 50% of Head Start teachers must have a Bachelor's degree. There was \$5 million available nationwide and SETA was granted \$68,200 for the first phase.
- D. Counsel: No report.
- E. Members of the Board: Mr. Yee attended an event for Casino Royale. This business will open on 9/17 and will hire 100 people. Mr. Nottoli inquired whether Opti Solar is working with SETA. Ms. Kossick stated that staff is working with them at McClellan on solar development/solar panels.

- F. Public: No comments.

VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION: No closed session was held.

VII. Adjournment: Meeting adjourned at 10:50 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 8/22/08 through 9/24/08, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM III-A – 1 –ACTION

APPROVAL OF RETIREE HEALTH AND DENTAL INSURANCE SUBSIDY

BACKGROUND:

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

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

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

On October 4, 2007 for calendar year 2008, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to eligible employees who retire on or before August 31, 2007. The subsidy was eliminated for all participants who retire after August 31, 2007. This would include the continuation of the \$25/month towards retiree – only dental plan premiums.

Current subsidy/offset payments are as follows:

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

STAFF PRESENTER: Rod Nishi

The economic realities for a grant funded program such as SETA makes for sound business practice to limit this growing cost as more and more employees contemplate retirement. The impact upon the current and future programs that provide the services to our customers creates the necessity to put limits upon this cost to the Agency. This recommendation provides for the continuation of the current level of subsidy for the approximately 67 former SETA employees and limits the commitment to only those who have retired. The estimate of the annual cost is approximately \$95,000 per year.

Under the proposed 2009 Retiree Medical and Dental Insurance Policy, retirees not receiving a subsidy will still have access to the County's group insurance programs. For many retirees it is their only avenue to purchase quality, affordable medical insurance coverage. While access to coverage will still be available in the 2009 calendar year, there can be no guarantees for the future, especially for the individuals who retire without being eligible for Medicare (generally those between the ages of 50 and 65). Representatives to the County's group insurance providers have previously indicated concerns regarding the potential loss of retiree medical subsidy payments, due to the adverse selection nature of retirees who continue with group medical insurance absent an employer-provided subsidy. The County staff will continue to work with the broker and carriers to provide future access to medical insurance.

RECOMMENDATION:

To continue the SETA subsidies at the current rate for those that retired on or before August 31, 2007 for calendar year 2009.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 – ACTION

APPROVAL OF RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM
ADMINISTRATIVE POLICY

BACKGROUND:

In June 2009, the Sacramento County Board of Supervisors approved the “Retiree Medical and Dental Insurance Program Administrative Policy” to be effective January 1, 2009 through December 31, 2009.

The County of Sacramento is requiring that this new policy must be adopted by the governing boards of the “special districts” of the Sacramento County Employees’ Retirement System.

The preceding action item asked for approval of the insurance subsidy and that action would modify section IX. “Eligibility for Subsidy/Offset Payments” by the action taken.

RECOMMENDATION:

Approve the adoption of the Retiree Medical and Dental Insurance Program Administrative Policy with the County of Sacramento for 2009 and adopt the related resolution.

STAFF PRESENTER: Rod Nishi

RESOLUTION NO. 2008-4

RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM 2009

WHEREAS the SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a political subdivision of the State of California, recognizes and affirms that the provision of retiree medical insurance, dental insurance, or a subsidy to assist with the payment for such coverage is not a vested benefit of employment with, or retirement from, the County of Sacramento or any other Sacramento County Employees' Retirement System (SCERS) participating agency; and

WHEREAS the Sacramento Employment and Training Agency (SETA) currently provides eligible SETA retirees with access to health and dental insurance benefits through County-sponsored medical and/or dental insurance programs; and

WHEREAS the SETA Governing Board has adopted a "Retiree Medical and Dental Insurance Program Administrative Policy effective January 1, 2009" to establish consistent administration of the retiree health insurance program; and

WHEREAS the Board of Supervisors has obtained and made public the actuarial report regarding the cost of the Retiree Medical and Dental Insurance Program for 2009 in accordance with Government Code Section 7507,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that by its approval of this resolution, the Governing Board of SACRAMENTO EMPLOYMENT AND TRAINING AGENCY, a political subdivision of the State of California, hereby authorizes the implementation of the "RETIREE MEDICAL AND DENTAL INSURANCE ADMINISTRATIVE POLICY EFFECTIVE JANUARY 1, 2009;" and

BE IT FURTHER RESOLVED that the SETA Administration Department Chief is hereby directed and authorized to do and perform all things necessary to carry out the purpose of this Resolution; and

On a motion by Board Member _____, seconded by Board Member _____, the foregoing resolution was passed and adopted by the SETA Governing Board, this 2nd day of October, 2008, by the following vote, to wit:

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____

Chair, SETA Governing Board

Attest: _____

Clerk of the Boards
Nancy L. Hogan

RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM

ADMINISTRATIVE POLICY

Effective January 1, 2009

Through December 31, 2009

I. INTRODUCTION

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance, and subsidy/offset payments as authorized by the County Board of Supervisors for calendar year 2009. This policy constitutes a component of the County's Plan for Retiree Medical and Dental Insurance and is effective only for the calendar year 2009.

II. DISCLOSURE

This policy is effective solely for the calendar year 2009. It does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, or dependents for medical and/or dental benefits, or subsidy/offset payments at any particular level, or at all.

The County reserves the right, in its sole discretion, to amend or terminate, in whole or in part, this Policy during its one-year term by Resolution of the County Board of Supervisors.

III. MEDICAL INSURANCE COVERAGE

During the one-year term of this Policy, medical insurance coverage is offered through contracted health insurance carriers, as negotiated between the County and its recognized employee organizations. The County will endeavor to maintain a variety of health insurance coverage options for Annuitants but does not guarantee that any particular health insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Medical insurance coverage options for Annuitants living outside of the geographic boundaries of the HMO insurance plans offered to County Annuitants will be provided only to the extent that any such coverage option is available and offered by the health insurance carriers providing coverage to the County's employees and Annuitants.

IV. DENTAL COVERAGE

Dental coverage is currently offered through Delta Dental. This program is separate and apart from the dental program offered to active employees. The County does not guarantee that any particular dental insurance carrier, type, or level of coverage will be available to Annuitants, or that any coverage at all will be available to Annuitants.

Effective January 1, 2009 eligible Annuitants and their dependents who enroll in or are currently participating in the Premium Dental Plan must remain in the Premium Dental Plan for a minimum of 2 consecutive plan years before being allowed to select the Basic Dental Plan, change coverage levels by reducing dependent coverage, **or waive dental coverage**. Annuitants and their dependents already participating in the Premium Dental Plan on December 31, 2008 will have their prior coverage period included in the 2 year continuous coverage requirement.

If an eligible dependent is added to the Premium Dental plan in the middle of a plan year on account of a Qualified Status Change Event, both the Annuitant and the dependent must remain in the Premium Dental Plan for a minimum of 2 consecutive plan years beginning on January 1 of the following plan year before any change in coverage is allowed.

A Qualified Status Change Event will not allow for a change out of the Premium Dental Plan for the Annuitant unless the Annuitant has participated in the Premium Dental plan for a minimum of two consecutive plan years. A Qualified Status Change Event that causes a loss of dependent status will allow for a reduction in the Annuitant's dependent coverage under the Premium Dental Plan without the 2 consecutive plan year requirement for the dependent.

V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE

All Annuitants are eligible to enroll in a retiree medical and/or dental insurance plan for 2009.

Eligibility for the County-provided subsidy/offset shall be as determined in Section IX of this policy. An Annuitant must enroll in a medical and/or dental insurance plan within 30 days of notification of eligibility or he or she will be deemed to have waived coverage.

As a condition of participation in the County-sponsored plan, all Annuitants or Dependents that are eligible for Medicare Part A and/or B, or who subsequently become eligible to purchase Medicare Part A and/or B, must enroll in one of the County-sponsored medical plans that provides for assignment of, or coordination with, Medicare benefits. Annuitants or Dependents who are eligible for Medicare must purchase Medicare Part A and/or B (even if such purchase is subject to a

penalty under applicable federal law in order to participate in the County Sponsored plan. Annuitants not eligible for Medicare Part A and/or B under CMS guidelines may participate in the plan only to the extent that they remain ineligible for Medicare and are responsible for any penalties assessed by the carrier.

For Annuitants who are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall be considered a waiver of County-sponsored coverage and coverage will terminate. For Dependents that are eligible for Medicare, failure to purchase or maintain Medicare Part A or B when eligible, or to enroll in a plan that requires assignment of, or coordination with, Medicare shall result in loss of eligibility and the Dependent shall be dropped from coverage. It is the participant's responsibility to notify the Benefits Office of their eligibility and/or enrollment in Medicare.

Annuitants and Dependents with Medicare eligibility that are enrolled in County-sponsored medical plans shall keep their Part D benefits available for enrollment in or coordination with County-sponsored Medicare Part D coverage. An Annuitant or Dependent who is enrolled in a non-County prescription drug plan under Part D of Medicare may not be enrolled in any County-sponsored health benefit plan. Any Medicare Part D late enrollment penalties as determined by CMS are the Annuitant's responsibility.

A continuing beneficiary who is a spouse or a registered domestic partner or an eligible minor child or a Survivor, may elect to purchase a retiree medical and/or dental plan whether or not they were enrolled in the program at the time of the enrolled retiree's or active member's death. The medical insurance subsidy/offset payment, if any, will be provided to a continuing beneficiary who is a spouse or a registered domestic partner, or a Survivor, on the same basis as it was, or would have been, made available to a retiree.

