



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

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Councilmember
City of Sacramento

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Board of Supervisors
County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 4, 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.

**REVISED
AGENDA**

- I. **Call to Order/Roll Call/Pledge of Allegiance**
- II. **Consent Items**
 - A. Minutes of the April 30 and May 11, 2009 Special Board Meetings
 - B. Approval of Claims and Warrants
- III. **Action Items**
 - A. **GENERAL ADMINISTRATION/SETA**
 - 1. Approval to Accept Funds from the Employment Development Department (EDD) for the Disability Program Navigator Initiative (FY 2009/2010), and Authorize the Executive Director to Execute the Subgrant Agreement and any Modifications (Melissa Noteboom/Sandra Kinsey)
 - 2. ***Approval to Accept Funds from the California Department of Corrections and Rehabilitation to develop a Transition Curriculum (Robin Purdy)***

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

B. WORKFORCE INVESTMENT ACT

1. Ratification of Submittal of a Proposal to the California Employment Development Department for the California Green Job Corps Program and Authorize the Executive Director to Execute the Subgrant Agreement and Any Modifications (Christine Welsch)
2. Approval of Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2009 – 2010 (Christine Welsch)
3. Approval of the Resource Allocation Plan for the Workforce Investment Act and the American Recovery and Reinvestment Act (Robin Purdy)
4. Approval to amend the Workforce Investment Act/American Recovery and Reinvestment Act Request for Proposals to include TANF Emergency Contingency Funds (Robin Purdy)
5. Approval to Submit an Application for WIA 15% Discretionary Funds for Summer Youth Employment and California High School Exit Exam (CAHSEE) Tutoring Program (Christine Welsch)

C. HEAD START: No items.

D. COMMUNITY SERVICES BLOCK GRANT

1. Approval of the 2010-2011 Community Services Block Grant Community Action Plan (Cindy Sherwood-Green)
2. Approval to Fund the Community Services Planning Council for the 2-1-1 Sacramento Human Services Database (Cindy Sherwood-Green)

E. REFUGEE PROGRAMS: No items.

IV. Information Items

- A. Fiscal Monitoring Reports (Roy Kim)
- | | |
|---|---|
| ➤ Bach Viet Association, Inc. | ➤ Crossroads Diversified Services, Inc. |
| ➤ Department of Human Assistance | ➤ Mental Health Association |
| ➤ Sacramento Chinese Community Service Center | ➤ Slavic Assistance Center |
- B. Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project Results for Tax Year 2008 (Roy Kim)
- C. Dislocated Worker Report (William Walker)

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, MAY 28, 2009

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, MAY 29, 2009

ITEM III-A – 2 - ACTION

APPROVAL TO ACCEPT FUNDS FROM THE CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION TO DEVELOP A TRANSITION CURRICULUM

BACKGROUND:

Over the past two years, staff and partners in the Sacramento Works One Stop Career Center system have worked with the California Department of Corrections and Rehabilitation (CDCR) and the Prison to Employment Committee of the Governor's Rehabilitation Strike Team for Prison Reform to design transition services that will assure a successful transition for California's prison re-entry population.

In February, 2009, CDCR requested that SETA submit a proposal to develop the New Start Transition Curriculum and a Train the Trainer program that could be used by the CDCR throughout the State. The proposal is attached for your review. SETA has recently been notified of an award of \$360,402 to develop the curriculum, facilitate pilot Transition classes at Folsom and Solano State Prisons, and conduct a Train-the-Trainer course for CDCR staff.

The budget includes staffing for SETA staff to develop the curriculum and conduct the transition classes at Solano and Folsom State prisons and also includes a subcontract with Los Rios Community College District to assist with curriculum review and development, and funding to reimburse the Solano Workforce Investment Board and the Sacramento County Office of Education for "subject matter experts" to review the curriculum and make recommendations for improvement.

RECOMMENDATION:

- Accept \$360,402 in funding from the California Department of Corrections and Rehabilitation to develop and implement the New Start Transition Program at Folsom and Solano State Prisons.
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Transition Program California Department of Corrections and Rehabilitation

Summary: The Transition Program is a 70 hour curriculum provided to inmates in the California Department of Corrections and Rehabilitation facilities over a 4 week period prior to their parole date. The purpose of the program is to provide inmates with job readiness and job skills prior to release, inform them of community resources and programs that can assist them in their transition, and link them to the One-Stop Career Center and social service agencies in their county of residence to ensure access to resources and employment upon release.

