



**GOVERNING BOARD**

**DON NOTTOLI**  
Board of Supervisors  
County of Sacramento

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

**ROBBIE WATERS**  
Councilmember  
City of Sacramento

**JIMMIE YEE**  
Board of Supervisors  
County of Sacramento

**KATHY KOSSICK**  
Executive Director

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Sacramento, CA 95815

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

**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, August 2, 2007

**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](http://www.seta.net).

**A G E N D A**

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

- Recognition of Long-term Employees: Steven Salinas (10 years); Ampee Bacon and Pamela Burkett (15 years)
- Recognition of National Reporting System Spanish Assessors (Denise Lee)

**II. Consent Items**

- A. Minutes of the June 7, 2007 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Endorsement of the U. S. Department of Health and Human Services (HHS) Campaign - Rescue and Restore Victims of Human Trafficking (Michelle Anderson)
- D. Approval to Continue Participation with the Child and Adult Care Food Program (Thelma Manzano)

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

- 1. Approval of Retiree Health Subsidy (Kathy Kossick)
- 2. Approval of Agency Technology Plan (John Valdez)

3. Approval to submit a proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project and authorize the SETA Executive Director to execute the subgrant agreement, Modifications and any other documents required by the funding source (Christine Welsch)
4. Approval of Staff Recommendations for Workforce Skills Preparation Vendor List (Michelle Anderson)
5. Approval to Release the Revised Vendor Services (VS) Request for Qualifications for 2007 (Michelle Anderson)
6. Authorization to Enter into Negotiations for an Addendum to the Warehouse Lease for Head Start Facilities and Maintenance Operations (Rod Nishi)

**B. WORKFORCE INVESTMENT ACT**

1. Approval to Augment Workforce Investment Act, Title I, Adult Subgrant Agreements (Roy Kim)
2. Appointment of Member to the Sacramento Works, Inc. Board (Kathy Kossick)

**C. HEAD START**

1. Approval to Submit a Healthy Marriage Initiative Project Grant to the Administration for Children & Families

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Appointment of Member to the Community Action Board (Cindy Sherwood-Green)

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

**IV. Information Items**

- A. Fiscal Monitoring Reports (Rick Pryor)
  - Bach Viet Association, Inc.
  - Crossroads Diversified Services, Inc.
  - Department of Human Assistance
  - Elk Grove Unified School District
  - Opening Doors, Inc.
  - Sacramento City Unified School District
  - Sacramento Occupational Advancement Resources
  - San Juan Unified School District
  - Stanford Home for Children
  - Women's Civic Improvement Club
- B. Head Start Quarterly Report (Maureen Dermott)

- C. Update on Head Start Grant Reapplication/Update on End of Current Head Start Grant (Maureen Dermott)
- D. Dislocated Worker Update (William Walker)
- E. Overview of SETA/Sacramento Works Youth Programs and Priorities for the Sacramento Works Youth Council (Christine Welsch)
- F. SETA Workforce Services to Customers Transitioning from the Criminal Justice System (Robin Purdy)
- G. Update on Clean Energy Technology Initiative (Robin Purdy)

**V. Reports to the Board**

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

**VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**  
Pursuant to Government Code Section 54956.8

- 1) Property Address: 10381 Old Placerville Rd., Ste. B2, Sacramento, CA 95827  
Owner(s): Michael Leonard Brunetti, Trust # 3, Tricia Andrea Marie Brunetti, Trust # 3 and Patricia Rubino Brunetti, as tenants in common  
Under Negotiation: Price, terms and lease conditions
- 2) Property Address: 10415 Old Placerville Rd., Ste. 110, Sacramento, CA 95827  
Owner(s): Heritage Community Credit Union  
10399 Old Placerville Rd., Sacramento, CA 95827  
Mr. Doug Fox  
Under Negotiation: Price, terms and lease conditions
- 3) Property Address: 10665 Coloma Rd., Ste. 200, Rancho Cordova, CA 95670  
Owner(s): Allan H. Omand Living Trust  
Bernard Stoltz  
Kevin Turner  
c/o Cordano Company  
1112 11th Street, Sacramento, CA 95814  
Under Negotiation: Price, terms and lease conditions

**CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

**VII. Adjournment**

**DISTRIBUTION DATE: FRIDAY, JULY 27, 2007**

ITEM II-A - CONSENT

MINUTES OF THE JUNE 7, 2007 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 7, 2007 regular Governing Board meeting for your review.

RECOMMENDATION:

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

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

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

Thursday, June 7, 2007  
10:00 a.m.

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

**Members Present:**

Sophia Scherman, Chair, SETA Governing Board; Public Representative  
Bonnie Pannell, Vice Chair, SETA Governing Board; Councilmember, City of  
Sacramento

Don Nottoli, Member, Board of Supervisors

Robbie Waters, Councilmember, City of Sacramento

Jimmie Yee, Member, Board of Supervisors

- Volunteer Income Tax Assistance/Earned Income Tax Credit Project Summary:  
Holly Nicola, IRS and Esperanza Lindsey, SETA

Ms. Espie Lindsey introduced Holly Nicola, IRS, outreach and education. Ms. Nicola stated that this has been very enjoyable experience and IRS is grateful for the assistance. SETA was presented a certificate of appreciation for those that participated to process tax returns. Volunteer tax preparers were acknowledged.

II. **Consent Items**

- A. Minutes of the April 27, 2007 and May 3, 2007 Board Meetings  
B. Approval of Claims and Warrants

No questions or comments on the consent items.

Moved/Yee, second Pannell, to approve the consent calendar as distributed.  
Voice Vote: Unanimous approval.

III. **Action Items**

A. **GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2007-08

Ms. Scherman opened the public hearing. Mr. Rick Pryor reviewed the budget. Mr. Pryor stated that the submission deadline of this budget to the Board of Supervisors has been extended to September.

Moved/Pannell, second/Yee, to continue the public hearing and continue to September 6.

Voice Vote: Unanimous approval.

2. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Approval of Workforce Development Professional Classification and Merger of Classifications of Recruitment Specialist I, II, III, Employment Services Specialist, Community Services Specialist, Youth Services Specialist, Community Services Coordinator, and Neighborhood Services Coordinator
3. Adoption of Resolution Establishing the Salary Range for the New Classification of Workforce Development Professional
4. Approval to Transfer Employees with their Seniority to the Workforce Development Professional Classification

Moved/Waters, second/Pannell, to continue Items III-A-2, III-A-3, and III-A-4 to the next regular meeting.

Voice Vote: Unanimous approval.

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

Ms. Christine Welsch stated that SETA was invited to submit a proposal to CalTrans for this construction training initiative. If the proposal is successful, staff will return to ask for permission to accept the funds.

Moved/Pannell, second/Waters, to approve the submission of a proposal to the California Department of Transportation to continue the Capital Area Transportation Industry Training Initiative for federal fiscal year 2007 not to exceed \$600,000 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.

6. Approval of Out-of-State Travel for the Head Start Clinical Social Worker to Attend the Play Therapy Training Institute in East Windsor, New Jersey

No questions or comments on this item.

Moved/Nottoli, second/Pannell, to approve out-of-state travel for Marilyn Palmer to attend the summer Play Therapy Seminar at an approximate cost of \$4,812.

Voice Vote: Unanimous approval.

**B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve Funding Extension Recommendations for the Workforce Investment Act, Title I Youth Program for Program Year 2007-2008

Ms. Christine Welsch reviewed this item. Over the past year, the Youth Council has made an increased effort to reach challenged communities. Two boards have reviewed and taken action on this item.

Speakers before the Board:

Ronald Montez, Policy Council Chair

Deacon Donald Clark, Parent Advisory Committee Chair

Moved/Waters, second/Yee, to concur with Sacramento Works, Inc. to approve the funding recommendations for the WIA, Title I, Youth Program, PY 2007-2008. Approve with the stipulations noted above and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2007 and may face deobligation of funds.