(Note: This applies only to Annuitants who are receiving a benefit based upon County employment. Eligibility for Annuitants that were last employed with a Special District or other SCERS employer shall be determined by separate agreement between the County and District or other employer.)

VI. DEPENDENT ELIGIBILITY

Annuitants (including Survivors) may add newly acquired Dependents to their medical and/or dental insurance coverage within 30 days of an Qualified Status Change Event (e.g. marriage, adoption, domestic partner registration, loss of other coverage, etc.) or during any enrollment period specified in the sole discretion of the County.

VII. ELECTION PERIOD

An Annuitant who is eligible to enroll in a medical and/or dental insurance plan as provided in this policy must do so within 30 days from the date of notification of program eligibility. An otherwise eligible Annuitant who waives, or is deemed to have waived coverage under the program may enroll within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County. Such enrollment shall be contingent upon the Annuitant presenting proof that is satisfactory to the County that the Annuitant has been continuously covered by another group health insurance plan or individual Medicare Advantage plan for a period of not less than 12 months with no break in coverage exceeding 63 calendar days immediately prior to the requested enrollment in a County-sponsored plan. The 12 month requirement will be deemed to be met if the coverage satisfies the requirements for creditable coverage under the Health Insurance Portability and Accountability Act of 1996.

Upon the death of an Annuitant or active employee, a continuing beneficiary who is a spouse or registered domestic partner or eligible minor child or a Survivor, will have 30 days to enroll in a medical and/or dental insurance plan. Failure to do so shall constitute a waiver of medical and/or dental insurance coverage.

EFFECTIVE DATE OF COVERAGE

Upon retirement or the occurrence of a Qualified Status Change Event, the effective date of medical and/or dental coverage shall be:

Upon retirement:

the first day of the first month following the loss of active coverage providing:

- 1) Submission of retiree medical and/or dental forms occurs within 30 days of the loss of active coverage, and,
- 2) Payment for the first month of retiree coverage occurs within 60 days of the start of retiree coverage.

Failure to submit medical and/or dental forms within 30 days of the loss of active coverage shall constitute a waiver of medical and/or dental coverage.

Premium balances if owed by an Annuitant for the initial period of Retiree coverage must be paid within 60 days of the coverage effective date, or coverage will be dropped retroactively to the last date of paid coverage.

Upon the occurrence of a Qualified Status Change Event:

The first day of the month coincident with or next following submission of medical and/ or dental enrollment forms. Note: Final effective dates for Medicare plans are determined by the Center for Medicare and Medicaid Services.

If an Annuitant enrolls during an open enrollment period, the effective date of medical and/or dental coverage shall be the date specified by the County in connection with that open enrollment period.

IX. ELIGIBILITY FOR SUBSIDY/OFFSET PAYMENTS

The following categories of Annuitants are eligible to receive a County-paid medical or dental insurance offset payment during calendar year 2009:

Annuitants who retired for any reason on or before December 31, 2004;
Annuitants who retired on or after January 1, 2005 but before May 31, 2007, 1) under any form of disability retirement, or 2) having worked for at least 10 years in SCERS-covered employment;

The following shall apply to this section:

“SCERS-covered employment” shall mean time actually worked for a SCERS-participating agency, including any SCERS-purchasable service credit that was earned through redeposit based on prior employment, part-time employment with a SCERS-participating agency, military service credited per Government Code Section 31649 as adopted by Board of Supervisors Resolution No. 11-125, or time eligible for purchase due to a leave of absence, provided that such time has actually been purchased.

(Note: This applies only to Annuitants who are receiving a benefit based upon County employment. Eligibility for Annuitants that were last employed with a Special District or other SCERS employer shall be determined by separate agreement between the County and District or other employer.)

X. AMOUNT OF SUBSIDY/OFFSET PAYMENT

The amount of any medical subsidy/offset payment made available to Annuitants shall be calculated based on the Annuitant’s SCERS service credit. For purposes of this section, “SCERS service credit” shall be the amount of service credit established by SCERS as the basis of payment for the Annuitant’s pension benefit. The amount of any dental subsidy/offset payment made available to Annuitants shall be set by the Board of Supervisors.

Neither SCERS nor the County of Sacramento guarantees that a subsidy/offset payment will be made available to Annuitants for the purchase of County-sponsored medical and/or dental insurance. Subsidy/offset payments are not a vested benefit of County employment or SCERS membership.

The amount of subsidy/offset payment, if any, payable on account of enrollment in a County-sponsored retiree medical and/or dental insurance plan, shall be established within the sole discretion of the Sacramento County Board of

Supervisors. For calendar year 2009, the amount of subsidy/offset payments are as follows:

Years of SCERS service credit	Amount of subsidy/offset payment if retired on or before 5/31/07
Less than 10 years	\$122
10 years but less than 15 years	\$152
15 years but less than 20 years	\$182
20 years but less than 25 years	\$212
25 years or more	\$244
Dental coverage	\$ 25

XI. APPLICATION OF THE MEDICAL AND/OR DENTAL SUBSIDY/OFFSET

Subsidy/offset payments, when made available, will be applied to the total premium cost incurred by an Annuitant for medical and/or dental insurance purchased through a County-sponsored plan. If the subsidy/offset payment amount exceeds the cost of the single party premium, the balance will be used to reduce the cost of dependent coverage, if applicable. If there is no dependent coverage, the amount of the subsidy/offset payment otherwise available to the Annuitant shall be limited to the actual amount necessary to pay the cost of the single party premium.

Subsidy/offset payments may only be applied to the coverage for which they are provided. A medical subsidy/offset may not be applied to dental coverage premiums, or vice versa. In no event shall an Annuitant receive a cash payment for any portion of a subsidy/offset payment that is not used to pay for the Annuitant's coverage through a County-sponsored medical or dental insurance plan. The subsidy/offset payment shall not be used to purchase coverage outside of a County-sponsored plan.

The amount of subsidy/offset, if any, that is used to pay for coverage of a registered domestic partner, dependent(s) of a registered domestic partner, and/or other covered dependent who do not meet the definition of "dependent" as defined in IRC §105, shall be subject to federal tax withholding based on the imputed income value of the benefit provided.

XII. PREMIUM BALANCE PAYABLE

If an Annuitant's medical or dental insurance premium is greater than the sum of the Annuitant's monthly retirement allowance *plus* any subsidy/offset payment provided by the County, the Annuitant shall be responsible for keeping premium payments current. Premium balances owed by an Annuitant must be paid within 60 days of the coverage effective date, or coverage will be dropped the first of

the month following the 60 day period, retroactively to the last date of paid coverage. An Annuitant that is dropped from coverage for non-payment of premium shall not be permitted back into the program at a later date.

XIII. WAIVER OF COVERAGE

An Annuitant may waive medical and/or dental coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and signing a "Waiver of Coverage" form. Any subsidy/offset payment will end if coverage is waived. Annuitants who waive coverage in this manner during 2009, who have previously waived coverage, or who are deemed to have waived coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County-sponsored retiree coverage within 30 days of a Qualified Status Change Event or during any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by the County at the time coverage under the re-enrollment request is to become effective. Similarly, eligibility for a subsidy/offset payment shall be restored provided that the County is providing subsidy/offset payments to similarly situated Annuitants at the time of the re-enrollment request.

XIV. DEFINITIONS

Annuitant is a retiree, as defined; or is a survivor, or beneficiary who receives a monthly retirement allowance from SCERS. An individual receiving a monthly retirement allowance from SCERS solely as the result of a divorce settlement agreement is not an Annuitant for purposes of this policy or eligibility for participation in the Retiree Health Insurance Program.

Beneficiary is an individual named as a beneficiary receiving a monthly retirement allowance as a result of the death of a Retiree.

Deferred Member is a SCERS participant who leaves County or member district employment and leaves their retirement contributions on deposit with SCERS as permitted by SCERS rules and regulations.

Dependent for purposes of this policy shall be an Annuitant's spouse or registered domestic partner and unmarried children (natural, step, adopted, legal guardianship and/or foster) including children of a registered domestic partner, who are under 19 years of age, or who are under 24 years of age and attending school as a full-time student in an accredited secondary school, college or university. Verification of full-time student status will be needed for each semester or quarter and must be submitted to the Employee Benefits Office. Medical and Dental eligibility will be extended through a summer break if the

student was enrolled full-time and completed the preceding school term, and will be attending school in the next available term.

Qualified Status Change Event shall have the same meaning as defined in Section §125 of the Internal Revenue Code and shall also include events affecting the coverage or eligibility of a registered domestic partner or the dependent(s) of a registered domestic partner. Examples of qualified status change events include: marriage or divorce, registration or dissolution of a domestic partnership, birth, adoption, change of residence affecting health plan eligibility, or a dependent ceasing to be a dependent due to age limitations. This list is intended to be illustrative and is not exhaustive.

Registered Domestic Partner shall have the same meaning as set forth in Section §297 of the California Family Code.

Retiree is a SCERS member who has met eligibility requirements and has received a service retirement or disability retirement.

Survivor is a spouse, registered domestic partner, or minor child of an employee who died during active service and is receiving a monthly retirement allowance as a result of the death of the active member.

(Note: For purposes of this policy and these definitions, a retiree of, or an employee (including their subsequent Survivor) retiring from, a SCERS member district or other SCERS-participating employer shall be an Annuitant only if so provided by separate agreement between the County and such district or other employer.)