Format: The Transition Program will be most successful if facilitated in a small group framework where inmates work together, provide support for each other, and develop team work skills that are valued by employers. The workshop is divided into 14 units. Covered topics include the following: Work Readiness Certification, Goal Setting, Job Search Techniques, Applications, Resume Writing, Interview Preparation, Work Ethics and Values, Health and Wellness, One-Stop Career Center Orientation, Community Resources and Referrals, Transportation, Housing, and Financial Literacy.

Staffing: The Transition Program should include a staffing ratio of 2 staff to 25-27 inmates. The recommendation is to have two Transition Facilitator in each classroom and augment the staff by training and assigning 2 inmates as Instructional Assistant in each classroom. The Transition facilitators should have the skills, knowledge and ability to:

1. Administer and review the results of vocational and employment-related tests designed to identify skills, aptitudes, and interests of eligible participants;
2. Maintain customer files, prepare and submit management information system documents and other reports and correspondence as required;
3. Assess an inmate's employment goals and evaluate them in relation to their current, transferable, or potential skills and their relevance to local labor market conditions;
4. Assist an inmate in accessing information about supportive, social and financial services in their community of residence and teach them to identify other community resources;
5. Conduct workshops (workshops can include presentations, job search techniques, preparation of resumes, letters and applications, life skills, labor market information, and community service topics).

Knowledge of:

- Career planning; principles and practices of employment counseling;
- Interviewing techniques;
- Vocational guidance, job development and job placement;
- Current standardized tests used in vocational guidance;
- State and federal laws and regulations relating to employment;
- Occupational guidance and labor market informational materials;
- Demand Occupations including job duties and minimum qualifications;

- Workshop facilitation.

Ability to:

- Gather and analyze a variety of data and information;
- Communicate effectively with people from a wide variety of social, cultural, and economical backgrounds;
- Develop and conduct informational workshops;
- Establish and maintain cooperative working relationships;
- Operate audiovisual, computer, and other appropriate electronic equipment
- Speak and write effectively.
- Apply principles and practices of customer service, counseling, vocational guidance and occupational placement necessary to develop employment development plans;
- Review and interpret results of vocational tests;
- Prepare and present oral and written presentations to groups and organizations;

The topics for the Transition Program are listed below with a short summary of each module.

1. Welcome/Introduction 3 hours:

Discussion of what kinds of information they will learn in the course, why they are in the course, and the importance of education and employment in getting their lives back on track once they are released. Are they ready? High school diploma? Right to Work Documents? Do they know their skills?

2. Job Search Essentials (12 hours):

• **Goal Setting/Decision Making:**

Learning and practicing decision-making skills can assist inmates in making good decisions on important personal choices, choices that relate to personal problems, educational options or career opportunities. During the goal setting process, inmates will learn how to collect information, research options and use information to make sound decisions. In this module, inmates will identify transferable skills, personal skills, job specific skills, barriers to employment, values, hobbies, and interests. They will review the results of their interest inventory and WorkKeys Career Readiness Credential. They will look at all the information and use this information to develop short and long term occupational goals.

• **Career Exploration:**

A pen and pencil interest inventory (IDEAS) will be used to assist inmates in identifying occupations for which they have an interest and aptitude. For inmates who have taken Ideas, an additional skills assessment will be available. The facilitator will present information on the high demand occupations in California, and the jobs with the highest growth rates that would be viable options for ex-offenders. The facilitator will explain how to research the entry level requirements and pay schedule for jobs. The facilitator will focus on connecting inmates to jobs that they legally can hold, depending on their

criminal record. Inmates will work in small groups to conduct labor market research on the counties in which they will be released. Screen shots or non-live web-pages will be used to inform inmates of the internet sites that are used to conduct research into high demand jobs for each county in California. Inmates will also become familiar with resources located at local one-stop career center, libraries, adult schools and community colleges to gather information.

- **Job Search Techniques:**

Looking for work can easily be the hardest job an inmate may ever have. The facilitator will review

- Sources inmates can use to identify job openings, including One Stop Career Centers, Internet Job Search websites, Newspapers, Staffing agencies, Federal, State, County and City Personnel Offices, Chambers of Commerce, Community Colleges, Adult Education Skills Centers, and former employers friends, or relatives.
1. Ways of contacting employers, including on-line, through the mail, in person, and by telephone, maintaining records of calls and conducting follow-up.
 2. Ways to ensure communication and support from Parole Officers
 3. How to market skills to employers, including use hiring incentives to strengthen job competitiveness

3. Applications and Resumes (15 hours)

- **Applications:**

This module covers the Employment Application. Each inmate will leave with a completed Master Application which lists all education and employment history and identifies job appropriate skills and abilities. The lecture will include the importance of a complete and honest application, useful verbs for applications and resumes, how to be positive and honest when answering hard questions. The Transition Facilitator and Instructional Assistant will work in small groups with inmates to ensure that each inmate completes a Master Application.