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

2. Approval to Extend Workforce Investment Act Adult/Dislocated Worker Subgrant Agreements

Mr. Roy Kim reviewed this item and stated that the Agency has received a decrease in adult program funding. The amount of carryover is not known until the end of this fiscal year; staff expects a significant amount of carryover. Staff will return in August or September for funding recommendations for carry over funds.

Moved/Yee, second/Waters, to approve the funding recommendations and stipulations.

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

Mr. Thatch asked the board to consider taking an off agenda item in closed agenda. The board must take immediate action concerning a matter not on the agenda. The closed session item is entitled: **CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:** Initiation of litigation pursuant to Government Code Section 54956.9(c)

Moved/Waters, second/Nottoli, to take the off agenda item in closed session.  
Voice vote: Unanimous approval.

The board adjourned into closed session at 10:59 a.m.

**VI. CLOSED SESSION: CONFERENCE WITH REAL PROPERTY NEGOTIATOR**

Pursuant to Government Code Section 54956.8:

Property Address: 925 Del Paso Blvd., Sacramento, CA

Negotiating Party: McCuen Acoma Street Investors

Under Negotiation: Price, terms and lease conditions

**CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The board reconvened at 11:27 a.m. Mr. Thatch reported that the board voted unanimously to be a party to the Arthur J. Gallagher litigation.

**C. HEAD START**

1. Approval of Head Start COLA Application

Mr. Rick Pryor reviewed this item. This application is not yet finalized since union negotiations continue. The Policy Council and Parent Advisory Committee have reviewed and approved this item

Moved/Yee, second/Nottoli, to approve the SETA Head Start Cost-of-Living Adjustment (COLA) application.

Voice Vote: Unanimous approval.

2. Approval of Head Start Budget Modification for 2006-2007 - **and**

3. Approval of procurement for resurfacing of building exterior for Northview early learning center

Ms. Maureen Dermott reviewed these two board items which request approval to reallocate unspent funds from one budget line item to different line items. The only way the Agency was eligible to do this was to maintain 100% enrollment; the Agency was strongly encouraged by ACF to submit the budget modifications. The Northview center will have significant funds put into renovation at an approximate cost of \$60,000. Ms. Dermott reviewed other center improvements.

Mr. Nottoli inquired whether a cost analysis could be done to co-locate the Head Start central kitchen with the Raley's kitchen in West Sacramento. Ms. Dermott stated that staff is looking at our facilities, and as things wear out perhaps considering co-locating.

Mr. Yee inquired whether this is legal; Ms. Dermott replied that the budget modification will be submitted by June 15 for approval. The Administration for



Children and Families is encouraging SETA to do this. This list has taken two months to prepare and have done a very thorough review of the various centers to ensure the roofs are okay.

Moved/Nottoli, second/Waters, to approve items III-C-2 and III-C-3 as follows:

- Approve the budget modification to the 2006-2007 Head Start budget; and
- Approve the procurement of services to provide resurfacing of the Northview Early Learning Center exterior walls.

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

#### **D. COMMUNITY SERVICES BLOCK GRANT**

##### **1. Appointment of Community Action Board Member**

Ms. Cindy Sherwood Green stated that River City Community Services has submitted an application for a private sector seat on the board. Mr. Steve Anderson will be the representative.

Mr. Yee inquired about the outreach; Ms. Sherwood Green stated that staff attend meetings announcing the vacancies and talk with people in the community.

Moved/Waters, second/Yee, to appoint River City Community Services to represent the Private Sector on the Community Action Board.

Voice Vote: Unanimous approval.

##### **2. Approval of CSBG Community Action Plan**

Mr. Victor Bonanno reviewed the plan which describes the needs of the low-income community and the strategies to address those needs. The plan was developed through an extensive needs assessment process and will be utilized for SETA's application for CSBG funding. Services to frail, homebound elderly and at-risk youth continue to be a top priority. The Community Action Board approved the plan at the May 30 meeting.

Moved/Nottoli, second/Yee, to approve the 2008/09 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

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

#### **IV. Information Items**

##### **A. Fiscal Monitoring Reports: No questions.**

- B. Dislocated Worker Update: Mr. Waters asked about Sutter Medical Centers; Mr. Walker stated that Sutter will no longer be using Licensed Vocational Nurses. A number of staff will be moving to a Roseville facility; Sutter is working to absorb any dislocated staff. Mr. Waters inquired whether there were any repercussions for not giving WARN announcements. Mr. Walker will report back.
- C. Update on Summer Youth Job Fairs: Mr. Walker provided a brief follow-up on working with city directors.
- D. Agency Awards and Staff Recognition: Several awards have been received, specifically for providing services to veterans and foster youth.
- E. Sacramento Employment and Training Agency Regional Nurse Support Project Update: Ms. Cindy Sherwood-Green reported that the second nursing project is almost completed and has been very successful. Ms. Kossick assured the board that staff is always looking for more funding, especially for such an excellent program.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Dedication of new artwork on Del Paso Boulevard will be held this evening. Staff had the pleasure of hosting Doris Matsui at the Hillsdale Head Start Early Learning Center.
- C. Counsel: No report.
- D. Members of the Board: No report.
- E. Public: No comments.

**VII. Adjournment: Adjourned at 11:55 a.m.**

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 6/1/07 through 7/26/07, and all expenses appear to be appropriate.

## ITEM II-C - CONSENT

### ENDORSEMENT OF THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) CAMPAIGN – RESCUE & RESTORE VICTIMS OF HUMAN TRAFFICKING

#### BACKGROUND:

In October 2000, the Trafficking Victims Protection Act of 2000 (TVPA) (Public Law 106-386) was enacted to combat the tragic human rights violation known as human trafficking. Prior to that, no comprehensive Federal law existed to protect victims of trafficking or to prosecute their traffickers. As a member of the President's Interagency Task Force to Monitor and Combat Trafficking in Persons created as a result of the TVPA, the U.S. Department of Health and Human Services (HHS) is responsible for certifying victims of human trafficking once they are identified. This certification allows victims to receive federally funded benefits and services to the same extent as refugees.

Human trafficking is a modern-day form of slavery. It is a greed-driven crime committed by persons who have no regard for the health, welfare or dignity of their victims. Victims of human trafficking are subjected to force, fraud, or coercion for the purpose of sexual exploitation or forced labor. Victims are young children, teenagers, men and women. They are often threatened with injury or death to themselves, or to their families. It is estimated that worldwide as many as 900,000 people every year are victims of human trafficking. Here in the United States approximately 14,500 to 17,500 victims a year are unlawfully brought to our shores.

In a continued effort to eradicate human trafficking, HHS established the *Rescue & Restore Victims of Trafficking* public awareness campaign, which promotes public awareness on trafficking and the protections available for trafficking victims. The intent of the *Rescue & Restore* campaign is to increase the number of identified trafficking victims and to help those victims receive the benefits and services needed to live safely in the United States.

The *Rescue & Restore* public awareness campaign also includes the establishing of coalitions throughout the United States. On June 27, 2007, the HHS announced the formation and launch of one of its most recent *Rescue & Restore Victims of Human Trafficking* coalitions here in Sacramento. The Sacramento group joins a national *Rescue & Restore* network of 18 coalitions.

The first phase of the *Rescue & Restore* campaign will focus on outreach and training to Sacramento's workforce that are most likely to encounter victims on a daily basis – social service organizations, local law enforcement, and healthcare professionals. The coalition will also aim at raising the awareness of Sacramento residents by educating them on the problem of human trafficking, the protections available for trafficking

victims, and showing how they can “look beneath the surface” to identify and help victims in this region.