ITEM III- B - 1 - ACTION

APPROVAL OF MODIFICATIONS TO THE 2008-2009 SACRAMENTO WORKFORCE INVESTMENT AREA STRATEGIC FIVE-YEAR LOCAL WORKFORCE INVESTMENT PLAN

BACKGROUND:

On August 8, 2008, the State of California, Employment Development Department released a directive announcing a one-year extension to existing Local Workforce Investment Areas (LWIA) Five-Year Strategic Local Plans via the local plan modification process. This process provides an opportunity to realign the plan and incorporate

- changes in local economic and labor market conditions;
- changes in financing available to support WIA Title I and partner-provided WIA services;
- changes in design, products and services and policies and procedures; or
- changes in process measures, success indicators and/or performance goals.

An Integrated Service Transformation Initiative Plan was approved by your Board in January, 2008 which outlined the strategies identified in developing the Integrated Services Learning Lab that was launched on July 1, 2008. This Modification outlines the progress that the Sacramento Works Career Center System has made in moving toward the Service Integration model.

The Plan Modification is attached for review.

The Planning/Oversight Committee met on Wednesday, September 17 and approved this plan modification and directed staff to develop a two year action plan. The Sacramento Works Board met and approved this item at their September 24 meeting.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the 2008-09 Sacramento Local Workforce Investment Area Strategic Five Year Plan.

STAFF PRESENTER: Robin Purdy

SACRAMENTO COUNTY WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION 2008-2009

Introduction

Beginning in February, 2008, the State of California Employment Development Department and the California Workforce Association hosted a series of meetings attended by twelve Local Workforce Investment Boards who volunteered to transform the one-stop career center system to a skill-based system, and were tasked with developing a talent pool to meet the needs of regional employers. The meetings were centered on blending Workforce Development Programs that in the past have been separated according to customer base, eligibility, performance measures, customer flow and tracking methods, and the types of services provided. These Workforce Development Programs included the Workforce Investment Act (WIA), Adult and Dislocated Worker Programs, Wagner-Peyser, and the Trade Adjustment Reform Act of 2002.

Sacramento Employment and Training Agency (SETA), Sacramento Works, Inc., and the Sacramento branch of the Employment Development Department (EDD) volunteered to be one of California's Integrated Services Learning Labs. For the past year, the partners in the one-stop career center system in Sacramento County have been developing and implementing strategies for an "Integrated Service Delivery Initiative." The Workforce Investment Area Local Plan Modification (2008-2009), includes significant changes that have resulted in the development and implementation of this Initiative as it relates to key functional areas, staffing and supervision, documentation, data collection and management, performance measures, tracking, customer flow, policies and procedures.

Although not officially included in the Integrated Services Learning Lab, the Sacramento WIA Youth Programs are integrated into the Sacramento Works Career Center system. Out-of-school WIA youth providers are co-located at Sacramento Works Career Centers to promote the successful transition into adulthood. Additionally, SETA continues to station Universal Youth Specialists at the SWCC locations to provide core career services to youth.

II. Service Integration Model – Where Were We?

The implementation of the Integrated Service Delivery Initiative required SETA staff to examine, evaluate, redefine and realign current processes and procedures at each level of program planning and service delivery; effectively deploy resources while improving the quality of services delivered through the one-stop career center system; subtract inefficient processes and reduce paperwork to free staff time for customer services.

- A.** The process of "subtraction" began in the fall of 2008 when workgroups were asked to focus on those practices/procedures currently used in SETA's service delivery system and identify those practices/procedures that were redundant or

could interfere with providing services to one-stop customers. This subtraction process was concluded with the anticipation of the new Integration model requiring the registration and enrollment of all customers who receive a staff-assisted service. This shift equates to the enrollment of more than ten times the number of customers served during the previous year.

B. Integration Leadership Teams were formed to represent key functional areas of the Integration model. These teams, comprised of representatives of SETA/Sacramento Works Career Centers, EDD and other SWCC partners provided support and guidance throughout the implementation process with these objectives:

1. scrutinize all aspects of SETA's service delivery system and develop customer flow processes;
2. redesign an Integrated SMARTware Application that could be aligned with California's Job Training Automation (JTA) system;
3. develop referral processes;
4. identify assessment tools;
5. compile "Product Boxes" for both Skills Development and Job-getting Services;
6. develop registration/enrollment policy and procedures that would minimize and simplify documentation for both customer and staff; and
7. design a more client centered approach where "Coaching" becomes the vehicle of support to customers and every customer has the opportunity to know their skills, improve their skills, and obtain a job with the skills they have acquired.

The Integration Leadership Teams have evolved from planning and implementation to evaluating, responding to the needs of staff for additional training, and fine-tuning processes and procedures.

III. Service Integration Model – Where Are We?

All twelve Sacramento Works Career Centers (SWCC) successfully "launched" on July 1, 2008, and have quickly made the transition to "Integration Mode."

A. Technology/Reduction in Paperwork:

The Integrated Service model requires that all customers of the career center system enroll as a career center member and receive "Staff Assisted" services. The requirement of enrolling everyone is a major systemic change which

required a reduction in the paperwork. All eligibility information is now being entered into the SMARTware System, and activity is tracked by scanning barcodes or data entry. This information will be automatically uploaded into JTA, eliminating paperwork previously required of one stop staff. Also, several forms have been eliminated to create a more streamlined system. Staff can use the SMARTware Workshop Scheduler to easily enroll customers into workshops and track their attendance. Bar codes are also used for other staff assisted services, documentation of the provision of support services and enrollment into training activities such as Individual Training Accounts and On-the-Job Training. SETA staff continues to work with State EDD Information Technology staff to streamline the eligibility documentation requirements, and insure that the data elements included in the newly revised SMARTware application are aligned with those elements required by the JTA system.

B. Shift to Coaching from Case Management:

In the past customers were identified as either core service and self-directed, or enrolled/intensive service and case managed. Career “Coaching,” a more client-centered approach is a vehicle of ongoing support to customers and helps guide them in the use workshops, assessment tools, job leads and recruitment events, and other Career Center resources to achieve their occupational goals. In the Integrated Service Delivery Plan, all customers receive an assessment, skill review, and coaching services during their initial visit.

1. Workshops and other Career Center events/activities are scheduled in SMARTware as well as a Master Calendar that is accessible on the agency website. In the Workshop Scheduler, staff can schedule an event, enroll customers in events at any SWCC, update the roster and provide documentation of attendance.

Customers have a menu of services and products that are available to them to enhance their skills including enrollment in adult education, community college, individual training accounts, on-the-job training, small business development, and other skill development services.

2. The Quick Guide Skill Review is used at 11 of the Sacramento Works Career Centers to determine the basic skills of each customer. Sacramento Works Career Center at Lemon Hill is piloting a CASAS initial assessment.

3. In an effort to identify a career readiness certificate that is equally meaningful to employers, educators, and individuals, the Sacramento Works Career Center system chose WorkKeys, a national career readiness certification system developed by ACT (American College Testing, Inc.). The use of WorkKeys complements SETA’s efforts to shift to a skill-based system that offers opportunities for all customers to receive skills development.

A) WorkKeys provides an on-line skill improvement curriculum known as KeyTrain, used to improve customer's basic skills in applied math, reading for information and locating information.

B) The WorkKeys Assessment can be administered to customers who are considering training and their results can be used by Career Coaches to help determine if the customer has the foundational skills to enter the training of interest. If not, the coach can guide the customer to occupations where they demonstrate high skill levels, or enroll them into training.

C) WorkKeys is used to help customers determine their suitability and readiness to enter particular occupations. Customers are generally assessed in the foundational skills of Reading, Locating Information, and Applied Math.

D) SETA offers WorkKeys as an Employer Service to enhance recruitment, screening and training efforts provided to employers, and has participated in ten WorkKeys pilots over the last three years, administering assessments to approximately 600 customers. Campbell Soup, FedEx and the City of Sacramento have utilized this service and plans are being made to expand the marketing of this service to other local employers.

C. Focus on Skill/Talent Development and Marketing:

The Integration model focuses on a skill-based system that promotes opportunities for all customers to receive skills improvement and get the best job possible with their skills. Objectives include identifying education and training opportunities currently available in the region; reviewing Basic Skills/Enhancing Skills products; building relationships with the Community College District, Adult Education programs and other community based training providers; enhancing job development and placement services, job retention and support services, and ensuring that job seekers are prepared to meet the demands of local employers. Highly successful Sector Initiatives respond to the needs of current and future employer demands and help prepare workers with the experience, skills and training to enter into careers identified in Critical Occupations.