- **Resume/Cover Letters**

This module covers the Resume and Cover Letter and builds on the Application Module. The information in the Master Application is formatted in the Resume Module to provide a one page advertisement of the inmate's skills, education, and abilities. Also covered will be the functions of a cover letter in the application process and information about references and letters of recommendation.

4. Interview Preparation (15 hours)

The Interview Preparation Module will be a combination lecture, small group mock interviews, and video interviewing with feedback. The Facilitator and Instructional Assistant will provide information on what employers really want to know in an interview, frequent interview questions, strategies for answering difficult questions, and give guidance on what questions should not be asked or answered in an interview. Inmates will practice interviewing in small groups, conduct mock interviews on video and provide constructive feedback on interviewing skills.

- **Work Ethics and Values**

In this module inmates will learn to think from the employer's perspective about the values and ethics that are important in the workplace. The Transition Facilitator will cover "soft skills" or work readiness skills like getting to work on time, being able to communicate effectively with co-workers, working as a team, and problem solving on the job. The Facilitator will talk about six critical steps for ex-offenders to get back into the workforce and will discuss the shared values that will lead to success in the workplace.

5. One-Stop Career Center Orientation (3 hours)

In this module, inmates will learn about the services that are offered in every community to assist people in finding job openings, information on high demand occupations, connection to education and training providers, and jobs with local employers. Inmates will leave with the information necessary to immediately connect to the One Stop Career Center system in their release county.

6. Financial Literacy (15 hours)

In this module, inmates will learn about earning a salary, managing money, paying taxes, and the pros and cons of applying for credit. The Transition Facilitator will cover paychecks and payroll deductions, the importance of paying bills on time, how to open a bank account, how to complete tax forms (or where to go to get assistance), credit reports, applying for credit, and how to keep your credit record positive.

Project Budget Proposal
Fiscal Year 2009/2010
(July 1, 2009 through June 30, 2010)

A. Personnel	Number of Positions	Number of months	% of Project time	Salary Total Amount
Transition Curriculum Development - 3 months				
Program Officer	1.00	2	100%	\$10,126
Subject Matter Experts (Curriculum Development)	5.00	2	25%	\$ 7,000
Clerical Support	1.00	2	100%	\$5,856
Total Staff Salaries				\$22,982
Fringe Benefits @ 40%				\$ 9,193
SubTotal Personnel Costs				\$32,175
Administration				
Program Officer	1.00	12	25%	\$15,189
Workforce Development Manager	1.00	12	15%	\$11,250
Clerical Support	1.00	12	25%	\$8,784
Admin SubTotal Staff Salaries				\$35,223
Fringe Benefits @ 40%				\$ 14,089
SubTotal Personnel Costs				\$49,312
Facilitation at CSP-Solano 12 months Based on Transition classes serving 25-27 in each class				
Workforce Development Professional-Facilitator (7/1/09 - 6/30/10)	2.00	12	100%	\$110,000
Fringe Benefits @ 40%				\$ 44,000
SubTotal Personnel Costs				\$154,000
Facilitation at Folsom State Prison 12 months Based on Transition classes serving 25-27 in each class				
Workforce Development Professional-Facilitator (1/1/10 - 6/30/10)	2.00	6	100%	\$55,000
Fringe Benefits @ 40%				\$ 22,000
SubTotal Personnel Costs				\$77,000
Total Staff Salaries				\$223,205
Fringe Benefits @ 40%				\$ 89,282
	Health/Dental/Vision	6.5%		\$14,508
	Retirement	22.0%		\$49,105
	Workers Compensation	3.0%		\$6,696
	Unemployment Compensation	1.0%		\$2,232
	OSADI	7.5%		\$16,740
Total Personnel Costs (A)				\$312,486
B. Consultant Costs				
Total Consultants Costs				
Los Rios Education Consultant	1.00	2	100%	\$ 16,667
Total Consulting Costs (B)				\$ 16,667
C. Operating Costs				
	# purchased	Months		Total
Ideas Paper and Pencil Assess.	2000 tests	12		\$ 12,820
Supplies		12		\$ 6,271
Travel	mileage	12		\$ 1,980
Communications		12		\$ 1,800
Printing/postage/certificates		12		\$ 5,000
DVD/Video Camera	2.00	one-time		\$ 1,600
Television DVD Combo	2.00	one-time		\$ 2,000
Computer	2.00	one-time		\$ 3,000
Total Operating Costs (C)				\$ 34,471
Subtotal Annual Direct Costs (A+B+C)				\$329,153
Total Indirect Cost (Administrative Overhead @ 10%)				\$ 31,249
Total Contract for Fiscal Year 09/10				\$ 360,402