Staff is recommending that SETA participate in the *Rescue & Restore* campaign against human trafficking by joining the Sacramento *Rescue & Restore* Coalition. Coalition members include Federal, State and local law enforcement agencies, governmental and non-governmental social service providers, and others who have an interest in combating human trafficking. As a member, SETA will contribute to the development of a network of organizations committed to identifying and caring for victims of human trafficking in the Sacramento area. As a member of the coalition, SETA would:

- Assist, identify and serve victims of human trafficking to the best of its ability;
- Raise awareness about the trafficking issue among the general community and within state and local governments;
- Participate in coalition meetings and/or trainings related to human trafficking and victim identification;
- Cooperate with law enforcement in identifying human trafficking victims and in bringing perpetrators of trafficking to justice;
- Receive and disseminate to staff, members and supporters timely information about the trafficking issue and the resources available to help its victims;
- Cooperate with other national members of the *Rescue & Restore* campaign to publicize key actions and successes in the fight against trafficking and to rally public support for both the coordinated program of compassionate care and law enforcement that is needed to end the modern slave trade;
- Authorize the listing of SETA in general listings of members of *Rescue & Restore* coalitions.

#### RECOMMENDATION:

Approve SETA to become part of the Sacramento *Rescue & Restore* Coalition established to combat human trafficking in the Sacramento area, and authorize the Executive Director to provide a letter of support to the U.S. Department of Health and Human Services (HHS), Office of Resettlement of Refugee Resettlement (ORR) for this campaign.

August 2, 2007

Ms. Martha Newton  
Director of the Office of Refugee Resettlement  
U.S. Department of Health and Human Services  
370 L'Enfant Promenade  
Aerospace 8<sup>th</sup> Floor  
Washington, DC 20447

Dear Ms. Newton:

The Sacramento Employment and Training Agency (SETA) is pleased to join *Rescue and Restore*, the Department of Health and Human Services campaign against human trafficking. We want to contribute to efforts to eradicate human trafficking, a form of modern-day slavery. SETA recognizes that trafficking in human beings affects an estimated 15,000 people a year in the United States alone, many of them women and children, who are unlawfully brought to our shores. We know that the global scale of this problem may affect as many as 900,000 people every year.

We want to contribute to the development of a network of organizations committed to identifying and caring for victims of human trafficking. In order to do this we will:

- Assist, identify and serve victims of human trafficking to the best of our ability;
- Raise awareness about the trafficking issue among the general community and within state and local governments;
- Participate in coalition meetings and/or trainings related to human trafficking and victim identification;
- Cooperate with law enforcement in identifying human trafficking victims and in bringing perpetrators of trafficking to justice;
- Receive and disseminate to our staff, members and supporters timely information about the trafficking issue and the resources available to help its victims;
- Cooperate with other national members of the *Rescue and Restore* campaign to publicize key actions and successes in the fight against trafficking and to rally public support for both the coordinated program of compassionate care and law enforcement that is needed to end the modern slave trade;
- Authorize the listing of our organization in general listings of members of Rescue and Restore coalitions.

This bipartisan effort, which aims to uproot a problem described by both the government of the United States and the United Nations as an international priority, deserves the widest possible support. SETA proudly joins hands with the local, national, and international organizations dedicated to eliminating this intolerable human rights violation in our midst.

Sincerely,

Kathy Kossick  
Executive Director

ITEM II - D - CONSENT

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

BACKGROUND:

The Sacramento Employment and Training Agency Head Start Program participates in the Child and Adult Care Food Program (CACFP). This is one of several publicly funded programs, wholly/partly funded by Federal, State, or local dollars in which the Agency participates. Last year, the CACFP accounted for \$1,116,724 of Agency revenues.

In order to continue participation in the CACFP, an Update Application for 2007-2008 has been prepared by staff, which requires the Chair and the Executive Director's signatures. The signatures will certify that all information and documents submitted with the Annual Update are true and correct and that they accept final administrative and financial responsibility for all CACFP operations. This renewal is effective October 1, 2007.

RECOMMENDATION:

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

ITEM III-A – 1 - ACTION

APPROVAL OF RETIREE HEALTH SUBSIDY

BACKGROUND:

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

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

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

As of May 2007, SETA has 69 retired annuitants and 67 former employees on deferred status. The current annual cost of the insurance subsidy is approximately \$95,000. In a report prepared by Mercer Human Resources Consulting firm to the County Board of Supervisors, the number of special district retirees was 85. Hence, SETA's retirees account for approximately 79% of that total. The Mercer report included a fiscal impact to special districts of \$235,000. Although much higher than SETA's current annual cost, it includes those employees on deferred status as well as those retirees who have not opted to enroll into County sponsored medical and dental insurance plans even though they are still eligible to do so.

On June 5, 2007, the Board of Supervisors approved the following:

- Participants who retired on or before May 31, 2007, would continue to receive the subsidy for the calendar year 2008. The subsidy would be eliminated for all participants who retire after May 31, 2007.



Current subsidy/offset payments are as follows:

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

Staff has identified options for the SETA retiree medical and dental insurance subsidy program. Options reviewed include:

1. Elimination of the subsidy payments after December, 2007.
2. Eligible employees who retire on or before August 31, 2007, would continue to receive the subsidy for calendar year 2008. This would include the continuation of the \$25/month towards retiree – only dental plan premiums. The subsidy would be eliminated for all participants who retire after August 31, 2007.
3. Option #2 with modification to the amount of subsidy e.g., percentage increase or decrease to the table above.
4. Continuation of the subsidy payments for all eligible retirees through December 2008.

The economic realities for a grant funded program such as SETA makes for sound business practice to limit this growing cost as more and more employees contemplate retirement. The impact upon the current and future programs that provide the services to SETA's customers creates the necessity to put limits upon this cost to the Agency. Option #2 provides for the continuation of the current level of subsidy for the approximately 100 former SETA employees for 2008 and limits the future growth of these health and dental subsidies. The estimated annual cost is approximately \$100,000 per year.

**RECOMMENDATION:**

Hear a report from staff and approve Option #2.

## ITEM III-A – 2 - ACTION

### APPROVAL OF AGENCY TECHNOLOGY PLAN

#### BACKGROUND:

With the passage of the Telecommunications Act of 1996, the Federal Communications Commission began adding a tax on telecommunication services in order to provide discounts to schools and library programs for their telecommunication services. The program, known as the Schools and Libraries Program of the Universal Service Fund, is commonly referred to as E-Rate. For the past 10 years the eligible entities for E-Rate have included schools, school districts and libraries. Last year, Head Start programs were added to the list of eligible applicants.

In October of 2006, the Administration for Children and Families (ACF) informed Head Start programs in twenty-seven states that they qualified for the Federal E-Rate program and encouraged Head Start Programs to apply. In order for the SETA Head Start Program to meet the required filing deadline, SETA contracted with California School Management (CSM) Group to help SETA draft a Technology Plan and to complete the application process required to apply for the E-Rate Program.

On January 11, 2007 SETA issued a Request for Proposals (RFP) for the purpose of soliciting proposals for telecommunications services and equipment to ensure that SETA is able to connect its administration office, and all 38 Early Learning Centers to the internet in order to provide video streaming to/from all sites, to utilize the internet to provide curricula and learning activities to enrolled children, and youth and adults enrolled in GED and/or literacy programs, to meet all E-Rate and Children's Internet Protection Act (CIPA) requirements, and to safeguard children while they are using the services and equipment. Proposals received from four vendors ranged from \$1.4 million to \$2.5 million. The proposals were much higher than expected, so SETA cancelled the RFP.

Canceling the RFP has delayed building the infrastructure for the Children & Family Service's Early Learning Centers until E-Rate Planning Year 11 (fiscal year 2008 – 2009). However, in February SETA was able to request approval through the E-Rate Program to receive Priority 1 funding, which includes discounts on all Head Start telecommunication costs. Once approved, SETA will receive up to 90% (approximately \$275,000), of those funds expended for telecommunications, refunded to our agency through the E-Rate Program.