1. Sector Initiatives to Build Skills in Critical Occupations:

a) High Tech Training: Since October 2002, SETA in partnership with TechSkills, a local training provider offering technical and professional career education programs for Information Technology, Healthcare and Business. To date, SETA and Tech Skills have provided training to nearly 1,600 incumbent workers, delivered \$2,857,720 in Employment Training Panel funds to the region and met the needs of 36 local employers including Federal Express Freight Systems, Intel, TASQ Technology, Raging Wire,

and Vail Communications. SETA has received an additional \$2,160,000 to serve 900 incumbent workers over the next two years.

b) Construction Initiatives: In 2007-2008, SETA was awarded WIA 15% Governor's Discretionary funds and funding from the California Department of Transportation for the Sacramento Works Construction Transportation Initiative. Partners include:

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

The Construction Initiative has focused on opportunities for both job seekers and incumbent workers with construction/transportation options supporting:

- (1) Diesel Technology Training
- (2) Cost Estimating and Safety Training
- (3) Pre-apprenticeship Construction Training

c) Healthcare Initiatives – The State of California Employment Development Department (EDD) recognized SETA's Regional Nurse Support II project as a new and innovative program and added the project to its "Promising Practices" website. RNsII is training new Registered Nurses at Associate and Bachelor Degree levels, and assisted immigrants with patient-care experience in their country of origin to re-entering the healthcare profession. Partners in the RNsII Project:

1. Los Rios Community College District
2. CSUS
3. Sutter Health
4. Sacramento Sierra Region
5. Kaiser Permanente
6. Catholic Healthcare West
7. UC Davis Medical Center

In 2007, SETA was awarded WIA 15% Governor's Discretionary funding to expand the Associate Degree in Nursing (ADN) to Bachelor of Science Degree in Nursing (BSN) offered by CSUS. The project, called Nurse Advance, funded the development of a

sustainable web-based distance education component that enabled ADN's employed full-time in partner hospitals to attend BSN classes at a time most convenient for them. Fifty (50) nurses are enrolled in the project. Partners in the Nurse Advance project include:

1. CSUS
2. U.C. Davis Medical Center
3. Sutter Health Sacramento Sierra Region
4. Catholic Healthcare West
5. Kaiser Permanente

Los Rios Community College District contracts with SETA/Sacramento Works to provide coaching, case management and support services to students enrolled at Sacramento City College and American River College Nursing programs.

d) In 2008-2009, SETA/Sacramento Works will be implementing sector initiatives in the following critical occupational clusters:

- Architecture and Engineering
- Human Services Worker
- Clean Energy and Green Technology

D. Skill Development Programs for Targeted Populations:

SETA remains committed to providing services to those most in need and continues to serve those persons who are included in the "Special Populations" categories identified in the Workforce Investment Act. SETA and Sacramento Works, Inc. have determined that Sacramento County currently has adequate funds to provide necessary employment and training services for the low-income and special populations. These include CalWorks recipients, Refugees, Limited English-speakers, Foster Youth, and Ex-offenders. Additionally, SETA supports and continues to partner with other organizations serving the needs of Special Populations.

1. Welfare to Work: A collaboration between the Sacramento County Department of Human Assistance and SETA/Sacramento Works has implemented a host of skill development services to assist adults in the CalWorks program to engage in work and training to successfully transition to self-sufficiency. Services include job club/job search programs, internships in career centers, intensive coaching, and on-the-job training.

2. High Risk Youth: In 2007 SETA was awarded a Juvenile Justice Challenge grant from the Office of Juvenile Justice/Dept. of Corrections and Rehabilitation and a WIA Governor's Discretionary grant to serve high risk youth, including youth involved in the criminal justice system, youth with disabilities and foster youth. These programs provide employment

and academic services coupled with substance abuse and mental health counseling. SETA is partnering with:

- a) Sacramento Chinese Community Service Center
- b) Asian Resources
- c) The Effort
- d) SCUSD
- e) Sacramento Sierra Building and Construction Trades Council
- f) American River College

3. New Start: A collaboration between the California Department of Corrections and Rehabilitation (CDCR), the California Workforce Investment Board (CWIB), and 6 local Workforce Investment Boards including Sacramento Works Career Centers, collectively formed and implemented the California “New Start” Program. This Employment-focus program identifies inmates upon release from prison and provides essential job search services, referrals, case management, follow-up and support to help ensure a successful re-entry of participants to the workforce.

4. Disability Program Navigator (DPN) Initiative: The DPN Initiative was established by the Social Security Administration and Department of Labor to assist people with disabilities “navigate” through the challenges of seeking work, and to better inform beneficiaries and others with disabilities about the work support programs available at One-Stop Career Centers. In program year six of the DPN, SETA is focused on cultivating partnerships and strengthening the capacity of Career Center staff in providing services and support to job seekers with disabilities. Working in tandem with the DPN Initiative, the Ticket to Work and Work Incentives Assistance and Planning (WIPA) Programs offers incentives to beneficiaries who are able and want to return to work. As an approved Employment Network of the Social Security Administration’s Ticket to Work Program, SETA offers employment and training services through the SWCC System in collaboration with Crossroads Employment Services. Additional Partners Include:

- a) CA Department of Rehabilitation
- b) CA Employment Development Department
- c) Protection and Advocacy
- d) Veterans Resource Center
- e) California Foundation for Independent Living Centers
- f) Traumatic Brain Injury Network

E. Workforce Intelligence/Labor Market Research

Each year the Sacramento Works, Inc. Board reviews the local labor market projections of employment provided by the Employment Development Department's Labor Market Information Division, and also conducts local labor market studies to update the occupational content of the regional Critical Occupational Clusters list. This list provides guidance to job seekers and customers utilizing the Sacramento Works One Stop Career Center system in their search for employment in the region.

In addition, the Critical Occupational Clusters list also provides education and training agencies, as well as local employers with information regarding the occupations that will provide the best employment opportunities in the region. The list also assists career center staff in identifying relevant training programs, for those demand occupations that will, in turn, provide One-Stop Career Center customers with scholarship training opportunities. For Fiscal Year 2008-2009, the Critical Occupational Clusters approved by the local Workforce Investment Board are:

1. Administrative and Support Services
2. Architecture and Engineering
3. Construction
4. Clean Energy and Green Technology
5. Healthcare and Support Services
6. Human Services
7. Information Technology
8. Installation, Maintenance, and Repair
9. Tourism and Hospitality
10. Transportation

The Critical Occupational Clusters list was modified for Fiscal Year 2008-2009 to include:

1. The occupations defined in the Human Services cluster are currently projected to provide nearly 6,900 jobs due to growth and more than 5,300 jobs due to separation in the Sacramento region by 2014.
2. Occupations in Clean Energy and Green Technologies continue to cross all industries and employer types in one form or another. Sacramento Works, Inc. staff will continue to work with our regional partners to evaluate and identify those occupations and/or industries that are most closely associated with Clean Energy and Green Technology.

F. Employer Services

1. Sacramento Works, Inc. Employer Outreach Committee is working to increase the participation and satisfaction of employers through involvement with a business-led and employer driven outreach and

marketing plan, as well as tools. The EOC has put together a public relations campaign to:

- a) Determine needs of employers
- b) Identify and develop private sector-led training initiatives
- c) Improve coordination with local workforce organizations
- d) Develop strategic partnerships with employers
- e) Develop a strong regional marketing program from Sacramento Works, Inc.
- f) Market SWI as vehicle for employment solutions
- g) Educate employers and job seekers through marketing efforts
- h) Increase visibility in the business community
- i) Improve interaction between employers and education sector, in particular the K-12 school system
- j) Improve employer customer satisfaction with SWCC Services.

2. CareerGPS.com, an interactive web-based application designed to provide job seekers, students, workforce development professionals, teachers, and employers with one central location to find the information they need to make informed education and career decisions. The application is comprised of two individual searchable online relational databases:

- a) the first database contains a comprehensive listing of public and private sector education and training providers in the Sacramento region as well as and the programs they offer (Sacramento Regional Education and Training Resource);
- b) and the second database contains industry/occupational forecast information on the top 75 industry sectors and their occupational composition. These 75 sectors, and sub-sectors, represent approximately 80% of the employment in the Sacramento region. The forecast includes the breakdown of occupational employment by industry sector over the next 2 years, 5 years, and 10 years as well as the ability to view industry sector data based on the training level of each individual sector.

G. New Policies

The process of streamlining, eliminating or modifying procedures has resulted in the need to revise various policies to fit cohesively into the Integrated Service Delivery Plan. The Policy and Procedures Leadership Team reviewed existing policies/directives, made recommendations and received feedback from other Leadership Teams before the new directives were issued. All Directives can be found on the SETA website at www.seta.net:

1. Learning Lab Talent Pool Customer Flow Directive: The Integrated Customer Flow is designed to help advance each customer from one functional area to the next with a great deal of flexibility, with the goal of preparing a skilled talent pool that meets the needs of employers in the Sacramento Region. The Customer Flow begins with the Welcoming of each customer and engaging them in the benefits of enrollment, giving them access to a variety of Products that will lead to Talent Marketing/Job Getting.

2. Enrollment and Eligibility: While some services are accessible to everyone at a Career Center, customers are encouraged to complete the process of enrollment in order to take advantage of additional benefits. Enrollment as a SWCC Member is completed once a customer completes their SMARTware Application and the information is entered into the SMARTware System, and:

a) the customer attends a Workshop or participates in another activity at the Career Center; these activities are scanned and tracked in the SMARTware System.

b) the customer provides evidence of age/birth date, Right-to-Work, and Selective Service Registration (when applicable).

3. Documentation:

a) The EDD brochure “Attention all Job Seekers” is given to all customers and provides a list of acceptable Right-to-Work documents

b) Local policy regarding Selective Service Registration states that in order to be enrolled in WIA-funded programs, males born after December 31, 1959, must be registered for Selective Service. Staff can determine if a customer is registered by accessing www.sss.gov. If a male and age-appropriate customer has not registered for Selective Service, staff will offer to help them register on-line. If the customer is over 26 years old and can no longer register, they must provide a valid reason for not “knowingly and willfully” failing to register. In this case, the customer will be given a “Request for Status Information Letter” with instructions on how to complete it, including a statement explaining their reason for not registering with Selective Service. A Career Coach will review the letter with the customer and summarize the Customer’s reason for failing to register in SMARTware, they will also mail the Request for status Information letter to Selective Service. If the Coach determines that the Customer’s reason for not registering is

unacceptable, they will not be enrolled. Acceptable reasons adopted by the WIB include:

- 1) Serving in the military
- 2) Institutionalized (hospitalized, incarcerated)
- 3) Entered the country after age 26
- 4) Lawful non-immigrant on Visa
- 5) High school drop-out (if dropped from school prior to be notified they were required to register)
- 6) Language barrier (if individual did not understand oral/written instructions to register)
- 7) Customer shows by a preponderance of the evidence that his failure to register was not a knowing and willful act.

