



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

KEVIN MCCARTY
Councilmember
City of Sacramento

DON NOTTOLI
Board of Supervisors
County of Sacramento

BONNIE PANNELL
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

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

**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, April 2, 2009

TIME: 10:00 a.m.

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

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

A G E N D A

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

- Recognition of Long-Term Employee: Barbara Meyer, Workforce Development Professional, Range 3 (25 years)

II. Consent Items

- A. Minutes of the March 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants

III. Action Items

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

- 1. Approval of Request for Proposals for 2009-2010 American Recovery and Reinvestment Act (Recovery Act) and Workforce Investment Act (WIA) Title 1 (Kathy Kossick)

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

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of Use of Community Services Block Grant Stimulus Funding (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Rick Pryor)
 - Sacramento City Unified School District
 - Sacramento Lao Family Community
 - Waking the Village
 - Women's Civic Improvement Club
- B. Head Start Policy Council Minutes (Maureen Dermott)
- C. Head Start Fiscal Report (Roger Bartlett)
- D. Dislocated Worker Update (William Walker)
- E. Enterprise Zone Program Update (William Walker)
- F. Sacramento Region Clean Energy Roundtables: Input and Ideas for Action (Robin Purdy)

V. Reports to the Board

- A. Chair
- B. Executive Director
- C. Deputy Directors
 - ➔ Monthly Head Start Report
- D. Counsel
- E. Members of the Board
- F. Public

VI. Adjournment

DISTRIBUTION DATE: THURSDAY, MARCH 26, 2009

ITEM II-A - CONSENT

MINUTES OF THE MARCH 5, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the March 5, 2009 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, March 5, 2009
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors
Don Nottoli, Member, Board of Supervisors
Kevin McCarty, Councilmember, City of Sacramento
Sophia Scherman, Public Representative

Member Absent:

Bonnie Pannell, Councilmember, City of Sacramento

II. Consent Items

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the February 5, 2009 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Youth Council Member

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

- A. Approve the February 5, 2009 minutes.
- B. Approve the claims for the period 1/30/09 through 2/26/09.
- C. Approve the appointment of Mr. Shuntae Campbell to the Sacramento Works Youth Council.

Voice Vote: Unanimous approval.

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Vice Chair of the SETA Governing Board

Moved/Yee, second/Scherman, to nominate Councilmember Kevin McCarty to serve as Vice Chair of the SETA Governing Board

Voice Vote: Unanimous approval.

2. Concurrence with the Head Start Policy Council to Modify the Agency Personnel Policies and Procedures Section 10: Layoffs, Separation from Service, and Disciplinary Action

Mr. Rod Nishi reported that this item went before the Head Start Policy Council on February 24. Any modification to the agency personnel policies and procedures must be concurred by the Governing Board. The proposed modification to Section 10 is a result of serious incidences that exposed Head Start children of their rights. The agency took various steps to deal with these violations. This part is called the zero tolerance policy. Maureen Dermott and management team have reviewed overall procedures and policies that fit under the concept of creating a safer environment. There are monthly meetings of the child safety committee which includes staff, parents and union membership. The fire marshal as well as community care licensing staff have also attended these meetings and have inspected various centers.

Mr. Yee inquired whether this was discussed with the labor unions and Mr. Nishi stated that it had. The union has been involved and supports it.

Moved/McCarty, second/Scherman, to approve the modification to the Agency's Personnel Policies and Procedures.

Voice Vote: Unanimous approval.

3. Approval to Submit a Proposal to the California Department of Transportation and Execute Subgrant Agreements for the Sacramento 2009 Regional Highway Construction Training Initiative

Ms. Christine Welsch stated that since 2001, SETA has received funding from the Federal Highway Administration via the California Department of Transportation (CalTrans) for highway construction and other transportation industry initiatives. In late February 2009, SETA was invited to submit a proposal to support the current Sacramento Regional Highway Construction Training Initiative. The proposal is being prepared and is due March 9. Staff will report back as to the amount requested. Previous training contracts have exceeded performance goals. Sacramento is the only WIA in the State of California to be part of the CalTrans 'family' to receive funds.

Moved/Scherman, second/Nottoli, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative and authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the State of California.

Voice Vote: Unanimous approval.

B. WORKFORCE INVESTMENT ACT

1. Appointment of Economic Development Sector Member to the Sacramento Works, Inc. Board of Directors

2. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors
3. Appointment of Labor Sector Member to the Sacramento Works, Inc. Board of Directors

Ms. Kossick offered to answer questions.

Moved/Nottoli, second/Scherman, to approve appointments as follows:

- ✓ Approve the appointment of Dr. Dan Throgmorton to an Economic Development sector seat on the Workforce Investment Board.
- ✓ Approve the appointment of Mr. William Karns to an Education Sector seat on the Workforce Investment Board, and
- ✓ Approve the appointment of Mr. Mike Egan to a Labor Sector seat on the Workforce Investment Board.

Voice Vote: Unanimous approval.

- C. HEAD START:** No items.
- D. COMMUNITY SERVICES BLOCK GRANT:** No items.
- E. REFUGEE PROGRAMS:** No items.

IV. Information Items

- A. Fiscal Monitoring Reports: In response to a question raised regarding South County Services, Mr. Pryor stated that a letter was sent out but SETA has not yet received the check in the amount of \$1,221.08.
- B. Head Start Policy Council Minutes: No questions.
- C. Head Start Fiscal Report: Ms. Kossick stated that Ms. Maureen Dermott was not present since she is home resting after being involved in an accident. Staff has identified a shortfall for current fiscal budget but understand that the agency will receive stimulus funding. Part of the money received will be part of a COLA which will cover the current year grant; these funds will be retroactive to February 17, 2009. Staff is working with the union to figure out a solution to the shortfall. Staff is meeting with delegate directors to see who can use additional slots for Early Head Start. Each part of the stimulus funding will come out with different applications.
- D. Dislocated Worker Update: No questions or comments.
- E. Update on Federal Economic Stimulus: Ms. Purdy stated that the Agency is anticipating funds coming down through the Health, Labor and Education system. She and Ms. Kossick will be sitting on teams for city and county as they develop their plans as well as other regional planning teams. SACTO has been asked to develop a regional plan to explain how the stimulus funds will be used.

Ms. Kossick stated that she and Ms. Purdy are involved in a number of city and county planning groups.

Mr. Nottoli spoke of the culinary program at Mather Community Campus and inquired whether there would be any ability to partner and/or provide funds for this program. He would like to see if the program could be re-engaged before the facility is 'moth balled'. Ms. Purdy stated that perhaps Folsom Cordova Unified School District or the county ROP will be interested in the facility.

V. Reports to the Board

A. Chair: No report.

B. Executive Director: Ms. Kossick reported that on March 3 the WIB held a board retreat. The turnout was excellent as was the retreat facilitator. The WIB is revising goals they set two years ago.

C. Deputy Directors: No additional report.

D. Counsel: No comments.

E. Members of the Board: No comments.

F. Public: Carlos Lopez, Center for Employment Training, spoke before the board.

VI. Adjournment: Meeting adjourned at 10:54 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 2/27/09 through 3/26/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Rick Pryor

ITEM III-B – 1 - ACTION

APPROVAL OF REQUEST FOR PROPOSALS FOR 2009-2010 AMERICAN
RECOVERY AND REINVESTMENT ACT (RECOVERY ACT) AND WORKFORCE
INVESTMENT ACT (WIA) TITLE 1

BACKGROUND:

On February 17, 2009, President Obama signed the American Recovery and Reinvestment Act which provides funding to state and local governments to preserve and create jobs, promote the nation's economic recovery and assist those most impacted by the recession.

In utilizing the funding in the Recovery Act, the workforce system must be guided by four principles:

- ✓ Transparency and accountability
- ✓ Timely spending of the funds and implementation of activities
- ✓ Increasing workforce system capacity and service levels
- ✓ Using data and workforce information to guide strategic planning and service delivery

Staff drafted the attached Request for Proposals to solicit innovative programs that meet the goals stated in the Recovery Act and are also consistent with the goals of Sacramento Works, Inc., which are:

1. Prepare workers for high wage, high demand, critical occupational clusters that provide:
 - Self-sufficiency wages
 - Employer-paid benefits
 - Career advancement/career ladders
2. Engage and support regional employers
3. Prepare youth to succeed and thrive in the regional workforce
4. Continuously improve the One Stop Career Center system

The Request for Proposals is soliciting proposals that will provide skills development and job creation activities to adults and dislocated workers who have been impacted by the recession. The activities SETA is seeking are:

- Occupational Skills Training in Critical Occupational Clusters
- Workplace Training/Job Creation
- Business Development Innovation and Incubation

While the Operational Agreement between the SETA Governing Board and Sacramento Works, Inc. states that the SETA Governing Board is solely responsible as the fiscal agent for funds allocated to Sacramento County and has the sole authority and discretion to enter into contracts, it is the responsibility of Sacramento Works, Inc. to set workforce policy and plan the implementation of workforce development programs in the

ITEM III-B – 1 – ACTION (continued)
Page 2

County. To ensure involvement and engagement in the recovery effort, staff is requesting that Sacramento Works Planning and Oversight Committee review and comment on the staff funding recommendations prior to presenting them to the SETA Governing Board for funding approval. The Planning/Oversight Committee comments will be forwarded to the SETA Governing Board with the staff funding recommendations to give the Governing Board additional information to consider.

A copy of the RFP has been sent under separate cover.

RECOMMENDATION:

Approve the Release of the Request for Proposals for 2009-2010 for the American Recovery and Reinvestment Act and Workforce Investment Act targeting services for adults and dislocated workers.