One of the requirements in filing for reimbursements of additional telecommunications costs under the E-Rate program includes approval of the entity's technology plan by its governing body. The Agency Technology Plan is being sent under separate cover, and includes the Head Start Technology Plan, submitted last fiscal year to qualify for the E-

Rate Program, as well as technology goals for the entire agency. Mr. John Valdez, SETA's Information Technology Chief, will be providing an oral report on the plan.

RECOMMENDATION

Hear the oral report and approve the Agency Technology Plan.

### ITEM III-A – 3 - ACTION

#### APPROVAL TO SUBMIT A PROPOSAL TO THE OFFICE OF JUVENILE JUSTICE DELINQUENCY PREVENTION FOR THE SACRAMENTO WORKS FOR YOUTH DEVELOPMENT PROJECT AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

The Office of Juvenile Justice Delinquency Prevention (OJJDP) at the US Department of Justice released a Request for Proposals for Juvenile Justice Prevention and Intervention programs. OJJDP anticipates funding fifteen programs for up to \$1 million each for two years. The primary objective and key features of the funding are:

- To build protective factors to combat juvenile delinquency;
- To support local efforts that support positive youth development including employment, education, community service projects and connecting with other intervention services;

SETA is proposing to continue the successful concepts learned from the Youth Development and Crime Prevention program and other successful youth services with a Sacramento Works for Youth Development (SWYD) Program. The goals of the SWYD program are:

1. Reduce youth involvement in the criminal justice system;
2. Increase the number of at-risk youth that successfully transition into careers and post-secondary education programs;
3. Enhance the knowledge-base of youth providers in youth development principles and juvenile justice issues.

The Sacramento Works for Youth Development (SWYD) program will advance the practice of juvenile delinquency prevention youth development services by:

- Providing direct juvenile justice-driven youth development services in the Sacramento Works Career Center system,
- Acting as an intermediary to fund community service and youth development projects, and
- Training youth providers in promising practices in youth development principles in the juvenile justice system.

To address goals #1 and #2, SETA is proposing to continue the successful concept of the youth development program model to provide academic, vocational and employment services to 150 youth who are involved in or at risk of involvement in the criminal justice system. SETA will provide the services directly and act as an intermediary to contract for SWYD-Intermediary services. Upon receipt of the funding, SETA will issue a Request for Proposals for SWYD-Intermediary Services for small

youth development projects in amounts ranging from \$25,000 and \$100,000. These projects could include community service projects, counseling services, leadership development or employment opportunities.

To address goal #3, SETA has proposed partnering with the Youth Services Provider Network (YSPN) to provide youth development and leadership training to both youth and youth providers. Funds were also set aside to procure training on specific juvenile justice issues.

The partners and supporters for this concept were:

- SETA/Sacramento Works Youth Council
- City of Sacramento
- Area Congregations Together (ACT)
- Sacramento County Office of Education
- Sacramento County Probation Department
- Youth Services Provider Network
- Local Training providers

SETA is requesting \$999,810 to support the Sacramento Works for Youth Development Project for two years.

#### RECOMMENDATION:

- Approve the submission of a proposal to the Office of Juvenile Justice Delinquency Prevention for the Sacramento Works for Youth Development project.
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

ITEM III- A- 4 -ACTION

APPROVAL OF STAFF RECOMMENDATIONS FOR WORKFORCE SKILLS  
PREPARATION VENDOR LIST

BACKGROUND:

In February, 2006 the SETA Governing Board approved release of the *Revised* Workforce Skills Preparation (WSP) Services Request for Qualifications (RFQ). WSP services are off-the-shelf, vendorized activities that provide additional options for adults, dislocated workers, and youth who face a myriad of challenges to academic success and/or gainful employment.

Vendors recommended for inclusion on SETA's WSP Vendor List have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult/dislocated worker programs, and/or youth programs funded by SETA.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Workforce Skills Preparation Vendor List.

## Workforce Skills Preparation Services Staff Recommendations

APPLICANT: OPENING DOORS, INC.

SERVICES <b><u>RECOMMENDED</u></b> FOR WSP VENDOR LIST:			
Activity	Workshop Rate	Length	Min/Max Workshop Size
<b>Job Readiness/Pre-Employment Skills Training</b>	\$480	8 hours	3/8
<b>Job Retention/Life Skills</b>	\$480	8 hours	3/8
<b>Small Business Development</b>	\$540	9 hours	3/20

SERVICES <b><u>NOT RECOMMENDED</u></b> FOR WSP VENDOR LIST:			
Activity	Workshop Rate	Length	Min/Max Workshop Size
<b>Financial Literacy/Planning</b>	\$540	9 hours	3/20

It was determined by staff that the services proposed by applicant for the Financial Literacy/Planning do not qualify as Financial Literacy/Planning services. It is felt that the services proposed would be more appropriately provided through applicant's Small Business Development activity.

## ITEM III-A – 5-ACTION

### APPROVAL TO RELEASE THE REVISED VENDOR SERVICES (VS) REQUEST FOR QUALIFICATIONS (RFQ) FOR 2007

#### BACKGROUND:

On December 5, 2005 the SETA Governing Board approved the release of the Workforce Skills Preparation (WSP) Services Request for Qualifications (RFQ) to recruit qualified vendors on an on-going basis to provide Workforce Skills Preparation Services to eligible adults and dislocated workers in an effort to prepare them for participation in the labor force and to expand our WSP Vendor List.

On February 2, 2006, the SETA Governing Board approved the release of the *revised* WSP RFQ, which was amended to include Youth Development and Life Skills for youth.

WSP services are off-the-shelf, vendor activities that provide additional options for adults, dislocated workers, and youth who face a myriad of challenges to academic success and/or gainful employment. Services are offered for the purpose of addressing barriers and/or special needs that can prohibit a customer from successfully participating in a SETA-funded program or from receiving services.

Allowable WSP Services for adults, 18 years of age or older, include the following:

- Computer Literacy
- Counseling
- Expungement/Legal Assistance
- Financial Literacy/Planning
- Foreign Transcript Evaluation Information
- Informational/Self-Help Workshops
- Interpretation/Translation Assistance
- Job Readiness/Pre-Employment Skills Training/Industry-Specific Bootcamps
- Job Retention/Life Skills/Success Skills
- Small Business Development
- Vocational Assessment
- In-Service Training (for SETA and service provider staff)



Allowable WSP Youth Development and Life Skills Services include:

- Secondary School Completion Services
- Alternative Secondary School Services
- Occupational Skills Training
- Leadership Development Opportunities
- Adult Mentoring
- Comprehensive Guidance and Counseling

Staff is recommending approval to release the revised WSP RFQ, now titled Vendor Services (VS) RFQ. Most recently, staff has determined that it would be desirable to expand SETA's Vendor List to include vendors qualified to provide essential vendor services in other SETA-funded programs and to expand on the types of vendors and services that could be procured.

The revised VS RFQ will include Child Development and Family Services. Services will be offered for the purpose of addressing the barriers and/or special needs of children, ages 0-5, and their families.

Allowable VS Child Development and Family Services include:

- Health Services
- Nutrition Services
- Dental Health Services
- Mental Health Services
- Special Education Services
- Education Services
- Safety and Sanitation Services
- Interpretation/Translation Services

Additionally, the revised VS RFQ expands the funding source possibilities to vendors – both public and private.

Currently, qualified vendors will not be required to re-submit applications.

Staff will be available to answer questions.

**RECOMMENDATION:**

Approve the revised Vendor Services (VS) Request for Qualifications (RFQ).

## ITEM III A-6 - ACTION

### AUTHORIZATION TO ENTER INTO NEGOTIATIONS FOR AN ADDENDUM TO THE WAREHOUSE LEASE FOR HEAD START FACILITIES AND MAINTENANCE OPERATIONS

#### BACKGROUND:

The Agency has been offered the opportunity to expand the existing warehouse/office space that currently houses the Head Start Facilities and Maintenance operations. This offering is by the current lessor of the North 10<sup>th</sup> Street Business Park caused by a recent vacancy within the same building.