4. OJT Policies and Procedures/Contract Document: The On-the-Job Training Process has been restructured to reflect current policies and streamlined to reduce the amount of documentation required.

5. Financial Assistance (Paid Training, Support Services, Incentives): The Integrated System necessitated substantial changes in existing policies and procedures regarding how funds are distributed for support services, incentives, Individual Training Accounts/Scholarships. New policies help to ensure that funds are distributed to more customers who are in need of financial support. The maximum scholarship funding amount for training programs (related to critical occupational clusters) is \$2,000. Customers are encouraged to research additional funding sources such as institutional, state and federal educational grants; and to utilize more free and low cost training offered through the SWCC programs and partners. This includes Adult Education programs and Distance Learning. The new financial assistance procedures minimize the amount of staff time devoted to accountability, reporting and compliance, allowing them to spend more time on the delivery of services. Financial Assistance may be available to customers who meet established criteria specific to each type of service.

SETA requests approval from the State of California to reimburse customers with support services having a value of \$25 or less without original receipts. Documentation as to the need/justification for the support service will be recorded in the SMARTware Training/Financial Assistance Template and will be bar coded into the SMARTware system for each \$25 scrip card provided.

6. Transfer of Funds – Adult Dislocated Worker Formula Allocations: Workforce Services Draft Directive WSDD-13, dated July 10, 2008, provides State policy and procedures for the transfer of funds between Title I adult and dislocated worker programs. Sacramento Works, the

Local Workforce Investment Board has approved a transfer of up to 100% of the WIA Title I Dislocated Worker funds to the WIA adult funding stream. The attached budget and planning forms are based on the 100% transfer.

H. Memorandums of Understanding (MOUs):

SETA has revised all MOUs to be consistent with current requirements of the Employment Development Department (EDD) and the revised local plan. The integrated service delivery model policy framework with revisions has been incorporated, ensuring all MOUs are consistent with the local plan. The Sacramento Works Workforce Investment Board adopted the current MOU in May 2008; they are currently being executed. Represented Required Partner MOUs:

1. AARP Foundation
2. California Indian Manpower
3. Elk Grove Unified School District
4. Galt Unified School District
5. Twin Rivers School District
6. Housing Authority (City and County of Sacramento)
7. Los Rios Community College District
8. Sacramento County Department of Human Assistance
9. Sacramento County Office of Education
10. Sacramento Job Corps
11. San Juan Unified School District
12. State of California Employment Development Department
13. Vietnam Veterans of California, Inc.

I. Staff Capacity Building

The Capital Area Investment Zone, a partnership between the Sacramento Employment and Training Agency, County of Yolo, Department of Employment and Social Services and Golden Sierra Job Training Agency has been developing region-wide training to meet capacity building needs of Workforce Development staff since 1996. Every three (3) years the CAIZ Training Team develops a survey to elicit information from staff about their training needs. The survey was just completed and a list has been developed, which becomes the three-year Training Plan for all three agencies. The team works together to design and organize training opportunities. Many of the trainings target staff who work on the front lines. Survey results have just been released and include:

1. Dealing with Difficult Customers
2. Coaching/Customer Empowerment
3. Financial Planning for Retirement
4. Wellness/Healthy Living
5. Recognizing Differences for the Four Generations in the Workforce
6. Job Search Strategies
7. Special Needs of Re-Entry Customers (Ex-Offenders)
8. Facilitation/Presentation Skills
9. Using Technology for Developing Resumes
10. Managing Change and Handling Stress
11. Computerized Assessment/Career Exploration
12. Job Retention Strategies

IV. What is Success?

A. Statewide Process Measures/Benchmarks for Learning Labs

Over the last year, SETA's Workforce Development Deputy Director has acted as Co-Chair of the State-wide Common Customer Pool Workgroup. This Workgroup has been instrumental in developing policy around the Integration and specifically regarding data collection and the connectivity of the various automated systems that are crucial to a successful system.

The Workgroup has recently begun to develop a set of key performance metrics that each career center staff person can adopt as their set of operational accountabilities. These staff metrics will focus on the day to day (and week to week) activities over which staff has direct control.

If these metrics are defined properly the use of daily and or weekly metrics will drive staff to engage in activities that will result in improved customer service, as well as improved placement, retention and wage rates for our customers. This concept is currently in draft format and each learning lab team will review and providing input prior to any final decision.

The chart below outlines those process measures and the measures that are proposed:

Process Measures and Benchmarks	
Process Measure	Measured By:
Staff Productivity	<ol style="list-style-type: none"> 1. Number of new customers completing initial assessment and coaching 2. Average time to complete assessment/coaching. 3. Number of repeat customers 4. Data entry accuracy
Customer Engagement	<ol style="list-style-type: none"> 1. Number customers returning to career center for a staff assisted service within 30 days of enrollment. 2. Average number of repeat visits per customer within 30 days of enrollment.
Skill Development	<ol style="list-style-type: none"> 1. Number of customers referred to/enrolled in skill development workshops, activities, services. 2. Number of customers completing a skill development workshop. 3. Number of customers enrolled in training/ skills development. 4. Customers receiving 2 or more skills development services 5. Dual customer enrollment (100% of TAA and Veterans customers)
Customer Wait Time	<ol style="list-style-type: none"> 1. Wait time minutes prior to registration/initial assessment

B. Common Measures

Performance Goals for Sacramento County:

1. Adult Measures:

- a. Entered Employment: 74%
- b. Employment Retention: 79.5%
- c. Average Earnings: \$11,000

2. Youth Measures:

- a. Placement in Employment or Education: 65%
- b. Attainment of a Degree or Certificate: 45%
- c. Literacy and Numeracy Gains: 15%

WIA Local Plan Modification PY 2008-09

Modification # WSDD-16

LWIA: Sacramento Employment and Training Agency

Date: 07/01/08

Budget, Participant, and Performance Forms

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

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

PROGRAM TYPE for PY 2008, beginning 07/01/08 through 06/30/09

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION	R8xxxxx Subgrant	R9xxxxx Subgrant
1. Year of Appropriation	2007	2008
2. Formula Allocation		3,930,952
3. Allocation Adjustment - Plus or Minus		
4. Transfers - Plus or Minus		3,677,587
5. TOTAL FUNDS AVAILABLE (Lines 2 thru 4)		7,608,539
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6.A thru 6.E)		6,847,685
A. Core Self Services		1,040,243
B. Core Registered Services		1,040,243
C. Intensive Services		693,495
D. Training Services		3,065,853
E. Other		1,007,851
7. Administration (Line 5 minus 6)		760,854
8. TOTAL (Line 6 plus 7)		7,608,539
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2007 and July 1, 2008 respectively)		
9. September 2007		
10. December 2007		
11. March 2008		
12. June 2008		
13. September 2008		1,902,135
14. December 2008		3,804,270
15. March 2009		5,706,404
16. June 2009		7,608,539
17. September 2009		
18. December 2009		
19. March 2010		
20. June 2010		
COST COMPLIANCE PLAN (maximum 10%)		
21. % for Administration Expenditures (Line 7/Line 5)		10%

Roy Kim, Fiscal Manager

(916)263-3814

8/20/2008

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

- WIA Local Plan Modification PY 2008–09
- Modification # WSDD-16

LWIA: SETA

Date: 07/01/08

Budget, Participant, and Performance Forms

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13) TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2008 (07/01/08 through 06/30/09)	ADULT	DW*	OY	YY
1. Registered Participants Carried in from PY 2007	412	334	122	182
2. New Registered Participants for PY 2008	23,190	5,566	339	255
3. Total Registered Participants for PY 2008 (Line 1 plus 2)	23,602	5,900	461	437
4. Exiters for PY 2008	10,621	2,655	207	197
5. Registered Participants Carried Out to PY 2009 (Line 3 minus 4)	12,981	3,245	254	240

PROGRAM SERVICES				
6. Core Self Services	23,602	5,900		
7. Staff Assisted Services (Core-Registered)	23,602	5,900		
8. Skill/Talent Deveopment Services (Intensive/Training)	11,801	2,950		
9.				

EXIT STATUS				
10. Entered Employment	7,753	2,124	114	53
10A. Training-related	N/A	N/A	34	13
11. Remained with Layoff Employer		0		
12. Entered Military Service				0
13. Entered Advanced Training			10	0
14. Entered Postsecondary Education			21	0
15. Entered Apprenticeship Program				N/A
16. Attained High School Diploma/GED				85
17. Returned to Secondary School				N/A
20. Exited for Other Reasons	2,868	531	62	59

Contact Person, Title Telephone Date Prepared

Comments: SETA is participating with the State of California as an Integrated Service Delivery Learning Lab focusing on providng staff assisted services to all customers and "skills development services" rather than traditional "intensive and training" WIA services.