STAFF PRESENTER: Kathy Kossick

ITEM III-D - 1 – ACTION

APPROVAL OF USE OF COMMUNITY SERVICES BLOCK GRANT
STIMULUS FUNDING

BACKGROUND:

The American Recovery and Reinvestment Act was signed into law on February 17, 2009. One billion dollars was allocated to the Community Services Block Grant program nationwide through September, 2010. As of this writing, it is not known the amount allocated to Sacramento County, but, based on current projections, SETA could receive \$3,214,728 of stimulus funding for the 2009 and 2010 fiscal years.

Once we receive an allocation and guidance on its distribution, we will be required to implement the funding immediately. The State Department of Community Services and Development (CSD) has requested that agencies obtain their governing board's conceptual approval of a plan for the use of stimulus funding.

Staff have developed a planned concept for the implementation of CSBG funding, which is attached for your review. The concept consists of three separate components:

1. Provide direct services to job seekers who are enrolled in the Workforce Investment Act program at the career centers.
2. Augment existing CSBG service providers in 2009.
3. Include stimulus funding in the 2010 CSBG Request for Proposals.

To assist us in planning for the possible receipt of stimulus funding, we recently surveyed the existing CSBG service providers to determine if they have experienced an increase in demand for services that was the result of the economic downturn. The survey asked providers to project an increased number of clients, services, and costs through December 31, 2009, that would be funded by the additional stimulus funding. Thirteen agencies responded and the results of the survey are attached. Once the final allocation is known, staff will prepare funding recommendations for your board's consideration.

The SETA Community Action Board reviewed the economic stimulus funding plan at its March 11, 2009 meeting.

RECOMMENDATION:

Approve the planned concept for the use of CSBG economic stimulus funding.

STAFF PRESENTER: Cindy Sherwood-Green

Planned Use of Stimulus Funding for the Community Services Block Grant Program

Estimated Stimulus Funding for 2009-10: \$1 billion nationally for a two year period. The State of California expects to receive \$90 million. Based on the current formula, Sacramento County could receive \$3,214,728.

SETA's plan has three components:

1. Provide Direct Services to Job Seekers

Three CSBG Workforce Development Professionals (WDPs) would serve enrolled WIA customers at the career centers who do not have sufficient financial resources to purchase items needed for training or employment, or basic safety-net items to keep them in their homes and help them survive. The customers' inability to pay for the items would be determined by the Career Center Coach. The Coach will contact the WDP who will meet the customer at the career center, establish the customer's CSBG eligibility, and complete the required paperwork to process the check, which would be made out to the vendor. Support services include clothing, tools, medical (eye exams, glasses, physicals, immunizations, etc.), books, supplies, DMV fees, prescription costs, background or credit checks, rental assistance, utility assistance, minor car repair, and motel vouchers.

The CSBG staff would serve the entire career center system through a call-in process.

2. Augment Subcontracts of Existing CSBG Service Providers

Program Year 2009: Staff will survey the existing 2009 CSBG providers for projected client service needs through December 31, 2009. It is recommended that the existing providers receive an augmentation from the stimulus funding if they have justified that their client needs have increased. The focus of the additional funding would be to serve the increased numbers of clients that are affected by the economic downturn the providers have projected. All areas of Sacramento County would be served.

3. Include Stimulus funding in the 2010 CSBG Request for Proposals

Program Year 2010: SETA's 2010 RFP will be released in August, 2009. It is recommended that stimulus funding be added to the available funds in the 2010 RFP so that the services of the existing providers could be continued and add new providers. We will begin the planning of the 2010 program with the CAB Public Hearings in April and May.

2009 SETA CSBG Economic Stimulus Funding Survey Responses

| Agency | Description of Need | # Additional Ind/Fam Served | Increased Services | Increased Costs |
|--------------------------------------|--|------------------------------------|--|------------------------|
| DHA Senior Companion Program | Increased demand for services as higher number of seniors become low-income. | 20 seniors | Add 4 senior companion volunteers to provide 4,176 hrs of service | \$19,916 |
| Folsom Cordova Community Partnership | All clients affected by economic slowdown. Increased demand for services. | 660 ind/fam | 660 svcs (500 food, 10 r/m, 10 motel, 100 trans) | \$19,000 |
| Francis House | Increased demand for services. 20-30 people waiting at gate before opening in a.m. | 3,510 ind/fam | 3,630 svcs (240 food, 130 motel, 3260 trans) | \$76,920 |
| Greater Sacramento Urban League | Increased need for rental, utility and transportation assistance. More clients facing foreclosure due to job loss. More dislocated workers needing support services. | 162 ind/fam | 130 svcs (65 utility, 25 rental assist., 240 transportation/bus pass) | \$44,275.92 |
| Housing Now | Increase in foreclosure evictions by property owners and increase in demand for utility assistance. | 20 ind | 20 svcs (10 util, 10 r/m) | \$9,958 |
| Legal Services of Northern CA | Increased number of hotline calls and increased number of calls from seniors and non-seniors affected by foreclosures. | 640 ind | 1,082 Legal Asst. | \$93,860 |
| My Sister's House | 20% increase in crisis line calls; high number of requests for utility and rental assistance. | 40 ind | 80 (30 util, 30 r/m, 20 trans) | \$47,040 |
| SAEHC | Increase in 2-parent families. Families lost homes due to job loss or foreclosure. | 543 fam | 564 (119 util, 55 r/m, 195 motel, 195 gas voucher) | \$172,290 |

| | | | | |
|--------------------------|---|----------------------|---|------------------|
| South County Services | Increased demand for services caused depletion of funding in September. Families need multiple services. | 40 ind/fam | 40 (20 util, 20 r/m) | \$18,000 |
| The Salvation Army | 30%-40% increase in need. Serving an additional 100 families per month. Turning away 200 families per day. | 567 ind/fam | 1,402 (1002 food, 200 util, 200 r/m) | \$90,000 |
| Travelers Aid | Increased demand from “working poor,” due to state furloughs. Receiving more than 50 calls per day. | 700 fam | 1027 svcs (180 food, 300 util, 200 r/m, 147 motel, 200 trans) | \$168,584 |
| Voluntary Legal Services | Increased demand for services. Clients with unexpunged criminal records have little chance of becoming employed. | 240 ind | Hire an additional paralegal @18 hrs per week | \$17,000 |
| Waking the Village | Clients have greater difficulty entering job market; former clients are experiencing job loss or housing struggles; increase in first-time homeless applicants. | 30 ind/fam | Hire an Aftercare Director to provide services to former clients with employment assistance, housing resources, and safety-net services. | \$16,560 |
| TOTAL | | 7,010 clients | 12,681 services | \$749,128 |

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. Donna Elmore DATE: March 3, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Sacramento City U. S. D.

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start | Basic & COLA | \$ 7,803,950 | 8/1/07-07/31/08 | 8/1/07-07/31/08 |
| Head Start | T & TA | 20,000 | 8/1/07-07/31/08 | 8/1/07-07/31/08 |
| Early H. S. | Basic & COLA | 1,080,905 | 8/1/07-07/31/08 | 8/1/07-07/31/08 |
| Early H.S. | T & TA | 18,249 | 8/1/07-07/31/08 | 8/1/07-07/31/08 |

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 1/6-9/2009

| 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 | | 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 | X | | | |
| 10 Adherence to Budget | X | | | |
| 11 In-Kind Contribution | X | | | |
| 12 Equipment Records | | N/A | | |

Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) In Head Start Basic, the District inadvertently included personnel costs for August, 2008 in the close-out report of the 2007-2008 contract. When the District discovered the error it was too late to amend the close-out report. This has resulted to disallowed costs of \$ 39,597.29.
- 3) In Early Head Start T & TA, the total expenses reported were less than the actual expenses by \$ 729.21. In addition, SETA over-paid the contract by \$ 1,351.66.
- 4) The District inadvertently included in the close-out reports of Head Start Basic and Early Head Start T & TA encumbrances of \$ 398.89 which were already included in the booked expenses.

Recommendations for Corrective Action:

- 1) Reimburse SETA \$42,077.05 to cover the disallowed costs identified above.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento Lao Family Community

Findings and General Observations:

- 1) We have reviewed the WIA and DHA programs from July 1, 2008 to January 31, 2009 and the 2009 Refugee programs from October 1, 2008 to January 31, 2009. The costs reported for these programs have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The expenses for TA-VESL/ES and TA-ES were overstated by \$ 367.39 and \$ 112.71 respectively.
- 3) Our test of the payroll reports for November, 2008, December, 2008 and January, 2009 showed that the amounts withheld from staff as contribution for the medical insurance premiums were not allocated to the different contracts thus over-stating the personnel costs by \$ 1,073.61 in November, 2008, \$ 1,089.17 in December, 2008 and \$ 908.29 in January, 2009.
- 4) During our review we noticed that financial records, such as fiscal reports, deposit records and timesheets, were not readily available upon request because they were misplaced or lost. We were able to reconcile the SETA reimbursements with the deposit records only after the bank faxed the information to the Agency. We have not been able to review all the timesheets because they were incomplete. We recommend that the Agency prepare written procedures to ensure that financial records are kept in the proper files.
- 5) The monitoring report dated December 23, 2008 mentioned that the cash balances from July, 2008 to October, 2008 showed negative amounts. Our latest review showed that while the November, 2008 showed a positive balance of \$14,959.37, the cash balance showed negative amounts of \$ 35,310.48 in December, 2008 and \$ 9,668.35 in January, 2009.
- 6) The monitoring report dated December 23, 2008 also mentioned unpaid payroll tax liabilities for July, 2008, September, 2008 and October, 2008. Our latest review showed that these liabilities were paid on February 27, 2009 using funds loaned by Hmong organizations in Fresno and Merced, CA. However, as of February 28, 2009, the Federal payroll tax liabilities for January, 2009 of \$ 5,405.78 were still unpaid.

- 7) We have requested a detailed report of the fundraisers conducted in July, 2008 and August, 2008. We received the financial report for the July, 2008 event but not the fundraiser held in August, 2008.