In 2001, the SETA Governing Board made a sole source determination based upon the receipt of one response to a solicitation issued for warehouse and office space. The expiration of the term of the lease agreement is December 1, 2010. Approximately 8,000 square feet is leased for a monthly cost of \$4,601.26.

The offered space consists of approximately 6,300 square feet, including 3,000 square feet of office space and 3,300 square feet of warehouse space. Initial discussions with the lessor are within budget parameters of the Agency. The expected expiration of the addendum to the lease agreement would be the same as the existing lease agreement.

The Head Start Facilities and Maintenance space provides office space to 12 staff and the warehousing of the supplies and materials of the Early Learning Centers of the Head Start program. Agency vans are no longer stored at this facility and recently have encountered an increase in costs to the Agency because of vandalizing of the vehicles.

The additional space would allow the Agency to store Agency vans as well as provide for needed warehouse space to store classroom supplies and playground equipment. This would allow for the use of minor repairs being done in a small workshop space. Staff is also estimating the reduction of at least 2 rented storage space.

#### RECOMMENDATION:

To make a sole source determination and to authorize the Executive Director to enter into negotiations of an addendum to the existing lease agreement for Head Start Facilities and Maintenance operations.

ITEM III-B – 1 - ACTION

APPROVAL TO AUGMENT WORKFORCE INVESTMENT ACT, TITLE I, ADULT  
SUBGRANT AGREEMENTS

BACKGROUND:

At its June 2007 meeting, the SETA Governing Board approved the extension of WIA Title I Adult and Dislocated Worker subgrant agreements for the One-stop Career Centers System. The item included a recommendation that staff return with a funding augmentation recommendation for carryover funds to ensure that service levels were maintained at each One-Stop Center.

To date, staff has identified One-Stop Services carryover funds of \$377,030, and Scholarship carryover funds of \$222,830, available for allocation in PY2007-2008.

RECOMMENDATION:

Staff is recommending the following augmentations, with the remaining amounts set aside for future allocation:

One Stop Services:

1. Augment the Sacramento City Unified School District's One-Stop Services subgrant agreement with \$70,000 in Adult funds to serve an additional 22 customers. Individuals age 18-24 who are transitioning from incarceration through the parole or probation system, will receive special consideration for enrollment.
2. Augment the County of Sacramento, Department of Human Assistance's One-Stop Services subgrant agreement with \$20,000 in Dislocated Worker funds for the operation of the Mather Career Center. Target these resources to provide core job development services to 100 customers.
3. Augment San Juan Unified School District's One-Stop Services subgrant with an additional \$15,000 in Dislocated Worker funds to serve an additional 5 customers.

Scholarships:

1. Augment the Franklin Career Center with \$40,000 in Dislocated Worker funds for Scholarships.
2. Augment the San Juan Unified School District's One-Stop Services subgrant agreement with \$10,000 in Adult funds and \$25,000 in Dislocated Worker funds for Scholarships.
3. Augment the Asian Resources, Inc's., One-Stop Services subgrant agreement with \$15,000 in Dislocated Worker funds for Scholarships.
4. Augment Sacramento City Unified School District's One-Stop Services subgrant agreement with \$15,000 in Adult funds for Scholarships.

**Sacramento Employment and Training Agency (SETA)**  
**WIA FUNDING AUGMENTATION RECOMMENDATIONS, PY07-08**  
**ONE-STOP SERVICES**

Host Agency	Modification Recommendation			Current Funding PY 07 - 08		Final Funding Recommendations PY 07 - 08	
	One-Stop Services	Scholarships	# to Serve	One-Stop Services	Scholarships	One-Stop Services	Scholarships
Broadway		\$15,000		\$275,000	\$180,000	\$275,000	\$195,000
County DHA - Mather	\$20,000			85,000	20,000	105,000	20,000
Franklin		40,000		275,000	145,000	275,000	185,000
Sacramento City USD - Lemon Hill	70,000	15,000	22	327,791	75,000	397,791	90,000
San Juan USD - Citrus Heights	15,000	35,000	5	275,000	151,245	290,000	186,245
<b>TOTALS</b>	\$105,000	\$105,000	27	\$1,237,791	\$571,245	\$1,342,791	\$676,245

## ITEM III-B – 2 - ACTION

### APPOINTMENT OF MEMBER TO THE SACRAMENTO WORKS, INC. BOARD

#### BACKGROUND:

On July 25, 2007 the Sacramento Works, Inc. Board approved an increase in the size of the Board from 39 members to 41. The intent of the increase was to comply with Senate Bill 293, which requires that labor represent 15% of the Workforce Investment Board seats. In order to accomplish this, the board reviewed the current composition of the board and made several changes. One vacant Education seat was eliminated, the seat representing HUD training programs was eliminated, three labor seats were added, and one private sector seat was added. The new composition keeps the board composition in line with all applicable laws. The Board also made it clear that it would like to have Dennis Morin, Director, Sacramento Area Electrical Training Center, be appointed to one of the labor seats.

#### RECOMMENDATION

Review the application (sent under separate cover) and appoint Dennis Morin to the Sacramento Works, Inc. board of directors, filling a labor seat.

ITEM III- C - 1 – ACTION

APPROVAL TO SUBMIT A HEALTHY MARRIAGE INITIATIVE PROJECT GRANT TO  
THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF)

BACKGROUND:

Head Start is applying for an Administration for Children and Families (ACF) Healthy Marriage Initiative Project Grant in the amount of \$391,658. This project will be funded annually for up to five years, based on the availability of funds. These funds will provide an opportunity for married couples and couples in relationships to acquire necessary services, skills and knowledge to sustain a healthy marriage.

Eligible participants include Head Start families and eligible Head Start families. The target audience for services is fragile families, including low-income Head Start families, single parents, teenage parents, immigrant families, racially and ethnically diverse families, new emerging populations and families with special needs, and other minority groups. Head Start will be partnering with the Healthy Marriage Project of Greater Sacramento, who will in turn partner with faith-based groups. Attached is a brief overview of the services that will be provided.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the submission of a Healthy Marriage Initiative Project Grant in the amount of \$391,658 to the Administration for Children and Families (ACF).

# SETA Head Start Healthy Marriage Initiative Grant Overview

SETA will partner with the Sacramento Healthy Marriage Project (SHMP) to provide services all head start eligible families in Sacramento County. SHMP will be responsible for:

- Working with SETA Project Specialist to design a self assessment test for participants
- Providing all necessary trainings for instructors all 7 of the programs to be offered
- Will provide all materials needed for instructors
- Will hire all instructors for the 7 programs
- Will coordinate with Head Start Project Specialist to coordinate instructor assignments
- Will organize the faith based community in providing mentor couples for participants
- Will coordinate with St. Francis Home for children for the adolescent programs
- Coordinate with WEAVE regarding the domestic violence protocol and the domestic violence training for instructors
- Will coordinate with the state wide Healthy Marriage Coalition in providing marriage education and relationship skills training opportunities for staff of other Head Start agencies across California.
- Will provide free Technical Assistance to all 160 HS/EHS agencies in CA
- Will track all volunteer hours for the match in this grant.

SHMP will provide the non-federal matching items: 1. office space (2,000 sq. ft.) donated to the project at Fair Market Value of @ \$2.50/sq.ft. 2. Volunteer mentors (at least 155) valued at the standard rate of \$25/hr. for instructors. SETA and SHMP will track all matching funds.

SETA will be responsible for:

- Tracking and maintaining all fiscal aspects of the grant
- Hire a Project Specialist and a .5 FTE typist clerk
- Coordinating training dates
- Recruit all participants
- Recruit all instructors
- Evaluate and monitor all classes
- Develop a marketing plan and implement
- Liaison with CHSA to keep them informed of the training opportunities available
- Work with SHMP to present workshops at state wide and local conferences, including SETA's Spring Fling
- Coordinate space for classes
- Hire caterer
- Provide all workshop materials for participants
- Tabulate all data from volunteer hours, evaluations, registrations, and recruitment
- Participate in community events such at Black Marriage Day, Dia de Martimonio and participate in the Marriage Week Celebration.