***SETA is transferring 100% of its Dislocated Worker funds to Adult; therefore, the DW column is a subset**

WIA Local Plan Modification PY 2008-09

Modification # WSDD-16

LWIA: SETA

Date: 04/01/08

Budget, Participant, and Performance Forms

TITLE IB BUDGET PLAN SUMMARY (Youth)

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

PROGRAM TYPE for PY 2008, beginning 04/01/08 through 06/30/09

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION	R8xxxxx Subgrant	R9xxxxx Subgrant
1. Year of Appropriation	2007	2008
2. Formula Allocation		4,053,092
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		4,053,092
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)		3,647,783
A. In School		1,652,244
B. Out-of-School (30%)		1,995,540
6. Administration (Line 4 minus 5)		405,309
7. TOTAL (Line 5 plus 6)		4,053,092
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2007 and April 1, 2008 respectively)		
8. June 2007		
9. September 2007		
10. December 2007		
11. March 2008		
12. June 2008		
13. September 2008		1,013,273
14. December 2008		2,026,546
15. March 2009		3,039,819
16. June 2009		4,053,092
17. September 2009		
18. December 2009		
19. March 2010		
20. June 2010		
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)		10%

Roy Kim, Fiscal Manager

(916)263-3814

8/20/2008

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

ITEM III- B -2- ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2008 - 2009

BACKGROUND:

In Spring 2008, the Sacramento Works, Inc. and SETA Governing Board approved the Workforce Investment Act (WIA) Title I, Youth allocation for program year 2008-2009 and the release of a Request for Proposals for the remaining funds.

Based on the estimate of \$300,000 in available funds, a Request for Proposals for WIA Youth Development Program Services was released on July 14, 2008.

- Over 300 organizations were notified of the release of the RFP and a public notice was published in the Sacramento Bee.
- A Mandatory Bidders Conference was held on July 21, 2008 – Eighteen (18) organizations/potential applicants attended.
- Eight (8) organizations submitted the pre-qualification documents by the July 28, 2008 deadline.
- Three (3) organizations submitted proposals by the deadline of August 13, 2008.

A WIA Youth Readers and Evaluation team reviewed the submitted proposals with the following components evaluated:

- Demonstrated ability to attain 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*
 - ⇒ Literacy Or Numeracy Gains. Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*
- Capacity to document 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.

STAFF PRESENTER: Christine Welsch

- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio.
- Previous program performance and/or references attesting to ability to implement a federally funded youth program.
- Ability to implement all component elements.

The following is an overview of the proposals submitted (in the order received) and the staff recommendations. (Summary statement is quoted from the applicant’s proposal.)

#1 Sacramento Local Conservation Corps (SLCC)

Funds Requested: \$186,898 Proposed to serve: 48

Target group: Out-of-school youth

Summary: “The SLCC provides a youth adult development program that integrates education, job skills training and work experience through conservation projects and service opportunities that benefit the community.... After work, corps members attend class, progressing towards their high school diploma. The case manager, career specialists and job developer provide resources, support and guidance that help corps members address the barriers they face so they can enter the workforce successfully.”

Proposed WIA Elements as defined by the WIA Youth RFP:

Case management, work experience, leadership development and alternative secondary school completion.

Demonstrated previous experience: Proposed expanding current program design to meet WIA criteria. Currently funding includes WIA CAL-GRIP (CA Gang Reduction, Intervention & Prevention) funds.

#2 Crossroads Diversified Services, Inc.

Funds Requested: \$148,425 Proposed to serve: 38

Target Group: In-School Youth

Summary: “Crossroads Employment Services proposes to provide individualized services to 38 In-School youth, ages 16-18. Crossroads will replicate its successful supported employment model to assist youth in foster care, youth with disabilities including severely emotionally disturbed adolescents and adjudicated young people to complete their secondary education, participate in leadership activities to promote civic awareness and responsibility, explore career development through work experience and other activities; and ultimately secure employment that will lead to career advancement and self sufficiency.”

Proposed WIA Elements as defined by the WIA Youth RFP:

Case management, work experience (for 20 youth) and limited leadership activities.

Demonstrated previous experience: SETA partner since 1999 providing services through CalWORKs, WIA and Disability Navigator program funds. Currently receives

WIA funds for Universal Youth Services at two career centers and newly appointed Sacramento Works Career Center lead agency for the Citrus Heights Career Center.

#3 Roberts Family Development Center

Funds Requested: \$162,108 Proposed to serve: 300

Target Group: In-School Youth

Summary: “Roberts Family Development Center is submitting a.... grant for our Entrepreneurial Leadership Program. Through this project the RFDC and its partners will work to improve the entrepreneurial leadership capacity of youth in the Twin Rivers Unified School District. The case management approach will be rooted in the core values of improving academic achievement, preparing for and succeeding in employment and supporting youth development.”

Proposed WIA Elements as defined by the WIA Youth RFP: Leadership development and Entrepreneurial training.

Demonstrated previous experience: New partner to SETA. Cited experience managing Department of Education funds for after-school services for the Twin Rivers Unified School District.

RECOMMENDATION:

After the release of the RFP, it was determined that less WIA youth funds are available, as a result of less than expected WIA youth “carryover” funds. Additionally, due to a delay in release of this RFP, this program year is a shortened year - October 2008 through June 2009.

Therefore, staff is recommending funding one program – Local Conservation Corps – for \$97,325 to serve 25 out-of school youth for the program year October 3, 2008 to June 30, 2009. Staff is recommending that the program partner with the Rancho Career Center to serve that under-served area. Staff will coordinate with this new provider to insure that the approved WIA Youth funding stipulations are met.

The Youth Council reviewed and approved this funding recommendation at their September 10, 2008 meeting. The full Sacramento Works Board approved this on September 24, 2008. Staff will be available to answer questions.

All funding recommendations are subject to satisfactory periodic program performance reviews. Subgrantees are evaluated on a quarterly basis and those that do not meet performance goals and benchmarks may face deobligation of funds. This new provider, along with the remaining WIA youth providers, will be evaluated for ongoing program performance as stipulated in the RFP.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 3 – ACTION

APPOINTMENT OF MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent many Federal one-stop partners, including the Job Corps.

Mr. Thomas Zender, Center Director for the Sacramento Job Corps Center, has submitted an application for a required partner seat.

The application for this nominee is being sent under separate cover. Legal counsel has reviewed this application.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Mr. Thomas Zender to the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 4 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR WORKFORCE INVESTMENT ACT (WIA)
VETERANS EMPLOYMENT-RELATED ASSISTANCE PROGRAM (VEAP)
PROPOSAL

BACKGROUND:

On September 23, 2008, the California Employment Development Department announced the availability of up to \$12 million in Workforce Investment Act (WIA) funds for the VEAP Solicitation for Proposals (SFP). Staff is requesting approval to submit a proposal in partnership with the Sacramento Veterans Resource Center (SVRC) to provide 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.

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.

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 maximum amount of the grant request is \$1,000,000 to provide services to 275 veterans to be served over a 24-month period.

RECOMMENDATION:

Approve the submission of a proposal to EDD's Workforce Development Division for Workforce Investment Act Veterans Employment-Related Assistance Program (VEAP) Proposal

STAFF PRESENTER: William Walker

ITEM III-C – 1 - ACTION

APPROVAL OF OUT-OF-STATE TRAVEL FOR STAFF TO ATTEND THE DUAL LANGUAGE INSTITUTE IN WASHINGTON DC.

BACKGROUND:

The Head Start Dual Language Institute will be holding their Institute in Washington DC, which will allow staff to better understand how to address the needs of the more than 30% of Head Start children who live in families where English is not the primary language spoken at home. The Office of Head Start recently informed Grantees of this Institute.

The total cost for this conference will be \$2,500, which the Office of Head Start will reimburse for each Grantee to send a representative to the Institute.

RECOMMENDATION:

Approve out-of-state travel for one staff person to attend the Head Start Dual Language Institute, October 28-31, at an approximate cost of \$2,500, to be reimbursed by the Office of Head Start.

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. Ann Stoltz, RN, Ph.D. **DATE:** August 28, 2008
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of California State University, Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	Nurse Advance	\$ 400,000	2/1/07-12/31/08	2/1/07-6/30/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: July 10, 2008

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

Program Operator: California State University, Sacramento

Findings and General Observations:

The total costs as reported to SETA for WIA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

It should be noted that University Enterprises Inc. took over the financial aspect of the Nurse Advance grant the beginning of 2008.

The transition between the Division of Nursing and University Enterprises Inc. appears to have run very smoothly. UEI was able to provide all the necessary documents and was able to thoroughly explain how the financial transition took place.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board
Vinesh Namdiar – UEI fiscal dept.