Recommendations for Corrective Action:

- 1) Reimburse SETA from non-SETA funds \$ 3,551.17 for the over-statement of expenses from November, 2008 thru January, 2009.
- 2) Submit written procedures to ensure that financial records are kept in the proper files and not misplaced or lost.
- 3) The action taken by the Agency to pay its tax liabilities and reverse the negative cash balances was only partially successful. Submit a plan of action detailing the following:
 - a) How to pay the January, 2009 tax liabilities of \$ 5,405.78 and how to be able to pay future tax liabilities on time;
 - b) How to reverse the successive negative cash balance;
 - c) How to repay the emergency loan of \$20,000.
- 4) Submit a detailed report of the result of the fundraiser conducted in August, 2008, showing amounts raised and expenses incurred. The supporting documents such as, deposit receipts, checks issued and checks canceled, bank statements, invoices and receipts should be kept in your files and be made available for review, if needed.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Bridget Alexander **DATE:** February 25, 2009
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Waking the Village (Tubman House)

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| CSBG | Safety Net | \$ 21,500 | 1/1/07-12/31/07 | 1/1/07-12/31/07 |
| CSBG | FSS | \$ 36,400 | 1/1/08-12/31/08 | 1/1/08-12/31/08 |

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: Nov. 6, 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 Contract/Budget | X | | | |
| 11 | In-Kind Contribution | | N/A | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: Waking the Village (Tubman House)

Findings and General Observations:

The total costs as reported to SETA for CSBG 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: Ms. Edenausageboye Davis **DATE:** February 25, 2009

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of WCIC

| <u>PROGRAM</u> | <u>ACTIVITY</u> | <u>FUNDING</u> | <u>CONTRACT PERIOD</u> | <u>PERIOD COVERED</u> |
|----------------|-----------------|----------------|------------------------|-----------------------|
| Head Start | Basic, COLA | \$ 647,227 | 8/01/07-7/31/08 | 8/01/07-7/31/08 |
| Head Start | T & TA | 7,500 | 8/01/07-7/31/08 | 8/01/07-7/31/08 |

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 1/21-23/09

| | 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 | Program Improvement | X | | | |
| 8 | OJT Contracts/Files/Payment | | N/A | | |
| 9 | Indirect Cost Allocation | | N/A | | |
| 10 | Adherence to Budget | X | | | |
| 11 | In-Kind Contribution | X | | | |
| 12 | Equipment Records | | N/A | | |

Program Operator: WCIC

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2007 to July 31, 2008 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
Policy Council

ITEM IV-B- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the minutes from the February 3, 2009 Policy Council meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Maureen Dermott

SPECIAL MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

(As modified February 24, 2009)

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

Tuesday, February 3, 2009
9:00 a.m.

- I. **Call to Order/Roll Call/Review of Board Member Attendance:** Ms. Carol Aronis called the meeting to order at 9:05 a.m. Ms. Leyla Schleicher is serving as translator. Ms. Barbara Ramey-Clark read the thought of the day.

Members Present:

Mary Pope, Elk Grove Unified School District
Jennifer Ryon, Elk Grove Unified School District
Shernita Crosby, Playmate/WCIC
Darlene Low, San Juan Unified School District
Shasta King, San Juan Unified School District
Josie Cleaver, Sacramento City Unified School District
Lorrayne Garner, Sacramento City Unified School District
Irlanda Meza, Sacramento City Unified School District
David Quintero, SETA-Operated Program
Salina Davey, SETA-Operated Program
Mary Brown, SETA-Operated Program
Greg Oviedo, SETA-Operated Program
LaDoris McDavid, SETA-Operated Program
Erin Kimbro, Home Base Program
Jeanine Vandermolen, Past Parent Representative
Kayla Granderson, Early Head Start (Sac. City)
Barbara Ramey-Clark, Foster Parent Representative
Carol Aronis, Grandparent Representative
Van Huynh, Child Health and Disability Prevention Program

Members Absent:

Beartice Mehn-Member, Playmate/WCIC (excused)
Donna Easter, San Juan Unified School District (unexcused)
Kiesha Spriggs, SETA-Operated Program (unexcused)
Brenda Vincent, Past Parent Representative (excused)
Inez Whitlow, Chicks in Crisis (excused)

New Members Absent:

Eric Gordon, Twin Rivers School District (unexcused)
Vinesh Sami, Twin Rivers School District (unexcused)

II. Consent Item

A. Approval of the Minutes from the December 12, 2008 Special Meeting

Minutes were reviewed; no questions or corrections.

Moved/Kimbro, second/Davey, to approve the December 12, 2008 minutes.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

III. Action Items

A. Selection of Committee Representatives for Program Year 2008-2009

- 1) Head Start Personnel/Bylaws Committee Representatives: Ms. Desha reviewed the purpose of this group. Those interested in serving on this committee: **Parliamentarian** Barbara Ramey-Clark, Erin Kimbro, and Lorryne Garner.
- 2) Head Start Budget/Planning Committee Representatives: Ms. Dermott reviewed the purpose of the budget committee. This committee will meet the second Tuesday of each month from 9:00 to 10:30 a.m. Those interested in serving on this committee: **Treasurer** Mary Brown, Josie Cleaver, and Lorryne Garner.

Ms. Dermott stated that a much smaller budget workgroup will meet every Wednesday until March 24. All of the workings of this smaller workgroup will go before the Head Start Budget/Planning Committee.

- 3) Head Start Social/Hospitality Committee: Ms. Marie Desha reviewed the purpose of the meeting. Those interested in serving on this committee: Jennifer Ryon, Mary Brown, and Josie Cleaver. The first meeting will be the first Wednesday in May.
- 4) Program Area Committees
 - a) Early Child Development and Health Services and Parent/Family Support Committee (aka: Child Safety Committee): Ms. Denise Lee reviewed the purpose of this committee. Those interested in serving on this committee: Erin Kimbro, Shernita Crosby, Darlene Low, Jennifer Ryon, Mary Pope, and Jeanine Vandermolen.
 - b) Monitoring & Evaluation (aka: Self-Assessment) Committee: Ms. Denise Lee provided an overview on Program Self Assessment. She reported that a self assessment for program governance will be held Thursday, February 19, 10:30 a.m. A focus group will be held Friday, February 20, 1:00 p.m. See Ms. Desha for additional details. This will be a committee of the whole. Those interested in serving on this committee: Mary Pope, LaDoris McDavid, Jennifer Ryon, Jeanine Vandermolen, Josie Cleaver, Lorryne Garner, Salina Davey, Barbara Ramey-Clark, and Erin Kimbro.

- c) Male Involvement Committee: Mr. Robert Silva stated that this committee helps to plan CAMP and male involvement activities. Meetings will be held the third Wednesday at 2:00 p.m. in the Redwood Room. Those interested in serving on this committee: Greg Oviedo, Lorryayne Garner, Jennifer Ryon, David Quintero, and Mary Pope.

B. Election of Representative and Alternate to the Community Action Board (CAB)

Ms. Aronis reviewed this board item. Ms. Nancy Hogan provided additional information on this advisory board.

Moved/Huynh, second/Pope, to elect a representative and alternate to serve as Low-Income Sector representatives to the Community Action Board.

Show of hands vote: Aye: 17, Nay: 0, Abstention: 1 (Aronis)

Mary Pope, Representative
Salina Davey, Alternate

Show of hands vote for Mary Pope as Representative: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

Show of hands vote for Salina Davey as Alternate: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

III. **Action Items** (Continued)

A. Selection of Committee Representatives for Program Year 2008-2009 (continued)

- d) Early Head Start Committee: Ms. Denise Lee stated that this committee works on policies and procedures for the Early Head Start program serving children from 0-3 years of age, participate in this committee. Those interested in serving on this committee: Irlanda Meza, Darlene Low, and Kayla Granderson.
- 5) Appointment of Representatives to Advisory Committee on Perinatal and Infant Health: Ms. Brenda Campos reviewed this committee which meets once a month. Ms. Barbara Ramey-Clark expressed interest in this. Ms. Desha stated that it is Ms. Aronis's choice. Ms. Aronis appointed Ms. Ramey-Clark.
- 6) Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Aronis appointed Ms. Brenda Vincent as the representative and Ms. Mary Pope as the alternate.
- 7) Appointment of Three Representatives to the Sacramento County Dental

Health Advisory Committee: Ms. Aronis appointed Ms. Mary Brown, Ms. Lorraine Garner, and Ms. Irlanda Meza.

Moved/Davey, second/McDavid, to ratify the committee selections.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

IV. Information Items

A. Standing Information

- Introduction of Newly Seated Members: None
- Fiscal Monthly Report/Corporate Card Monthly Statement of Account – Mr. Roger Bartlett reviewed the financial report for the month of December. We are five months through the budget year operating at 37% but there are expenses that accelerate through the year. Administrative costs are 13.9%. The non-federal share is required at 25% and SETA is at 25.14%. Salaries and benefits run at 80% of the budget. Ms. Ramey-Clark asked whether any of the state budget issues affect the SETA operating budget. Ms. Dermott spoke of the economic stimulus but it will not affect our grant dollars; will offer additional slots in our fiscal year. It would mean an amendment to our budget if we are fortunate enough to receive the funds. The California budget issues will not affect Head Start as much as workforce.

Ms. Cleaver inquired about the 101.2% expenditure on equipment. Mr. Bartlett stated that equipment for two playgrounds was purchased which is the 101.2% of the budget. Ms. Dermott spoke of recurrent expenses and one-time expenses. The work has been accomplished at 101% of expenses but no additional expenditures are expected.

Mr. Bartlett reviewed the credit card expenditures that impact Head Start in one way or the other.

- PC/PAC Calendar of Events: A correction to the listing was made. The Early Child Development and Services Committee should be February 17, not February 16th.