ITEM III-D - 1 - ACTION

APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

The SETA Community Action Board (CAB) is an advisory body to the SETA Governing Board on matters relating to the Community Services Block Grant program. The CAB is a tri-partite board that is composed of twelve members with four members representing each of the three constituent groups:

1. Public Officials or their representatives
2. Private Sector
3. Low Income Sector

There is currently one vacancy in the Private Sector. To apply for membership on the CAB, Private Sector organizations must be from any of the following six categories:

1. Business/Industry
2. Labor
3. Religious groups
4. Private welfare/social service agencies
5. Private educational institutions
6. Other major groups or interests in the community as determined by the SETA Governing Board

One application for Private Sector membership has been received by Catholic Charities of Sacramento and is sent under separate cover.

RECOMMENDATION:

Appoint Catholic Charities of Sacramento to represent the Private Sector on the Community Action Board.



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.

**MEMORANDUM**

**TO:** Mr. Melvin Demoff **DATE:** July 13, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Bach Viet Association, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	VESL/ES	\$ 199,000	10/1/06-9/30/07	10/1/06-4/30/07
TA	VESL/OJT	140,075	10/1/06-9/30/07	10/1/06-4/30/07
TA	ES	71,384	10/1/06-9/30/07	10/1/06-4/30/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Various dates

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	X			
9	Indirect Cost Allocation		N/A		
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

**Program Operator:** Bach Viet Association, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2006 to April 30, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action :**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Bill Walters **DATE:** July 12, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Crossroads Diversified Services, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u>	<u>PERIOD</u>
			<u>PERIOD</u>	<u>COVERED</u>
WIA-Youth	Univ. Svcs-Cit. Heights \$	50,000	7/1/06-06/30/07	7/1/06-5/31/07
WIA-Youth	Univ. Svcs-Rancho C.	50,000	7/1/06-06/30/07	7/1/06-5/31/07
WIA	Advanced Navigator Training Pilot Project	42,510	7/1/06-06/30/07	7/1/06-5/31/07
WIA	Work Incentives Planning Assistance (WIPA)	51,693	9/1/06-5/31/07	9/1/06-5/31/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 6/29/07

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

**Program Operator: Crossroads Diversified Services , Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2006 to May 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Mr. Bruce Wagstaff **DATE:** June 19, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Department of Human Assistance

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 80,000	7/1/06-06/30/07	7/1/06-03/31/07
WIA-Title I	One-Stop(D. W.)	25,000	7/1/06-06/30/07	7/1/06-03/31/07
CALWORKS	Homeless	405,183	7/1/06-06/30/07	7/1/06-03/31/07
CSBG	Family Self-Sufficiency	26,000	1/1/06-12/31/06	1/1/06-12/31/06

**Monitoring Purpose:** Initial \_(WIA/CALWORKS) Final \_(CSBG)  
**Date of review:** Various dates

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

**Program Operator:** Department of Human Assistance

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2006 to March 31, 2007 for the WIA and CALWORKS and from January 1, 2006 to December 31, 2006 for CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

**MEMORANDUM**

**TO:** Ms. Linda Meyerson                      **DATE:** July 9, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Elk Grove Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic & COLA	\$ 2,272,387	8/1/06-7/31/07	8/1/06-4/30/07
Head Start	T & TA	9,000	8/1/06-7/31/07	8/1/06-4/30/07
Head Start	Prog. Impv.	287,000	8/1/06-7/31/07	8/1/06-4/30/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** Various dates

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



**Program Operator:** Elk Grove Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2006 to April 30, 2007 have been traced to the delegate agency 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

**MEMORANDUM**

**TO:** Ms. Maurine Huang **DATE:** July 9, 2007

**FROM:** Greg P. Tayros, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Opening Doors, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA/CO	\$ 33,000	10/1/06-9/30/07	10/1/06-5/31/07
RESS-Set Aside	SA/CO	8,387	10/1/06-9/30/07	10/1/06-5/31/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final

**Date of review:** Various dates

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

**Program Operator:** Opening Doors, Inc.

**Findings and General Observations:**

- 1) The total costs as reported to SETA from October 1, 2006 to May 31, 2007 have been traced to the subgrantee's records. The records were verified and appeared to be in order.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board

MEMORANDUM

TO: Ms. Aida Buelna DATE: July 11, 2007  
 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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic, COLA,Quality	\$ 7,688,621	8/1/06-07/31/07	8/1/06-4/30/07
Head Start	T & TA	20,000	8/1/06-07/31/07	8/1/06-4/30/07
Head Start	Prog. Improvement	293,000	8/1/06-07/31/07	8/1/06-4/30/07
Early H. S.	Basic, COLA,Quality	1,064,931	8/1/06-07/31/07	8/1/06-4/30/07
Early H.S.	T & TA	18,249	8/1/06-07/31/07	8/1/06-4/30/07

Monitoring Purpose: Initial  X  Follow-Up   Special   Final    
 Date of review: Various dates.

		<u>SATISFACTORY</u>		<u>COMMENTS/ RECOMMENDATIONS</u>	
	<u>AREAS EXAMINED</u>	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment		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, 2006 to April 30, 2007 have been traced to the delegate's records. The records were reviewed and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) None.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Joseph Cantrelle **DATE:** May 29, 2007  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Sacramento Occupational Advancement Resources  
(SOAR)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TAD	VESL/OJT	\$ 9,800	10/1/05-9/30/06	10/1/05-9/30/06
TAD	ES	\$ 6,264	10/1/05-9/30/06	10/1/05-9/30/06
TA	ES	\$ 68,264	10/1/05-9/30/06	10/1/05-9/30/06
TA	VESL/OJT	\$ 119,200	10/1/05-9/30/06	10/1/05-9/30/06
RESS	VESL/ES	\$ 185,000	10/1/05-9/30/06	10/1/05-9/30/06

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** April 30 & May 18, 2007

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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	X			
9	Indirect Cost Allocation	X			
10	Adherence to Contract/Budget	X			
11	In-Kind Contribution		N/A		
12	Equipment Records		N/A		

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Sacramento Occupational Advancement Resources

**Findings and General Observations:**

The total costs as reported to SETA for RESS and TA 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. Tracy Tomasky                      **DATE:** July 24, 2007  
**FROM:** Greg P. Tayros, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of San Juan U. S. D.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
Head Start	Basic , COLA, Quality	\$ 4,084,155	8/01/06-07/31/07	8/01/06-5/31/07
Head Start	T & TA	15,000	8/01/06-07/31/07	8/01/06-5/31/07
Head Start	Prog. Impv	694,000	8/01/06-07/31/07	8/01/06-5/31/07
Early HS	Basic, COLA, Quality	1,169,389	8/01/06-07/31/07	8/01/06-5/31/07
Early HS	T & TA	20,112	8/01/06-07/31/07	8/01/06-5/31/07

**Monitoring Purpose:** Initial  X  Follow-Up      Special      Final       
**Date of review:** 7/2-3/2007

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



**Program Operator:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2006 to May 31, 2007 have been traced to the delegate agency'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

**MEMORANDUM**

**TO:** Ms. Susan Davini **DATE:** June 29, 2007

**FROM:** Tammi L. Kerch, SETA Fiscal Monitor

**RE:** On-Site Fiscal Monitoring of Stanford Home for Children

<b><u>PROGRAM</u></b>	<b><u>ACTIVITY</u></b>	<b><u>FUNDING</u></b>	<b><u>CONTRACT PERIOD</u></b>	<b><u>PERIOD COVERED</u></b>
WIA	YY	\$ 28,962	7/1/05-6/30/06	7/1/05-6/30/06

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** June 6, 2007

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/ RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
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			

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Stanford Home for Children

**Findings and General Observations:**

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

**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:** July 19, 2007  
**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,	\$ 637,662	8/01/06-7/31/07	8/01/06-5/31/07
Head Start	T & TA	7,500	8/01/06-7/31/07	8/01/06-5/31/07
Head Start	Prog. Improvement	153,175	8/01/06-7/31/07	8/01/06-5/31/07

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** July 6, 2007

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

**Program Operator: WCIC**

**Findings and General Observations:**

- 3) The total costs as reported to SETA from August 1, 2006 to May 31, 2007 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 QUARTERLY REPORT

BACKGROUND

A Quarterly Report for the months of April, May, and June 2007 will be provided under separate cover. Ms. Maureen Dermott will be present at the meeting to answer questions.