MEMORANDUM

TO: Ms. Cheryl Rose **DATE:** August 20, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of City of Sacramento

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Individualized Services In-school	\$ 135,173	7/1/07-06/30/08	7/1/07-5/31/08
WIA	Summer Youth	50,318	5/1/07-9/30/07	5/1/07-9/30/07

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 7/10-11/08

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

Program Operator: City of Sacramento, Neighborhood Services Department

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to May 31, 2008 for the WIA-Youth and from May 1, 2007 to September 30, 2007 for the Summer Youth programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) In our review of the check deposits, we have noted that in most cases there was a significant time lag between the payment of the reimbursements and the deposit of the reimbursement checks. To enhance internal control, we recommend that procedures be implemented to ensure that the checks are deposited in a timely manner.
- 3) A comparison of the fiscal report line items and the agency records show differences. Although these differences were not significant and therefore do not represent a finding, we recommend that the fiscal report be prepared based on updated financial reports and the costs properly classified and reported to the budgeted line items.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Bill Walters **DATE:** September 15, 2008
FROM: Greg P. Tayros, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Youth	Univ. Svcs-Cit. Heights	\$ 55,000	7/1/07-06/30/08	7/1/07-5/31/08
WIA-Youth	Univ. Svcs-Rancho C.	55,000	7/1/07-06/30/08	7/1/07-5/31/08
WIA	Disab. Prog. Navigator	73,750	7/1/07-06/30/08	7/1/07-5/31/08
WIA	Youth Disab. Navigator	30,000	7/1/07-11/30/08	7/1/07-5/31/08
WIA	Work Incentives Planning Assistance (WIPA)	71,692	6/1/07-03/31/08	6/1/07-3/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 8/14, 15 & 18/2008

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

Program Operator: Crossroads Diversified Services , Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to May 31, 2008 for WIA and from June 1, 2007 to March 31, 2008 for the Work Incentives Planning and Assistance (WIPA) program 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

MEMORANDUM

TO: Hal Steward **DATE: August 29, 2008**
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Grant JUHSD /Twin Rivers Adult School

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 97,704	10/1/07-9/30/08	10/1/07-5/31/08
RESS	VESL/VT	\$ 112,059	10/1/07-9/30/08	10/1/07-5/31/08
TA	VESL/ES	\$ 208,296	10/1/07-9/30/08	10/1/07-5/31/08
TA	ES	\$ 96,000	10/1/07-9/30/08	10/1/07-5/31/08
TA	VESL/OJT	\$ 157,675	10/1/07-9/30/08	10/1/07-5/31/08
WIA	OOS	\$ 170,888	7/1/07-6/30/08	7/1/07-5/31/08
CalWorks	WESL/OJT	\$ 20,400	10/1/07-9/30/08	10/1/07-5/31/08

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: May 20 – 22, 2008, plus follow-up

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Twin Rivers Adult School (Grant JUHS District)

Findings and General Observations:

The total costs as reported to SETA for RESS, TA, and WIA have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

There are no findings for corrective action in this fiscal monitoring visit.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Kobi Vang DATE: August 27, 2008

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento Lao Family

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OJT	\$ 137,600	07/1/07-6/30/08	07/1/07-6/30/08
DHA	OJT	108,360	07/1/07-6/30/08	07/1/07-6/30/08
RESS/TA	VESL/ES	294,000	10/1/07-9/30/08	10/1/07-6/30/08
TA	ES	94,000	10/1/07-9/30/08	10/1/07-6/30/08

Monitoring Purpose: Initial __X__(RESS/TA) Final _X_(WIA)

Dates of review: Various dates.

	AREAS EXAMINED	SATISFACTORY		COMMENTS/RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation	X			
4	Disbursement Control	X		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	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) The total costs as reported to SETA from July 1, 2007 to June 30, 2008 for WIA and DHA and from October 1, 2007 to June 30, 2008 for RESS and TA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The RESS-VESL/ES contract was overpaid by \$ 3,104.59 as of June 30, 2008 as the expenses reported exceeded the actual recorded expenses.
- 3) The Lao Family continues to experience a cash-flow problem. As of June 30, 2008, the adjusted cash balance of its operating checking account was a deficit of over \$22,000. The audit report as of September 30, 2007 mentions that the Lao Family continues to use advanced funds from the California Endowment Fund (a private fund) to temporarily cover costs of other programs. The auditor recommended that the organization conduct fundraising or obtain additional contributions to cover the temporary cash flow shortages. We have noted this problem in our previous fiscal reports and have recommended the same recommendations. In addition we also recommend that the organization's management team conduct monthly meetings to review its cash status and compare expenditures with the budgets to avoid over-spending. It is noted that the WIA OJT contract's actual expenses exceeded the budget by over \$5,000.

Recommendations for Corrective Action:

- 1) Adjust the subsequent fiscal report of RESS-VESL/ES to correct the over-payment or reimburse SETA \$ 3,104.59 from non-SETA funds.

cc: Kathy Kossick
Governing Board

ITEM IV-B - INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the July 22, 2008 Policy Council meetings.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

REGULAR MEETING OF THE HEAD START
POLICY COUNCIL
Minutes/Synopsis

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

Tuesday, July 22, 2008
9:00 a.m.

I. Call to Order/Roll Call/Review of Board Member Attendance

The meeting was called to order at 9:04 a.m. The Thought of the Day was read.
Roll was called.

Members Present:

Brandy Arismende, Elk Grove Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Alternate, Sacramento City Unified School District (present at 9:08 a.m.)
John Brown, San Juan Unified School District
Natasha Toolate, San Juan Unified School District (EHS)
Carol Aronis, SETA-Operated Program
Salina Davey, SETA-Operated Program
Erin Kimbro, SETA-Operated Program
Itzel Oregon, SETA-Operated Program
Sarah Cordeiro, Home Base Program
Victoria Camargo, Past Parent Representative
Kathy Ruiz, Past Parent Representative
Barbara Ramey-Clark, Foster Parent Representative
Van Huyhn, Child Health and Disability Prevention Program
Ronald Montez, Outgoing Chair (present at 9:13 a.m.)
Victor Stark, CAMP Representative

Members Seated:

Jeanine Vandermolen, SETA-Operated Program

Member Absent:

Angelica Navarette, Elk Grove Unified School District (Excused)
Irlanda Meza, Sacramento City Unified School District (Unexcused)
Venelsia Fentress, Grandparent Representative (Excused)
Shirley Kay, Sacramento County Sheriff's Department (Unexcused)
Christy Farley, SETA-Operated Program (Excused)

II. Consent Item

A. Approval of the Minutes of June 24, 2008 Regular Meeting

Motion by Ms. Salina Davey, seconded by Ms. Josie Cleaver, to approve the minutes by show of hands vote. No discussion. Ayes, 14. Nays, 0. Abstentions, 1 (Ms. Kathy Ruiz). No discussion. No corrections. Motion carried.

III. Action Items

A. Approval of Selection Criteria for Enrollment in Head Start

Background information read by Ms. Ruiz. Ms. Elsie Bowers reported on the revised draft of the Sacramento County Selection Criteria for enrollment into Head Start (attached). Revisions are reflected on numbers 9 and 11 of the attached Criteria form. Currently, Head Start is allowed to enroll 10 percent over the income guidelines. The revision under the Head Start Reauthorization allows Head Start to enroll 35 percent that fall within the 100 percent to 130 percent over the poverty guidelines. Ms. Dermott explained that those at the federal level now understand that there are some who do not fall within the poverty guidelines, but are still very needy. The 100 to 130 percent over poverty guidelines allows more families to participate in Head Start. (As requested, Ms. Bowers provided the PAC with a copy of the poverty guidelines.)

(Mr. Ronald Montez arrived at 9:13 a.m.)

(Ms. Lorryne Garner arrived at 9:08 and was seated at 9:16 a.m.)

Motion by Ms. Victoria Camargo, seconded by Ms. Carol Aronis, to approve the Selection Criteria for Enrollment in Head Start. No further discussion. Ayes, 14. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Clark and Ms. Natasha Toolate).

B. Approval of Selection Criteria for Enrollment in Early Head Start

Ms. Elsie Bowers reported on the revised draft of the Sacramento County Selection Criteria for enrollment into Early Head Start (attached). Revisions to the Criteria are reflected on the second page, numbers 12, 14., 16 and 18., to include 100 to 130 percent over the poverty guidelines. Ms. Clark asked how the 100 to 130 percent figure is arrived at. Ms. Dermott shared that to figure the guideline amount, multiply .30 by any number on the poverty guideline.

Motion by Ms. Van Huynh to approve the Selection Criteria for Enrollment in Early Head Start. Seconded by Ms. Camargo. Ayes, 14. Nays, 0. Abstentions, 3 (Ms. Ruiz, Ms. Clark, Ms. Toolate).

IV. Information Items

A. Head Start Update and Program Policies – Mr. Edward Condon, California Head Start Association Executive Director

Ms. Dermott introduced Mr. Ed Condon. Mr. Condon gave a presentation on Head Start Update and Program Policies. In explaining Head Start funding and reauthorization, he stressed the importance for parents to stay in contact with their public officials regarding Head Start. Mr. Condon shared that under the Reauthorization, Agencies are awarded a grant for five years, after which they must reapply and SETA could lose its grant. Ms. Cleaver asked who SETA could lose its Head Start grant to. Mr. Condon explained Reauthorization has two parts: the law-making process (which gave the law); and the rule-making process (still ongoing). The rules should be out around December of this year and will show how the five-year grant will be carried out. Low-performing Agencies will need to re-compete for the grant. High-performing Agencies will reapply and renew their grant.