III. Action Items (Continued)

C. The Selection of the Representative and Alternate to the SETA Head Start Health Services Advisory Committee (HSAC)

Ms. Campos stated that this committee reviews any policies and procedures that affect us county-wide, assists in making recommendations to the policies. This committee meets a minimum of twice a year, sometimes three from 5:30 – 7:30 p.m. with dinner served. Typically staff from the delegate agencies attend these meetings as well as Committee members.

Those interested in participating: Shernita Crosby, Jeanine Vandermolen, Darlene Low, Brenda Vincent. Nominees spoke of their interest in serving on this committee. Ms. Low withdrew her name from the list of nominees.

Moved Garner, second/Ryon, that the Policy Council select one Representative and one (Alternate to the Health Services Advisory Committee.
Show of hands vote: Aye: 17, Nay: 0, Abstention: 1 (Aronis)

Votes: Shernita: 11, Jeanine: 6, Brenda: 0
Representative will be Shernita and Jeanine Vandermolen will be the alternate.

The next meeting will be April 29, 2009, 5:30 p.m. in the Sequoia Room.

D. Selection of Representative and Alternate to Attend the Strengthening Fathers-Strengthening Families 10th Annual Fatherhood & Families Conference, Phoenix, Arizona

Mr. Robert Silva stated that this is an international fatherhood conference. A lot of vital information is received at these conferences. The person selected at today's meeting will travel with him to the conference scheduled March 2-5 in Phoenix, Arizona. Attendee will meet with Mr. Silva regarding their attendance.

Ms. Desha stated that it is a recommendation that a male attend this conference since it is a father's conference. The representative will be leaving on Monday, March 2 and return Thursday, March 5. A travel meeting is scheduled for Friday, February 27 to review the travel plans.

Moved/Cleaver, second/Kimbrow, that the Policy Council selects one (1) Representative and one (1) alternate to attend the conference.
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

Mr. David Quintero cannot attend. Mr. Greg Oviedo expressed his interest in attending. Ms. Dermott stated that sending a male representative is a preference and a budget issue. If a woman wants to attend, it would be at her own expense.

Show of hands vote for Mr. Greg Oviedo to attend:
Show of hands vote: Aye: 17, Nay: 0, Abstentions: 1 (Aronis)

The PC Executive committee will meet and discuss the lack of an alternate at their next committee meeting.

Ms. Cleaver took over while Ms. Aronis took a point of personal privilege.

E. Approval of Delegating Authority to the Parent Advisory Committee to Function In the Screening and Interviewing of Prospective Applicants Directly Related to the SETA-Operated Program

Ms. Cleaver reviewed the board item which is presented every year for action.

Moved/Davey, second/Crosby, to approve the delegation of authority to the Parent Advisory Committee to function in the screening and interviewing of prospective applicants directly related to the SETA-Operated Program.

Show of hands vote: 15 Aye: Nay: 0, Abstentions: 2 (Cleaver and Ramey-Clark).

Ms. Aronis resumes the chair.

- F. Approval of Modifications to the Head Start Personnel Policies Including Zero Tolerance Policy: Tabled.

IV. Information Items

A. Standing Information

- Head Start/Early Head Start End-of-Month Enrollment Report: Ms. Elsie Bowers reviewed December's end-of-the-month report which is a snapshot of the program on the very last day of the month.
- SETA Head Start Food Service Operations Monthly Report: Ms. Brenda Campos reviewed October and November reports compiled by Connie Otwell. This report gives board members an overview of the events and food expenditures. Ms. Cleaver asked about the number of meals prepared; the report covers only SETA-operated program meals prepared, not delegate meals served. On an average day, 4,000 meals and snacks are served to children. SETA gets reimbursed \$1.21 by the Child Care Food Program but it actually costs the agency around \$3.00 per child per day for food. Mr. Oviedo spoke of the small print and purple paper utilized to print the menu at the centers; he asked for larger print and regular paper. Ms. Campos stated that the menus are on the SETA Head Start Web page; Family Services Workers will be reminded that the menus are on the web and can print them out for grandparents.
- Community Resources: Ms. LaDoris McDavid distributed information on why food packages have been revised. Ms. Jeanine Vandermolen reminded Board members that this Saturday is Museum Day; all sites are free for the entire family. This includes the zoo. Free transportation to the zoo is available by going to the bus station at the Women's History Museum.
- National Head Start Association Parent Training Conference Report: No questions.
- Celebrating Kinship & Grandparents Raising their Grandchildren Conference Reports: Ms. Josie Cleaver spoke of recent and past conferences and how important it is for people to attend. ***There was discussion of a law entitled "Fostering Connections to Success and***

Increased Adoption Act of 2008”, i.e., People’s law 35151. Ms. Jenay Swan spoke of the benefit of being raised by her grandparents; Ms. Swan is now in college and doing very well.

- B. Fiscal Monitoring Report: No comments.
- C. Governing Board Minutes for the December 4, 2008 Meeting: No comments.

V. Committee Reports

- A. Executive Committee: Ms. Mary Brown read the Executive Committee critique.

The board went off agenda to Closed Session.

III. Action Items (Continued)

G. CLOSED SESSION: PERSONNEL - PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 11:03 a.m. The board went back into open session at 11:07 a.m. Ms. Carol Aronis reported out of closed session that the Board took the following action in closed session: Approval of Eligibility Lists for the Associate Teacher, Tier III position.

V. Committee Reports

- B. Early Child Development and Health Services and Parent/Family Support Committee (AKA Child Safety Committee): Ms. Ramey-Clark attended the most recent committee where they reviewed goals for which the committee was formed. Committee members discussed planning for the spring fling and other activities coming up for the program year. It was a very progressive meeting.
- C. Male Involvement Committee: Ms. Lorryne Garner reported that there were a lot of new members at the last meeting. Committee members selected the new T-shirt designs. The T-shirts will be using the regular SETA logo design. Members discussed the Daddy and Me fishing activities. At an upcoming meeting, the committee will be reviewing their three-year goals.

VI. Other Reports

- A. Chair’s Report: No report.
- B. Head Start Deputy Director’s Monthly Report: Ms. Dermott appreciates the parent participation in the committees. Complements to the Child Safety Committee which has exceeded all expectations; they are very close to rolling out a new safety breakdown for children. Parents are invited to go to the centers to actually see the safety issues. Staff has not received details regarding the

economic stimulus package as it relates to Head Start; it appears there will be \$2.1 billion available nationwide. California will receive 4% of the funds for 110,000 additional slots which will have new guidelines attached to them. We have very significant waitlists. Ms. Dermott stated that board members will be informed just as soon as staff receives the information on the stimulus package.

- C. Head Start Managers' Monthly Report: Ms. Brenda Campos reported that every year, SETA is required to submit a Program Information Report which is due every August. This report provides statistical information to the Bureau about the services provided to children, screenings, educational level of staff, disabilities, and a number of other areas of information. In two weeks, the managers will be in a conference call with Region IX in San Francisco to discuss the results of our PIR. All delegates had to complete this report as well as SETA. Highly likely each delegate will need to address an issue. Every director will be given an opportunity to address where they have fallen short. Budgets are being worked on and a number of changes will be addressed in the budget.

Ms. Denise Lee stated that the Child Safety Committee is very important and has been working on all the challenges before us. She will ask the team to come to the Board to show the final product. They worked hard and were very creative regarding ways to get through to kids that they cannot just go out to explore. There are 20 activities prepared which will be implemented in March and April; new activities will be implemented throughout the year. Ms. Shernita Crosby: wanted to know if SETA received information from the recent Atlanta conference to include in our program. Ms. Lee stated that information is definitely gleaned from conference material and teachers' education workshops. The information comes from a variety of places. Education requirements for teachers, Reauthorization changed some of the laws regarding education requirements for teachers. It ensures that the teaching staff have the correct credentials. In December 2007, teachers must have at least an AA degree and then by 2013 most of the teachers have to have a Bachelor's degree. Currently, 75% of SETA staff has an AA degree, but not necessarily in ECE. SETA staff applied for a supplemental grant and received \$68,000 to help teachers to pay for their educational requirements. It is very difficult to go back to school while working and raising families. A written plan will be brought to the Policy Council for approval. Ms. Crosby stated that she attended a conference (NHSA Parent Training Conference) where Melvin Bradley stated they are trying to get the requirement of having the teachers get a BA degree removed. Ms. Lee stated that the law was passed in 2007 but lobbyists are probably working to rescind the law. It is a mandate that staff will need to meet. Ms. Cleaver asked what will happen to teachers that do not have at least an AA degree by 2011. Ms. Lee stated that she does not have an answer right now so there will be continued talks regarding whether staff will receive an AA.

Ms. Lisa Carr spoke of the parent portion of the Health/Safety Committee. The meetings have begun and will be meeting February 5 and February 13. The parent piece will be developed and be ready to roll out the parent's activities in

addition to the children's activities. The Agency will be providing infant and child CPR to about 100 Policy Council and Parent Advisory Committee board members. Only 12 people can be trained at each session. Staff will be working training. Will be working with Cory Annonio to schedules days. The trainings will be from 9:00 a.m. – 4:00 p.m. which is required for the certificate. By March the list of training dates will be available. Those board members that do not have a computer are reminded that SETA has a computer lab available ~~from 9-5 Wednesdays and Thursdays~~ **Tuesdays and Wednesdays, from 9:00 a.m. to 4:30 p.m.** Rosetta Stone software is available to learn how to speak Spanish. The Grandparent's Conference was well attended with 85 people in attendance. Ms. Garner inquired whether other languages will be available in the computer lab. Ms. Carr stated that staff will have to see what the budget looks like. Right now in the SETA-operated program it is not a huge problem for other languages such as Hmong or Russian. The largest need is for people to learn Spanish.

D. Open Discussion and Comments: Ms. Desha has attaché cases and performance standards for board members that had not attended the board orientation.