## ITEM IV-C – INFORMATION

### UPDATE ON HEAD START GRANT REAPPLICATION/UPDATE ON END OF CURRENT HEAD START GRANT

#### BACKGROUND:

#### **Head Start Grant Re-Application Update**

Please be advised that the Head Start Grant Re-Application was submitted May 1, 2007. The Administration for Children and Families (ACF) Region IX, San Francisco staff have thoroughly reviewed SETA's grant re-application and subsequently presented minimal follow-up clarification queries of both SETA operated programs and delegate agencies. It should be noted that one (1) delegate agency (Del Paso) was advised that their grant submission would not be funded in the format submitted based on significant budgetary submission errors. The Del Paso delegate agency has experienced significant administrative staffing changes which had a direct impact on their grant renewal submission. SETA Head Start was cautioned on our responsibility as the grantee to ensure all delegate agency submissions are complete and accurate before submitting to the Region IX office for final review. SETA Head Start will ensure systems are in place to thoroughly review all delegate agency submissions for accuracy for all future submissions. SETA staff has worked very closely with all delegate agencies (and Del Paso in particular) to ensure responses are complete and accurate. Revisions were submitted to ACF on Friday, July 27th. We anticipate a successful grant award effective August 1, 2007.

**Update for End of Current Grant Period:** As previously presented, SETA Head Start had the opportunity this fiscal year to expend unused year end funding based on our ability to maintain full enrollment. SETA Head Start staff has been working diligently to identify and select vendors to ensure that available funding is expended, as recommended by ACF. The process has been very smooth and staff is confident the multitude of physical plant deferred maintenance improvements as well as materials, equipment and supplies for children's environments, will have a dramatic impact on the quality of program services we provide. Available funds approximating \$737,000 are being utilized for the maintenance improvements.

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.



## Dislocated Worker Information PY 2006/2007

The following is an up date of information as of July 26, 2007 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Receive Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	3/27/06	<b>Defense Commissary Agency (DeCA)</b> 3401 Acacia St., Suite 115 McClellan, CA 95652-1002	9/30/06	50	7/17/06
Official	5/10/06	<b>Northstar Plumbing and Construction</b> 4280 Pinell St. Sacramento, CA 95838	7/10/06	60	Employer Did not use Services
Official	5/10/06	<b>Sun Microsystems, Inc.</b> 1545 River Park Dr. Point, Suite 400 Sacramento, CA 95815	7/09/06	1	Mailed
Official	5/15/06	<b>AmerisourceBergen Corporation</b> 1281 National Drive Sacramento, CA 95834	7/15/06	87	7/26/06
Official	5/18/06	<b>E*Trade Financial</b> 10951 White Rock Road Rancho Cordova, CA 95670	8/31/06	500	8/22/06
Official	06/06/06	<b>Albertsons #7248</b> 2211 F Street Sacramento, CA 95816	8/06-8/19/06	25	7/21/06
Official	06/06/06	<b>Albertsons #7206</b> 5609 Pacific Street Rocklin, CA 95677	8/06-8/19/06	52	7/21/06
Official	06/06/06	<b>Albertsons #7213</b> 6184 Sunrise Mall Citrus Heights, CA 95610	8/06-8/19/06	47	7/21/06
Official	06/15/06	<b>Intel Corporation</b> 1900 Prairie City Road Folsom, CA 95630	7/06/06	53	Employer chose Outplacement Service
Official	06/30/06	<b>Crystal Cream &amp; Butter Company, Inc.</b> 1013 D Street Sacramento, CA 95815	8/31/2006	50	Resolved Closure Issue
Official	07/28/06	<b>Northrop Grumman</b> USCIS ASC Sacramento Application Support Center 731 K Street Sacramento, CA 95814	09/30/06	16	Awarded Contract Layoff Rescinded
Official	08/03/06	<b>Intel Corporation</b> 1515 Route Ten Parsippany, NJ 07054	7/28/06	77	Employer chose Outplacement Services
Official	08/03/06	<b>Sun Microsystems, Inc.</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	10/02/06	2	Mailed
Official	08/08/06	<b>D.R. Horton, Inc.</b> 11919 Foundation Place, Suite 200 Gold River, CA 95670	10/03/06	17	Material Delivered
Unofficial	09/01/06	<b>NorthWest Airlines</b> 6970 Airport Blvd. Sacramento, CA 95837	10/31/06	28	9/07/06
Official	09/08/06	<b>Intel Corporation</b> 1900 Prairie City Rd. Folsom, CA 95630	09/19/06 through 06/01/07	61	Employer chose Outplacement Service
Unofficial	9/15/06	<b>Copeland's Sports</b> 545 Downtown Plaza Sacramento, CA 95814	11/24/06 Approx.	20	Materials Delivered To Worksite

Unofficial	9/15/06	<b>Copeland's Sports</b> 6404 Fair Oaks Blvd. Carmichael, CA 95608	11/24/06	20	Material Delivered To Worksite
Official	9/27/06	<b>Sun Microsystems, Inc.</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	9/28/06	<b>Intel Corporation</b> 1900 Prairie City Rd. Folsom, CA 95630	10/26/06 through 10/01/07	159	Employer chose Outplacement Service
Unofficial	10/03/06	<b>Sun Microsystems, Inc.</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Unofficial	10/09/06	<b>Tower Records/Video/Books</b> 2500 16 <sup>th</sup> Street Sacramento, CA 95818	1/10/07	15	11/20/06
Unofficial	10/09/06	<b>Tower Records/Video/Books</b> 2514 Watt Ave Sacramento, CA 95821	1/10/07	15	11/20/06
Unofficial	10/09/06	<b>Tower Records/Video/Books</b> 7830 Macy Plaza Drive, Citrus Heights, CA 95610	1/10/07	15	11/20/06
Official	10/13/06	<b>Sun Microsystems</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	11/27/06	2	Mailed
Official	10/18/06	<b>Barbara's Bakery</b> 3750 Pell Circle Sacramento, CA 95838	1/12/07 through 3/30/07	30	2/28/07 Material Delivered
Official	10/19/06	<b>Intel Corporation</b> 1900 Prairie City Rd. Folsom, CA 95630	10/20/06 through 10/01/07	146	Employer chose Outplacement Service
Official	10/27/06	<b>San Jose Mercury News</b> Sacramento Bureau 1215 K Street Sacramento, CA 95814	12/19/06	N/A	Declined Services
Official	10/27/06	<b>Washington Mutual</b> 2710 Gateway Oaks Drive Sacramento, CA 95833	12/04/06	80	Mailed Brochures/Restructured
Unofficial	11/15/06	<b>Sun Microsystems, Inc.</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	11/29/06	<b>Frontier Fence Company</b> 6837 Power Inn Road Sacramento, CA 95828	12/01/06	20	Material Delivered
Unofficial	12/11/06	<b>Hunter Douglas – Bytheway Manufacturing Inc.</b> 2750 Redding Ave. Sacramento, CA 95826	12/22/06	22	12/19/06
Official	12/11/06	<b>Sun Microsystems, Inc.</b> 8880 Cal Center Drive, Suite 200 Sacramento, CA 95826	1/15/07	1	Mailed
Unofficial	12/13/06	<b>A. J. Wright Company</b> Anchor Plaza 3311 Northgate Blvd. Sacramento, CA 95834	2/02/07	40	1/16/07
Unofficial	12/13/06	<b>A. J. Wright Company</b> Valley Mack Plaza 6300 Mack Road Sacramento, CA 95823	2/02/07	40	1/17/07