B. Standing Information Items

- Introduction of IT Chief – Mr. Ed Proctor.
Ms. Dermott introduced Mr. Proctor, who replaced Mr. John Valdez, retired. Mr. Proctor gave his background information and shared that he is very impressed with the services provided by SETA, the dedication of the employees, and the participation of the Boards and the Committees.
- Parent/Family Support Unit Events and Activities - Ms. Kathy Ruiz – The “A Celebration of Memories” flyer is attached for review.
- Calendar of Events and Activities: Calendars attached for review. The Personnel/Bylaws Committee meeting of July 25th was cancelled. The new date is Thursday, July 31st at 10:00 a.m., in the Sequoia Room.
- Fiscal Reports: Reports for Head Start and Early Head Start attached.
- Submission of Revised 5/31/08 SOP Expenses Report to Reflect Intra-cost
- Recovery as Salary Expense – Ms. Thelma Manzano shared that in the past Intra Cost Recovery was shown under Operating Cost items, most of which is salaries and expenses charged regionally to the state contracts. However under the state Head Start program we can only pay \$3.9 million, which averages \$6,000 per child. Under the federal program, the average is \$8,000 per child. A portion of the state is paid through the Intra Cost Recovery. Changes will be made to truly reflect appropriate account costs. Ms. Dermott shared that Cost Recovery was not put under payroll on the May 31st budget, making it appear as though we had \$1 million more, which we didn't. Fiscal re-issued the May budget report to reflect those dollars under payroll. Payroll for the state program is shown under Intra Cost Recovery (Head Start Budget handout, page 2).

Ms. Cleaver shared that last month the PAC asked about monies for the Lending Library, Transition and Literacy supplies on the SOP budget and where the monies had been spent. This month the monies reappear on the June Budget. Ms. Manzano explained that Compass (the County of Sacramento's accounting system) doesn't recognize some differences in

supplies. Ms. Dermott shared that Compass requires all supplies to be rolled into one number, rather than broken down by category, such as, Literacy, Transition, Lending Library, etc. Beginning with the August budget report, there will be parallel reporting; the County's system, and a Head Start budget report, which will be an itemized breakdown of expenses for each category.

Mr. John Brown asked what "DEPT/DIV OH ALLOC" means on the budget report under Operating Costs and why it is over budget by 300 percent. Ms. Manzano explained they are expenses the Administration incurs, such as, office supplies, computer equipment, rent, etcetera, which are identified as Administrative costs, and not directly related to the program. Ms. Dermott explained that actual individual costs will be represented on future SOP budget reports beginning with the August report, which will be reported in September. Ms. Ruiz asked where the line item is for Parent Activities. Ms. Manzano answered that it is in Operating Costs, Public Relations Services, page 20 of the agenda. Ms. Ruiz asked why there is no money showing, when none has been spent since last year. Ms. Dermott assured the money is still there, but due to the County's accounting system it is not shown. Monies spent for the Parent Activity after August last year were taken from this year's budget. Ms. Dermott guaranteed there will be money for this year's Parent Activity.

- Community Resources - PC Representative/Staff – Ms. Davey shared on the upcoming Mayor's Neighborhood Night at Funderland, August 1st, 5:00-8:00 p.m., William Land Park. \$3 per person for unlimited rides. Flyer provided.
- Parent/Staff Recognition - Ms. Ruiz acknowledged all July birthdays.
- Grandparent/Foster Parent Report - Ms. Venelsia Fentress – No report.

C. SETA Governing Board Minutes for June 5, 2008 attached.

V. **Committee Reports**

- A. Executive Committee – Attached report read by Ms. Ruiz.
- B. Personnel/Bylaws Committee – The Bylaws were read and revised at the last meeting. The next meeting is August 31st, 10:00 a.m. (July 25th meeting cancelled.) The Committee will revise the PC Bylaws and review the PAC Bylaws modifications.
- C. Budget/Planning Committee – Meetings are over.
- D. Social/Hospitality Committee – Ms. Erin Kimbro shared that the PC/PAC Parent Activity - *A Celebration of Memories* - will be on Tuesday, August 19th at the Family History Center, 9:00 a.m. to noon. Lunch location is Hometown Buffet on Watt and El Camino. One guest allowed - no children under 18. (Guests of

Representatives pay for their own lunch.) Ms. Marie Desha shared that she will inform Representatives whether SETA can provide transportation (from SETA to the Family History Center, to lunch and back).

E. Program Area Committees

➤ Parent/Family Support Committee – Ms. Davey shared that at the last meeting the Committee discussed: the new T/TA (Technical/Training Assistance) system line by line to better understand it; upcoming events; and what goes into center disaster kits. The next meeting is tomorrow at 1:30 p.m., Redwood Room.

F. Community Advocating Male Participation: No report.

VI. Other Reports

A. SETA Executive Director and Head Start Deputy Director's Reports – Ms. Dermott shared the results from SETA's on-site monitoring review held in April by the Administration for Children and Families (ACF), Office of Head Start. Copies of ACF's *Overview of Findings* review report were provided. There was one finding: Sac City (SETA's Delegate Agency) staff is reviewed every two years (by its union contract), rather than every year, as required for SETA. Kristen Hayes from the Regional Office advocated and SETA was not penalized for this and no corrective action was required. SETA was issued the Gold Certificate for a perfect review. Sierra View will be closing in August, and SETA is working toward fulfilling the 25 percent In-Kind requirement. A suggestion box concept has been established for ways to save costs on the budget. The results from the DRDP will hopefully be presented next month. A year-round Budget Committee will be established; currently the Committee meets just during the first quarter. Union representation, PC, PAC Representatives, staff, and key personnel will be present at the meetings. SETA has not heard back on the grant application for Training and Technical Assistance (T/TA), but expect to hear this month. Regarding whether SETA keeps its five-year contract, Ms. Dermott has concerns with the Child Health and Safety issues (lost child issues, etcetera).

B. Chair's Report – No report.

C. Head Start Managers' Reports – No report from Ms. Brenda Campos-Peck, Ms. Denise Lee, and Ms. Lisa Carr.

D. Community Agency Reports – Tabled.

- Sacramento Sheriff's Department – Ms. Shirley Kay
- Child Health and Disability Prevention Program – Ms. Van Huyhn
- Perinatal & Infant Health Advisory Committee – Mr. Ronald Montez
- Maternal, Child and Adolescent Health Board – Ms. Venelsia Fentress
- Community Action Board – Ms. Kathy Ruiz

III. Action Item (Continued)

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

The Board went into closed session at 11:17 a.m.

At 11:28 a.m. the Board returned to open session. Ms. Ruiz reported out of closed session that the Board approved the eligibility list for Associate Teacher, Tier III.

VI. Other Reports (Continued)

E. Health and Dental Reports – Tabled.

➤ Sacramento County Dental Health Advisory Committee: Ms. Carol Aronis and Ms. Victoria Camargo

F. Open Discussion and Comments – Tabled.

G. Public Participation – No cards submitted.

VII. Adjournment: The meeting adjourned at 11:28 a.m.

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 as of 7/31/08.

Staff will be available to answer questions.

STAFF PRESENTER: Thelma Manzano

ITEM IV-D - INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER ANNUAL REPORT 2007-2008

BACKGROUND:

The Annual Report for the Sacramento Works One-Stop Career Center system is attached under separate cover. The report contains:

- Core Service Reports: Information on universally accessible core services of the career center system, including numbers of customers serviced, types of services, trends, demographics of the talent pool.
 - 49,412 customers served, 133% increase over 5 years
 - 183,264 customer visits, 139% increase over 5 years
 - 313,814 customer services, 196% increase over 5 years
- Scholarship Reports: Outcome information for the customers who received a scholarship or an on-the-job-training position through the career center system.
- Job Seeker Customer Satisfaction Survey results.
- Employer Customer Satisfaction Survey results for all career centers
- Employer Outreach Activity reports for job orders and recruitment events coordinated by centralized employer services staff for the career center system.

STAFF PRESENTER: Edward Proctor

ITEM IV-E - INFORMATION

ONE STOP CAREER CENTER NEWS COVERAGE

BACKGROUND:

KCRA Channel 3 aired a special report on jobs and resources on Saturday, September 20, at 6:30 p.m. featuring Sacramento Works Career Centers. The special report aired on the "Common Ground" 30 minute segment of KCRA, features the Hillsdale Sacramento Works Career Center and includes interviews with clients that have been helped by Sacramento Works through job training, career counseling, and employment referral.

The news coverage will be played for board members to view.

STAFF PRESENTER: Terri Carpenter

ITEM IV-F - INFORMATION

NEW START PRISON TO EMPLOYMENT PROGRAM UPDATE

BACKGROUND:

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. Since July 1, 2008, over 100 parolees have been referred to New Start for training and job placement services. An oral update will be provided at the meeting.

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
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2008/2009

The following is an update of information as Sept. 15, 2008 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	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	Sun MicroSystem-Sacramento Site 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	Intuit, Inc. 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	8/25/2008
Unofficial	7/2/2008	Room Source 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	Windsor Capital Group, Inc. Residence Inn Sacramento 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	39	Declined Services
Official	7/11/2008	American Airlines 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	Indymac Bank 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Declined Services
Official	7/23/2008	GenCorp-Aerojet Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	RR scheduled 9/24/08
Official	7/24/2008	Paramont Pictures 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	AT&T Advanced Solutions Inc., Broadband & Narrowband Operations 3675 T. Street Sacramento, California	9/6/2008	188	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	Western Wood Manufacturing 3700 Riego Rd Elverta, CA 95626	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	Winter Volvo 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	Muzio Baking Co. 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets

Dislocated Worker Information PY 2008/2009

The following is an update of information as Sept. 15, 2008 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
Unofficial	9/15/2008	Ikon 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008
			Total # of Affected Workers	607	

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

ITEM V - REPORTS TO THE BOARD

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

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

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet. The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.
- C. DEPUTY DIRECTORS' REPORT: This item is set aside to allow the Child and Family Services Deputy Director and the Workforce Development Department Deputy Director to report to the Board any items relative to these programs.
- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities.
- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.
- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.