E. Public Participation: None.

VII. **Adjournment**: Meeting adjourned at 11:40 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. These reports will be sent under separate cover. An additional report which will include the California Department of Education contracts will be provided at the board meeting.

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

| SETA OPERATED PROGRAMS (SOP) - HEAD START BASIC | | | | | | |
|---|----------------------|-----------------------------|----------------------|----------------------|----------------------|-----------------------------|
| Expenditures for Fiscal Year 2008-2009 | | | | | | |
| For the Seven Months Ended February 28, 2009 | | | | | | |
| HEAD START BASIC | Budget | Administrative Expenditures | Program Expenditures | Total | Remaining Budget | Expenditures as % of Budget |
| | | | | | | (7 months = 58.3%) |
| PERSONNEL | \$ 18,870,905 | \$ 1,287,860 | \$ 8,999,168 | \$ 10,287,028 | \$ 8,583,877 | 54.51% |
| EQUIPMENT | 60,000 | - | 60,735 | 60,735 | (735) | 101.23% |
| SUPPLIES | 405,700 | - | 184,725 | 184,725 | 220,975 | 45.53% |
| OCCUPANCY | 1,983,117 | 101,795 | 1,235,074 | 1,336,868 | 646,249 | 67.41% |
| CHILD SERVICES | 87,500 | - | 40,285 | 40,285 | 47,215 | 46.04% |
| PARENT SERVICES | 83,750 | - | 27,684 | 27,684 | 56,066 | 33.06% |
| NUTRITION SERVICES | 1,100,393 | 14,960 | 455,271 | 470,231 | 630,162 | 42.73% |
| CONSTRUCTION | 10,000 | - | 10,636 | 10,636 | (636) | 106.36% |
| OPERATING COSTS | 787,658 | 247,840 | 219,075 | 466,915 | 320,743 | 59.28% |
| TOTAL HEAD START BASIC | \$ 23,389,023 | \$ 1,652,455 | \$ 11,232,652 | \$ 12,885,106 | \$ 10,503,917 | 55.09% |

| SETA OPERATED PROGRAM (SOP) - HEAD START T & T/A | | | | | | |
|--|-------------------|-----------------------------|----------------------|-------------------|-------------------|-----------------------------|
| Expenditures for Fiscal Year 2008-2009 | | | | | | |
| For the Seven Months Ended February 28, 2009 | | | | | | |
| HEAD START T & T/A | Budget | Administrative Expenditures | Program Expenditures | Total | Remaining Budget | Expenditures as % of Budget |
| | | | | | | (7 months = 58.3%) |
| PERSONNEL | \$ 27,748 | \$ 1,823 | \$ 12,739 | \$ 14,561 | \$ 13,187 | 52.48% |
| TRAVEL | 19,000 | - | 8,295 | 8,295 | 10,705 | 43.66% |
| CHILD SERVICES | 31,000 | - | 3,204 | 3,204 | 27,796 | 10.34% |
| PARENT SERVICES | 132,040 | - | 34,234 | 34,234 | 97,806 | 25.93% |
| NUTRITION SERVICES | 20,000 | - | 14,073 | 14,073 | 5,927 | 70.37% |
| OPERATING COSTS | 75,500 | - | 49,619 | 49,619 | 25,881 | 65.72% |
| TOTAL HEAD START T & T/A | \$ 305,288 | \$ 1,823 | \$ 122,164 | \$ 123,987 | \$ 181,301 | 40.61% |

| SETA OPERATED PROGRAM (SOP) - EARLY HEAD START BASIC | | | | | | |
|--|---------------------|-----------------------------|----------------------|---------------------|---------------------|-----------------------------|
| Expenditures for Fiscal Year 2008-2009 | | | | | | |
| For the Seven Months Ended February 28, 2009 | | | | | | |
| EARLY HEAD START BASIC | Budget | Administrative Expenditures | Program Expenditures | Total | Remaining Budget | Expenditures as % of Budget |
| | | | | | | (7 months = 58.3%) |
| PERSONNEL | \$ 2,183,267 | \$ 115,369 | \$ 1,005,570 | \$ 1,120,939 | \$ 1,062,329 | 51.34% |
| SUPPLIES | 26,500 | - | 24,624 | 24,624 | 1,876 | 92.92% |
| OCCUPANCY | 160,440 | 9,570 | 102,752 | 112,322 | 48,118 | 70.01% |
| CHILD SERVICES | 17,000 | - | 2,355 | 2,355 | 14,645 | 13.85% |
| PARENT SERVICES | 7,764 | - | 1,229 | 1,229 | 6,535 | 15.82% |
| OPERATING COSTS | 63,252 | 5,085 | 12,679 | 17,764 | 45,488 | 28.08% |
| TOTAL EARLY HEAD START BA | \$ 2,458,224 | \$ 130,024 | \$ 1,149,209 | \$ 1,279,232 | \$ 1,178,991 | 52.04% |

| SETA OPERATED PROGRAM (SOP) - EARLY HEAD START T & T/A | | | | | | |
|--|------------------|-----------------------------|----------------------|------------------|------------------|-----------------------------|
| Expenditures for Fiscal Year 2008-2009 | | | | | | |
| For the Seven Months Ended February 28, 2009 | | | | | | |
| EARLY HEAD START T & T/A | Budget | Administrative Expenditures | Program Expenditures | Total | Remaining Budget | Expenditures as % of Budget |
| | | | | | | (7 months = 58.3%) |
| PERSONNEL | \$ 17,542 | \$ - | \$ - | \$ - | \$ 17,542 | 0.00% |
| TRAVEL | 9,000 | - | - | - | 9,000 | 0.00% |
| CHILD SERVICES | 10,000 | - | 494 | 494 | 9,506 | 4.94% |
| PARENT SERVICES | 15,750 | - | 1,936 | 1,936 | 13,814 | 12.29% |
| NUTRITION SERVICES | 1,000 | - | 741 | 741 | 259 | 74.07% |
| OPERATING COSTS | 11,500 | - | 7,535 | 7,535 | 3,965 | 65.52% |
| TOTAL EARLY HEAD START T& | \$ 64,792 | \$ - | \$ 10,706 | \$ 10,706 | \$ 54,086 | 16.52% |

SETA OPERATED PROGRAMS (SOP) - SUMMARY
Expenditures for Fiscal Year 2008-2009
For the Seven Months Ended February 28, 2009

| SUMMARY | Budget | Administrative Expenditures | Program Expenditures | Total | Remaining Budget | Expenditures as % of Budget |
|---------------------------------|----------------------|------------------------------------|-----------------------------|----------------------|-------------------------|------------------------------------|
| HEAD START BASIC | \$ 23,389,023 | \$ 1,652,455 | \$ 11,232,652 | \$ 12,885,106 | \$ 10,503,917 | 55.09% |
| HEAD START BASIC T&TA | \$ 305,288 | \$ 1,823 | \$ 122,164 | \$ 123,987 | \$ 181,301 | 40.61% |
| EARLY HEAD START BASIC | \$ 2,458,224 | \$ 130,024 | \$ 1,149,209 | \$ 1,279,232 | \$ 1,178,991 | 52.04% |
| EARLY HEAD START T&TA | \$ 64,792 | \$ - | \$ 10,706 | \$ 10,706 | \$ 54,086 | 16.52% |
| TOTAL SETA OPERATED PROG | \$ 26,217,326 | \$ 1,784,301 | \$ 12,514,730 | \$ 14,299,031 | \$ 11,918,295 | 54.54% |

ITEM IV- D – 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 March 17, 2009 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 | 87 | 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 | 9/24/2008 |
| Official | 7/24/2008 | Paramount 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 |
| Unofficial | 9/15/2008 | Ikon 1225 8th Street, Sacramento, CA 95814 | 9/15/2008 | 10 | 9/15/2008 |

Dislocated Worker Information PY 2008/2009

The following is an update of information as March 17, 2009 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 | 10/3/2008 | Bank of America 11080 White Rock Road Ste. #500 Rancho Cordova | 10/10/2008 | 15 | 10/9/2008 |
| Official | 10/10/2008 | Wachovia 1510 Arden Way Sacramento, CA 95825 | 7/5/08 - 12/31/08 | 56 | Pending |
| Official | 10/1/2008 | Johnson Controls 1900 Prairie City Rd Folsom, CA 95630 | 12/7/2008 | 36 | Pending |
| Official | 10/28/2008 | Mervyns Sacramento, CA | 12/31/2008 | 512 | 11/14/2008 |
| Official | 10/29/2008 | CSAA Elk Grove, CA | 12/31/2009 | 346 | RR Scheduled 11/24/08 Services Ongoing |
| Official | 11/13/2008 | Michael's Furniture 5849 88th St. Sacramento, CA | 12/31/2008 | 123 | 12/19/2008 |
| Official | 12/4/2008 | Panattoni 8775 Folsom Blvd, Suite 200 Sacramento, CA 95826 | 2/5/2009 | 91 | Declined Services |
| Official | 12/12/2008 | Marvell Semiconductor, Inc. 890 Glenn Drive Folsom, CA 95630 | 2/13/2009 | 3 | Pending |
| Unofficial | 12/19/2008 | Borders 4750 Natomas Blvd. Sacramento, CA 95835 | 1/3/2009 | 30 | 12/23/08 Delivered Packets |
| Official | 1/9/2009 | Health Net, Inc. 12033 Foundation Place Rancho Cordova, CA 95670 | 3/12/2009 | 80 | 2/18-19/09 RR Scheduled 4/21/09 |
| Official | 1/12/2009 | JC Penney 5949 Fair Oaks Blvd. Carmichael, CA 95608 | 3/30/2009 | 244 | 1/12-15/09 |
| Unofficial | 1/20/2009 | COUNTY OF SACRAMENTO-DHS SACRAMENTO, CA | | 20 | 2/17/2009 |
| Official | 1/21/2009 | Optisolar McClellan, CA 95652 | 3/21/2009 | 105 | Declined Services |
| | 1/21/2009 | Circuit City 2121 Arden Way Sacramento, CA 95815 | 3/21/2009 | 57 | 2/10/2009 |
| Official | 1/21/2009 | Circuit City 8211 Laguna Blvd. Elk Grove, CA 95758 | 3/21/2009 | 57 | RR Scheduled 3/12/09 |
| Official | 1/21/2009 | Circuit City 7980 Arcadia Citrus Heights, CA 95610 | 3/21/2009 | 45 | RR Scheduled 3/4/09 |

Dislocated Worker Information PY 2008/2009

The following is an update of information as March 17, 2009 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 | 1/23/2008 | Bank of America 11080 White Rock Road Ste. #500 Rancho Cordova | 2/16/2009 | 25 | RR Scheduled 2/11/09 Services Ongoing |
| Official | 1/28/2009 | Delta Dental 11155 Internantional Drive Rancho Cordova, CA 95670 | 3/31/2009 | 68 | Declined Services |
| Official | 2/4/2009 | LifeMasters 10989 Trade Center Dr. #200 Rancho Cordova, CA 95670 | 3/30/2009 | 110 | 2/23/2009 |
| Unofficial | 2/12/2009 | USAA* | 9/1/2009 | 626 | Pending |
| | | *AN OFFICIAL WARN NOTICE WILL BE ISSUED | | | |
| Official | 3/5/2009 | Marvell Semiconducto, Inc. 1890 Glenn Drive Folsom, 95630 | 5/4/2009 | 2 | Pending |
| Official | 3/10/2009 | Sacramento Bee 2100 Q Street Sacramento, 95852 | 5/9/2009 | 128 | Pending |
| | | | Total # of Affected Workers | 3434 | |

ITEM IV-E – INFORMATION

ENTERPRISE ZONE PROGRAM UPDATE

BACKGROUND:

The California Legislature created the Enterprise Zone Program to stimulate economic growth in the most economically distressed areas of the state. California currently has 42 enterprise zones, which are designated for a 15-year period and create a partnership between local government and private companies to generate new private-sector investment and growth. The Enterprise Zone and Local Agency Military Base Recovery Area (LAMBRA) program both establish a geographical area in which companies are eligible for exclusive state incentives and programs, including:

- Tax credits for sales and use taxes paid on qualified machinery purchases
- Tax credits for hiring qualified employees
- Interest deductions for lenders on loans to firms within the EZ/LAMBRA areas
- A 15-year net operating loss carry-forward
- Accelerated expense deductions; and
- Priority for various state programs such as contracts

Sacramento County currently has three Enterprise Zones and two LAMBRA Zones:

- Sacramento Army Depot Enterprise Zone
- Florin Perkins Enterprise Zone
- Northern Sacramento Enterprise Zone
- Mather Air Force Base LAMBRA Zone
- McClellan Air Force Base LAMBRA Zone

Two of three of the Enterprise Zones are set to expire this year. Sacramento Housing and Redevelopment Agency (SHRA) staff will complete and submit the application for re-designation of the Enterprise Zones, and then complete the transfer of the Hiring Tax Credit (HTC) Voucher application program to SETA.

Currently companies that apply for the HTC vouchers pay a \$30 one-time, nonrefundable fee per application. The application fee is locally determined, with \$10.00 of the fee submitted to the State of California and the remainder used locally to fund the program. Currently, the voucher application volume is 1,200 annually.

In April of 2008, staff from the City of Sacramento Economic Development Department, Sacramento County Economic Development Department, SHRA and SETA met, and it was proposed since SETA's configuration, as a joint-powers agency between the City and County was similar to that of SHRA, that SETA take over the Vouchering Program. The State of California's Enterprise Zone Program has changed over the years and more aligned with the goals and missions of workforce and economic development.

ITEM IV-E – INFORMATION (continued)

Page 2

Since SETA provides services to both employers and job seekers, the addition of Enterprise Zone Vouchers creates a seamless approach for job seekers and employers seeking to take advantage of Enterprise Zone Tax Credits while enhancing the continuity of services. The Enterprise Zone program will become another valuable marketing tool and service for SETA to discuss with employers already interested in our services, as well as the potential to provide more linkages to employers throughout the City and County.

Since that meeting, SETA staff has been working closely with the SHRA Enterprise Zone Voucher Manager reviewing and approving vouchers, along with learning Enterprise Zone regulation. In addition, SETA staff is working with the City and County of Sacramento, SHRA and other jurisdictions to develop and submit an application for the designation of the Sacramento Enterprise Zone. This new zone if approved will include the three current zones and expand the eligible area for tax credits considerably.

The City Council and County Board of Supervisors approved the transfer of the Tax Credit Voucher Program to SETA. This transfer is expected to create new opportunities for both agencies. The Enterprise Zone Voucher Program Application process gives SETA a new significant contact point with companies hiring, growing and employing people with barriers to employment. On the other side, the transfer of this program function frees the Sacramento Housing Redevelopment Agency to concentrate on the housing and community development and prospective economic stimulus proposals related to its mission.

STAFF PRESENTER: William Walker

ITEM IV-F INFORMATION

SACRAMENTO REGION CLEAN ENERGY ROUNDTABLES: INPUT AND IDEAS FOR ACTION

BACKGROUND:

Business, education and community leaders across the Sacramento region are pursuing strategies to enhance the local market, develop the necessary workforce, create supportive local policies and facilitate the grow of businesses in the Clean Energy Technology cluster. Our efforts are united through the Green Capital Alliance (GCA), formerly the Clean Energy Action Team of the Partnership for Prosperity.

During the month of February, 2009 the Green Capital Alliance hosted its second series of CEO roundtables. 45 leaders from 35 local clean energy companies attended one of four sessions. Each session was also attended by a small group of GCA partners from regional economic, business, workforce, and education organizations.

SETA/Sacramento Works, Golden Sierra Workforce Investment Board, Sacramento State University, Los Rios Community College, Downey Brand Attorneys and Bank of America sponsored the CEO Roundtables. Valley Vision, the project manager for the Green Capital Alliance coordinated and facilitated each of the roundtables.

On March 27, 2009 the Key Findings of the CEO Roundtables were presented to over 150 interested people at Sacramento State University. Attached is the report and call to action developed by Valley Vision as the product of the CEO Roundtable discussions.

STAFF PRESENTER: Robin Purdy



2009

Sacramento Region Clean Energy Roundtables: Input and Ideas for Action



Kristine Mazzei and Angela Shepard
Valley Vision
3/27/2009

INTRODUCTION

Business, education, and community leaders across the Sacramento region are rapidly pursuing strategies to enhance the local market, develop the necessary workforce, create supportive local policies, and facilitate the growth of businesses in the Clean Energy Technology cluster. Our efforts are united through a project known as the Green Capital Alliance (GCA). In order to ensure we are focusing on the highest leverage opportunities to support local clean energy companies, the leadership of the GCA has planned for annual roundtable sessions with local company leaders. We know there are no better advisors than the entrepreneurs who are growing their businesses here right now.

During the month of February, 2009 the Green Capital Alliance hosted its second series of CEO roundtables (the first series was completed in September, 2007). Clean energy company leaders from the Greater Sacramento Region* were invited to participate in one of four luncheons, and 45 leaders from 35 local clean energy companies decided to attend one of the sessions, including representatives from all three local utility companies. Each luncheon was also attended by a small group of representatives from GCA's partners from regional economic, business and education organizations.

Our goal is to respond to company needs by orienting our work plans around actionable input from these sessions. As a result of the first series of business roundtables in 2007 and the feedback we gathered from the 24 companies that participated, the GCA partners focused their attention on workforce development needs and investigating how to harmonize the region's permitting process for solar installations. As an example of our work, since those meetings significant grant investments were made into training the next generation of "green" employees in our region—Sierra College received \$500,000 to create and launch a solar installation training program, and the Los Rios Community College District just attracted \$2 Million in Department of Labor grant support for their training programs under the GreenForce initiative. Our work to create uniform solar permitting processes and fees continues, but much of the background research has been completed and reported to the Sacramento Area Council of Governments.

The world has changed a lot since we met with clean energy companies the last time around—the economy has taken a serious downturn, we have a new federal administration, and congress just passed a stimulus package that pumps impressive sums of money into the green sector. Meanwhile, the clean energy cluster has been growing in the Sacramento region. Last time around we had approximately 75 companies on our invitation list, and this time we reached out to approximately 110 companies. We were curious to learn about how all of these changes have been affecting local businesses, and to hear their insights on what they predict lies ahead.

* We considered the Greater Sacramento Region to include companies in Yolo, Sacramento, Yuba, Sutter, Placer, and El Dorado Counties.

PARTICIPANTS, SPONSORS, & STAFFING

We would like to thank the 35 companies that participated for donating their time and energy to support our work. These companies span a variety of clean energy realms. Our attendee list included a strong concentration in solar companies that mimics the broader trend in the region, each with their own emphasis in research, development, and/or residential and commercial installation. We had several companies join us that focus on energy efficiency in homes and buildings, and HVAC and electrical systems. There were also two biomass and two biofuel companies that participated, adding to our understanding of how these technologies are growing in our region. We were pleased to hear from one wind energy company, Windensity (previously known as Marquiss Wind Power). All three utilities in the Sacramento Region took part in the sessions—Pacific Gas & Electric, Roseville Electric, and the Sacramento Municipal Utility District—and they each have an impressive level of commitment to providing greener sources of power to our communities.

Participating companies:

| | |
|----------------------------|----------------------------------|
| Advanced Air and Electric | PG&E |
| Altus Energy | Platt Electric |
| Beutler Corporation | Rayco Electric |
| Carbon Sequestration, LLC | Roseville Electric |
| Carnahan Electric | Sierra Energy |
| Clean Energy Systems, Inc | Sierra Pacific Home and Comfort |
| Community Resource Project | SMUD |
| Del Sol Power | Solar Development |
| Enfinity Corp. | Solar Power, Inc. |
| Ericson Solar | Solarecity |
| ES Electrical Construction | SolarRoofs.com |
| First Source Solar Systems | Soul-er, Inc. |
| Go Solar Cooperative, Inc | Sun Edison |
| Granite Bay Energy Group | Sun River Solar Power Systems |
| Healthy Homes | SVV Technology Innovations, Inc. |
| Henwood Associates, Inc | Treasure Homes |
| Novozymes, Inc. | Windensity |
| Pacific Ethanol | |

These sessions are not possible without funding support and donated meeting space. The 2009 Roundtable luncheons were generously sponsored by the Sacramento Employment and Training Agency/Sacramento Works, the Golden Sierra Workforce Investment Board, Sacramento State University, Downey Brand, LLC, and the Los Rios Community College District. Our meeting hosts included the City of Rancho Cordova, the City of Roseville, the Sacramento Metro Chamber of Commerce, and the Sacramento Area Commerce and Trade Organization. Valley Vision, through its role as the project manager for the Green Capital Alliance, provided the staffing support to design and facilitate all four luncheons. A complete meeting-by-meeting record of attendance is detailed in Appendix A.

ROUNDTABLE QUESTIONS & FORMAT

The emphasis of each luncheon was on gathering insights from the clean tech company representatives on a series of questions. In general, the conversations focused on the first and second questions, and we integrated the other discussion questions into those conversations as much as possible.

1. Recognizing the economic and political climate has changed recently, what are the biggest challenges and opportunities associated with being a clean technology business right now?
2. As you look forward to the next 2-5 years what do you expect your workforce needs will be?
 - Are you able to meet your workforce needs right now?
 - What are your needs for 4-year degree workers?
 - Do you train your employees in-house, or do you hire employees that are already trained?
 - Do you have certain training needs that are not being met by local/regional organizations?
3. What things can be done by local government to better support your growth and development?
4. How do you think we could support the expansion of the regional market for clean energy products and services?
5. Do you have certain advocacy recommendations for legislation at the state and federal level that our partners at the Metro Chamber could help you to support?

A small portion of each meeting was dedicated to sharing information about existing programs and projects being spearheaded by partnering organizations, in order to profile some of the available economic development resources in the region.

CONVERSATION OUTCOMES

Each Clean Tech CEO Roundtable luncheon was characterized by an air of very open communication and represented genuine relationship-building between companies and our partner organizations. There was a tremendous amount of discussion around the financing challenges linked to the current recession—affecting business opportunities at all scales. Similar concerns were echoed in each meeting, yet there was also a note of optimism because of the passage of the American Recovery and Reinvestment Act and the large number of energy provisions in the bill.

To simplify the review of the outcomes, within each topic area the gathered information and recommendations are presented as bulleted lists. Over the next month regional leaders and our partners working on the Green Capital Alliance will review and evaluate this information in order to assess which items should be the focus of our work in 2009.

The biggest challenges facing local clean energy companies:

Financing-related issues

- There is no shortage of interested residential customers, but they are in a “wait-and-see” mode to see what happens with the economy before spending money, or they are waiting to see if the prices go down
- Many customers simply do not have access to credit to make larger purchases
- For businesses, using the incentive of a renewable energy tax credit only works when they have a tax liability (a problem in the current economy)
- Technology-oriented companies are hitting a financial “valley of death” between the time that they finish the research, development, and pilot testing of their product, and when they want to commercialize their technology
- Solar companies are being affected by the reduction of energy subsidies in PG&E territory (this is because the subsidies are a part of a phased incentive program, in which earlier investors received larger subsidies for their solar energy installations)
- Financing challenges are also affecting commercial-scaled projects. Recently some solar companies have had finance partners pull out of large-scale power projects at the last minute
- The banking industry has become more involved in serving as a “broker” for renewable energy installations—providing the financing and securing the contractor. The banks’ propensity to go with the lowest bidder might be impacting the quality of the work being done, and reduces the amount of profit going to the renewable energy company itself

Barriers to business

- Lack of uniformity in renewable energy permitting costs and processes across the region

Opportunities to address the challenges:

Finance-related opportunities

- Pursue region-wide adoption of the Berkeley FIRST financing model for solar installations, leveraging the passage of AB 811[†]. Some proponents expressed that the region will need to make sure there is sufficient capital available at reasonable interest rates to make this program workable
- For renewable energy installations, investigate potential to use a robust feed-in tariff[‡] structure, rather than rebate programs to incentivize customers

[†] According to the state’s Flex Your Power website, “Gov. Schwarzenegger recently signed Assembly Bill 811, giving all California cities and counties the ability to offer low-interest loans for energy-efficiency projects and solar panels to homeowners and small businesses. Residents would pay back the loans through assessments on property tax bills; if they move, the outstanding loan balance is taken over by the new owner. Without the law, some California cities might not have been able to offer the loans for solar panels and efficiency improvements such as insulation, double-paned windows and efficient HVAC systems.” <http://www.fypower.org/news/?p=3189>

[‡] Wikipedia’s definition of a feed-in tariff: “A Feed-in Tariff is an incentive structure to encourage the adoption of renewable energy through government legislation. The regional or national electricity utilities are obligated to buy renewable electricity (electricity generated from renewable sources, such as solar photovoltaics, wind power, biomass, hydropower and geothermal power) at above market rates set by the government.” http://en.wikipedia.org/wiki/Feed-in_Tariff

- Recognize that energy and water use efficiency are the “low hanging fruit” of saving energy for the lowest levels of needed investment, and the region should look at existing programs that help engage the community in working on this (examples mentioned include: the Architect 2030 Plan, and the 1000 Home Challenge)
- Some financing incentive programs for renewable energies can provide cash grants rather than tax credits, and this could work better in the future. In an era of diminishing tax liabilities, pursuing a cash grant is a better financial deal for the customer. Some fact finding is necessary: do the cash grant options allow money to be applied to the business’ working capital or only the renewable technology itself? Are cash grants being used for residential installations in addition to commercial installations?
- Some banks are reducing their required “Loan to Value” ratio requirements for renewable energy installations to 50%, but in general too much time is being spent educating the banking community about the benefits of making renewable energy investments
- Create more energy “co-ops” where people can buy in to renewable energy installations, even if they can’t implement them on their own home/building. The SMUD Solar Shares program is an example of this idea. This concept could be broadened so that interested individuals could provide the funds that would serve as a financing pool for energy systems on private residences, and they would receive some form of carbon/energy credit in return.

Removal of business barriers

- Align local governments and simplify the approval process for renewable energy installations.
- Installation fees should be based on actual inspection and review costs, rather than a percentage of project value

Workforce-related input:

Big Picture Issues

- Job creation hinges on improving financing challenges
- The region’s ability to attract clean technology manufacturing facilities and jobs depends on our willingness to develop a strong local market for the products
- We need a more holistic approach to energy education and training:
 - The workforce needs to understand the new energy economy, distributed power generation, and the relationship between renewable energy companies and utilities
 - The focus should be on building an integrated approach to saving energy—to end the tendency to silo various technologies
- The anticipated wave of retirement at the utilities is something that needs to be planned for in the workforce training arena
- All of the STEM training is important (Science, Technology, Engineering and Math), but people also need to be introduced to the emerging energy paradigm—distributed power generation—as part of this training

Engineers

- Wind companies: Need for electrical engineers, mechanical engineers, and people with an understanding of the conversion of wind and fluid dynamics. Also need power engineers, which is a more limited pool of available talent
- Biomass companies: Need process engineers (many come out of mechanical engineering with a background in mining technology). We have good resources for training people for biofuel technology in the region
- General company input: Product developers, electrical engineers, mechanical engineers

Solar Company Needs

- Salespeople need to be energy literate, and educated about financing mechanisms. Solar companies are not paid for fielding inquiries from potential customers, but these information requests consume a lot of time (about 1 in 20 becomes a job).
 - Salespeople need to be trained to use estimation software (usually PVSYST or PVWatts).
 - Companies need people who can explain solar technology and how it translates into a payback for the customer (like Solar 101). The ingredients that affect pay back—rebates, solar KWh produced, and understanding dynamic effect of rate scheduling modification, time-of-use pricing, etc.
 - Right now companies need to teach sales people all of these things
- The Community Resource Project—a local nonprofit organization that will invest stimulus finding into making low income homes more energy efficient—is an important part of the training pipeline for solar companies. This organization can serve as the training grounds for future employment in private companies
- Having a field component to training is vitally important, because it can take a year to become familiar with working on different kinds of existing structures. Some solar companies said it will take ten installation jobs before a new employee is fully able to do the work on their own
- Many skilled people available for hire from the shrinking construction industry, which means there is a ready supply of people that can be re-trained. Solar companies explained that they tend to rely on shorter, in-house trainings to prepare new employees for the work. Companies are mainly looking for people with energy awareness. Diminishing construction sector also means that there could be some loss of construction-related talent in the region due to attrition.
- One company specifically mentioned wanting to attract students from the Sierra College solar training program, and there was general enthusiasm and support for the recently-launched Los Rios Community College District GreenForce programs

Energy Analysts

- Energy Analysts represent a new and emerging group of workers that should be an important employment growth area for the region
- Workers need to have the ability to look at the whole energy system in a building—demanding engineering-type skills mixed with field experience
- They need to understand technologies and how they interact, and deal with the financing side as well

- They can analyze structures for energy efficiency opportunities, and serve as a 3rd party certifier of homes for energy performance
- According to one company representative this new career opportunity represents a “morph of the trades,” and many people in this field will “start with a tool belt”
- In addition to understanding buildings, these workers must be able to prescribe and sell a \$15-30K energy saving package as a solution

Electricians

- There are not enough electricians in the region, and the existing group will be impacted by the state certification requirement that goes into effect in June, 2009
- There is an opportunity to create a Solar Installer classification that would clarify a standardized set of skills needed to perform the job effectively

Internships with local companies

- There were a couple of suggestions that the region should develop a way to attract and screen applicants for internship positions at local clean energy companies. This would help keep talent within the region, and would give students the hands-on experience they need to really understand the energy systems.

Build education and awareness to support the sector:

- People within the region should become more aware about what is happening here already to advance energy sustainability
- There should be a shift in perception about renewable energy installations—they should not just been seen as part of the equity of a house, but instead be viewed as a revenue generator because the energy value keeps rising.
- There is an opportunity to market energy efficiency in the same way that recycling became a nation-wide campaign
- There is a need to change public perceptions of energy efficiency products, to build trust and broader use. Low income residents need to learn about how energy efficiency investments can save money in the long run
- Companies would like support in understanding the emerging business opportunities that are part of the stimulus bill
- There should be a regional effort to track data and publicize outcomes of the federal energy stimulus investment in key areas, like job creation, energy savings, etc. This will help to justify future spending in this area

Support growth of “newer” technologies within the region:

- Biomass technology is ready for a “break out” and the region needs to support this industry with a local trade group.
- There is an expectation that smart grid technology[§] will change the region’s energy industry— helping to de-centralize the production of energy to a variety of sources, thus supporting smaller energy businesses
- The Sacramento region could become a showplace for gasification technology (converting waste to energy). This would make us an international destination so people could learn about the technology and see it in action. Right now much of our waste is shipped to landfills in Nevada, and there is no US demonstration site for this technology.

Suggested changes at regional scale:

- Create region-wide permitting and fee uniformity for solar installations.
- Implement AB 811 financing mechanism across entire SACOG region.
- Desire for broader partnerships with Energy Service Companies (ESCOs) within the region. ESCOs are third-party energy developers that put renewable energy systems on the roofs of companies and continue to own the system while selling energy back to the utility, and stabilizing energy costs for the building owner over a period of time.
- Engage local commercial builders in identifying incentives that would work to encourage them to incorporate energy efficiency into new buildings, especially facilities that will be leased to other businesses.
- Encourage local governments to adopt policies that mandate aggressive renewable energy and energy efficiency measures in new developments
- Desire for Roseville Electric to implement time-of-use billing to reflect true energy cost variability during the day (this helps incentivize renewable energy installations because it changes the cost-benefit analysis)

Needed state and federal advocacy support:

- Companies need policy definition at the state and federal level on climate change, and clarity around how stated goals intersect with different clean energy technologies. A lack of policy definition slows the expansion of new technologies

[§] According to Wikipedia, “The term *smart grid* represents a vision for a digital upgrade of distribution and long distance transmission grids to both optimize current operations, as well as open up new markets for alternative energy production. As with other industries, use of robust two-way communications, advanced sensors, and distributed computing technology will improve the efficiency, reliability and safety of power delivery and use.” http://en.wikipedia.org/wiki/Smart_grid

- Multiple companies expressed the belief that that the best approach to support local job creation and economic development would focus on supporting and facilitating development of local renewable energy systems on residences and businesses. Some company representatives felt that the recent emphasis on funding large, centralized projects (like solar farms) does less for region's economy
- Consider developing incentives for green products manufactured here. A rebate should be based on the number of watts produced and sold from the facilities (this could be a state or federal program)
- There was a suggestion that people who install solar systems should get more return for their investment, and they should be paid for excess power production
- Expand the rebate programs for energy efficient AC systems, considering their role in peak energy usage
- Prevailing Wage presents a variety of problems for renewable energy companies, including:
 - Difficulty determining how to classify their workers and associated prevailing wages because they don't fit into traditional categories
 - Contributes to dramatically increasing overall project costs because of the high labor expenses
 - Prevailing wage is based on an average that includes workers' incomes in the Bay Area, so it is artificially high for this region
 - Affects clean energy business recruitment to the region because companies that are attracted here with government incentives are required to pay prevailing wage when they construct their facilities, which can offset the value of the incentive
- Implementation of Cap and Trade will have big implications for local companies, and we need to track this issue carefully
- Likewise, the Low Carbon Fuel Standard that is being evaluated at the state level will impact local biofuel companies, and they would like support in educating policy makers
- AB 1470, the Solar Water Heating and Efficiency Act of 2007, provides incentives to attain the goal of installing 200,000 solar water heating systems in the state by 2017. Region's solar water heating companies need support with implementation. AB 1470 creates a \$250 million ten-year program to provide consumer rebates for solar water heating systems.

NEXT STEPS

Business Roundtable participants will be asked to carefully review these outcomes and ensure they are on track with the feedback from the four events. Following this period of review, members of the GCA will evaluate all of these recommendations and identify which items should be prioritized for our collaborative action in 2009 based on upon feasibility of success and cost of implementation, to maximize the impacts of our efforts.

There are GCA partners that are already working on addressing some of the individual issues and opportunities raised at these sessions, and they are reconnecting with the participating companies to make things happen. Similar to our experience from 2007, these conversations have motivated action

on many levels and within many organizations. The GCA will track and communicate our progress through our website, e-news, and future outreach events.

APPENDIX A

Luncheon Attendees

| Date | Clean Tech Company Representatives | Organization Representatives |
|-------------|---|--|
| 10-Feb-09 | Brian Sipp, First Source Solar Systems Matt Ericson, Ericson Solar Jim Ray, Ericson Solar Rick Kehret, Go Solar Cooperative, Inc Mike Hart, Sierra Energy Tim Keller, Sierra Energy Steven Adair, Healthy Homes Paul Misso, Former CEO, Marquiss Wind Power Sergey V. Vasylyev, SVV Technology Innovations, Inc. Claus Fugslang, Novozymes, Inc. Sarah Teter, Novozymes, Inc. | Jason Buckingham, Golden Sierra WIB Julia Burrows, City of Roseville David Butler, LEED-Linking Education and Economic Development Marj Dickinson, UC Davis Bruce Dravis, Downey Brand Chris Flores, Office of Congresswoman Doris Matsui Brandon Ida, Office of U.S. Senator Barbara Boxer Kathy Kossick, Sacramento Employment and Training Agency/Sacramento Works Lorna Magnussen, Golden Sierra WIB Matt Mahood, Sacramento Metropolitan Chamber of Commerce Emir Macari, Sacramento State University Kristine Mazzei, Valley Vision Angela Shepard, Valley Vision Kingman Tsang, First Bank |
| 12-Feb-09 | Rick Wylie, Beutler Corporation Bob McChesney, Carbon Sequestration, LLC Jason Hanson, Sierra Pacific Home and Comfort Jim Bayless, Treasure Homes John DiStasio, SMUD Danielle Helm, Soul-er, Inc. Chuck Knoble, Rayco Electric Med Cram, Platt Electric Joan Graham, Community Resource Project | Wendy Bogdan, Downey Brand, LLP Jason Buckingham, Golden Sierra WIB Bob Burris, Sacramento Area Commerce and Trade Organization Terri Carpenter, Sacramento Employment and Training Agency/Sacramento Works Marj Dickinson, UC Davis Chris Flores, Office of Congresswoman Doris Matsui Phil Garcia, Sacramento State University Curt Haven, City of Rancho Cordova Brandon Ida, Office of U.S. Senator Barbara Boxer Matt Mahood, Sacramento Metropolitan Chamber of Commerce Kristine Mazzei, Valley Vision Robin Purdy, Sacramento Employment and Training Agency/Sacramento Works Angela Shepard, Valley Vision Brent Smith, SED Corp. JD Stack, SARTA |
| 17-Feb-09 | Mark Henwood, Henwood Associates, Inc Joe Henri, Sun Edison Brian Stevenson, Sun Edison Paul Koehler, Pacific Ethanol Tom Koehler, Pacific Ethanol John Miller, Pacific Ethanol Kent Lamb, PG&E Louise Perez, Community Resource Project Keith Pronske, Clean Energy Systems, Inc Geert Ramault, Enfinity Corp. Al Rich, SolarRoofs.com | Chris Delfino, Downey Brand, LLP Bob Burris, Sacramento Area Commerce and Trade Organization Marj Dickinson, UC Davis Kathy Kossick, Sacramento Employment and Training Agency Kristine Mazzei, Valley Vision Dan Throgmorton, Los Rios Community College District Tara Thronson, Valley Vision Jill Trainer, Sacramento State University |

| | | |
|-----------|--|--|
| 25-Feb-09 | <p>Farid Diabachi, Windensity Jim Gragg, Solarecity David Schweickert, Jr., Solarecity Doug Tatara, Solar Development, Inc. Kevin Davies, Solar Development, Inc. Kirk Uhler, Solar Power, Inc. Jeff McKay, Granite Bay Pete Nurenberg, ES Electrical Construction Eric Salci, ES Electrical Construction Dave Piper, Del Sol Power Dan Rietz, Altusenergy John Caranahan, Carnahan Electric Richard Kooi, Sunrise Real Estate Company Sam Hedayat, Advance Air and Electric Tom Habashi, Roseville Electric</p> | <p>Hannah Brosnan, Valley Vision Jason Buckingham, Golden Sierra WIB Bob Burris, Sacramento Area Commerce and Trade Organization Julia Burrows, City of Roseville Marj Dickinson, UC Davis Bruce Dravis, Downey Brand, LLP Mark Ingram, Pacific Coast Companies, Inc. Kristine Mazzei, Valley Vision Theresa Milan, Los Rios Community College District Robin Purdy, Sacramento Employment and Training Agency Angela Shepard, Valley Vision Dan Throgmorton, Los Rios Community College District</p> |
|-----------|--|--|

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: This item is set aside to allow the Deputy Directors to report to the Board any items relative to the program operations.

- 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.