Unofficial	12/13/06	<b>A. J. Wright Company</b> Watt Towne Center 3615 Elkhorn Blvd. North Highlands, CA 95660	2/02/07	40	1/18/07
Unofficial	12/19/06	<b>Angelica Textile Services, Inc.</b> 8360 Belvedere Ave. Sacramento, CA 95826	2/01/07 through 5/01/07	54	1/23/97
Official	1/02/07	<b>Hampton Distribution Companies – Sacramento</b> 4522 Parker Avenue McClellan, CA 95652	3/04/07	113	1/30/07
Unofficial	1/08/07	<b>Sacramento Natural Food Co-op</b> 8517 Bond Road Elk Grove, CA 95624	2/01/07	40	1/26/07
Official	3/07/07	<b>Williams Lumber, Inc.</b> 7338 French Road Sacramento, Ca 95828	4/13/07 through 4/20/07	N/A	TradesMark Lumber & Truss, Inc. will hire the affected employees.
Official	3/09/07	<b>Venture Lath &amp; Plaster, Inc.</b> 7108 28 <sup>th</sup> Street North Highlands, CA 95660	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/08/07	<b>Production Framing Systems, Inc.</b> 3412 Auburn Blvd, Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/13/07	<b>Production Framing Systems Consulting, Inc.</b> 3412 Auburn Blvd Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/08/07	<b>BPH Management Services, Inc.</b> 3412 Auburn Blvd, Sacramento, CA 95821	4/13/07 through 4/20/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/0707	<b>Rayco Electric, Inc</b> 3144 Fitzgerald Road Ranch Cordova, 95670	4/16/07 through 4/29/07	N/A	TradesMark is a Name Change only for its affected employees
Official	3/30/07	<b>ACC Capital Holdings</b> 10536 Peter A. McCuen Blvd., Mather, CA 95670	5/25/07	122	Material Mailed
Official	3/30/07	<b>ACC Capital Holdings</b> 10600 White Rock Rd. Rancho Cordova, CA 95670	5/25/07	263	Material Mailed
Official	4/03/07	<b>Nationwide Health Plans</b> 1651 Exposition Drive Sacramento, CA 95815	5/31/07	46	5/02/07
Official	4/17/06	<b>CVS/Caremark</b> 10481 Armstrong Avenue Mather, CA 95655	6/01/07	257	Pending
Official	5/16/07	<b>Sutter Medical Center, Sacramento</b> 2800 L Street Sacramento, CA 95816 – 5600	7/13/07	36	Pending
			<b>Total # of Affected Workers</b>	<b>2727</b>	

## ITEM IV-E - INFORMATION

### OVERVIEW OF SETA/SACRAMENTO WORKS YOUTH PROGRAMS AND PRIORITIES FOR THE SACRAMENTO WORKS YOUTH COUNCIL

#### BACKGROUND:

To address shrinking federal dollars for youth services, several years ago the Sacramento Works Youth Council developed a collaborative approach of service delivery. Following a county-wide assessment of assets, gaps, and needs for youth services, the Youth Council identified policies and priorities to better serve the Sacramento youth focusing on:

1. On-going assessment of assets, gaps and needs for services
2. Targeting resources to **challenged communities and populations**
3. **Critical industries** for youth occupational skills training and placement
4. Services to **probation, foster** and **disabled** youth
5. **Soft Skills** focus to enhance training and placement retention
6. **Academic achievement** – all Out-of-School youth without high school diploma receive GED/High School completion services
7. **Occupational Skills Training** - all In-School youth participate in Occupational Skills Training
8. Expanding outreach for **new partnerships and enhancing current partnerships**

**Sacramento Works provides funding to school districts, community based organizations and governmental entities to provide** approximately 500 youth per year with employment and academic assistance, vocational training, leadership development, work experience and support services. In addition, the Sacramento Works Youth Council has funded **Universal Youth Specialists**, who work in the Sacramento Works Career Centers connecting youth to educational opportunities, job search assistance, and career and academic counseling. Annually, over 5,000 youth receive services at the Sacramento Works Career Centers.

#### **Youth Council Initiatives**

- **Youth Development and Crime Prevention program** – provides employment, academic and wrap-around support services to 110 youth at risk of or involved in criminal behavior. The recent funding from the Department of Justice ended March 2007 and the program was originally funded with WIA discretionary funds.
- **Work Scholarship Program** provides twenty Luther Burbank High School students with life skills training and academic counseling and tutoring to improve academic performance and graduate.

- Sponsor of **Youth Services Provider Network** – SETA is a founding partner of the Youth Services Provider Network which provides youth and staff development training and technical assistance to youth providers.
- SETA was recently awarded a **Department of Corrections - Juvenile Justice Challenge Grant** to serve probation and parole youth ages 16 to 25. SETA will partner with Asian Resources, Sacramento Chinese Community Services Center, All Nations Church of God, the Effort, Sacramento City Unified School District, and parole and probation departments to provide life skills; academic, vocational and employment services coupled substance abuse and mental health counseling.

### **Summer Employment Opportunities**

- **Sacramento Works Summer Boot Camp** – Three 20-hour boot camps in targeted neighborhoods were conducted to prepare youth for summer employment. Coordinated in partnership with **ACT (Area Congregations Together)**, **EDD**, **City of Sacramento** and Assembly member Dave Jones. Of the 128 youth enrolled in the Boot Camp, 95 graduated and will be assisted with job placement.
- Conducted three half-day pre-employment workshops in targeted neighborhoods to prepare youth for summer employment with 150 youth in attendance.
- Conducted four youth job fairs throughout the community
- 180 WIA youth will be placed in subsidized summer employment.

### **Partnerships/Linkages**

- Coordinating with and out-stationing staff at **LINKS**, Sacramento County Office of Education's youth diversion program at Elinor Hickey High School
- Coordinating with EDD and **Youth Employment Opportunity Program**
- Coordinating with each **school district** to identify a point person to liaison with Youth Council and WIA providers
- Participating in the **Youth Construction Career Awareness Day**

### **After-school, Gang Diversion and Employment Services for Youth**

- **Casey Great Start** provides emancipating foster youth employment, academic and social services. Staff is located at two SWCC sites and the program is funded by the Casey Family Program. Services are coordinated with local school district's Independent Living Programs, Sacramento Department of Health and Human Services and other local providers.
- **La Familia Counseling Center** – targets employment and mentoring services to South Sacramento youth at risk of gang involvement.
- **Linkages to Education** - Emancipated foster youth and formerly incarcerated youth receive assistance to enroll in community college. Three youth who have successfully completed their first year of college have been hired to mentor youth enrolled in the program.
- **Visions Unlimited**, in South Sacramento/Meadowview, provides drop-out prevention services to youth.
- **Elk Grove Unified School District** - Emancipating foster youth receive employment and social services

## ITEM IV-F - INFORMATION

### SETA WORKFORCE SERVICES TO CUSTOMERS TRANSITIONING FROM THE CRIMINAL JUSTICE SYSTEM

#### BACKGROUND:

Sacramento County has a large population of youth and adults transitioning from the criminal justice system and seeking to find training and employment services that will ensure a successful transition to self-sufficiency. Research has shown that there are three key indicators that will reduce recidivism for this population:

1. Receiving a diploma or credential within six months of release.
2. Living with a family member
3. Working continuously for the first six months following release from prison

SETA and the Sacramento Works Career Center system have been working hard during the last couple of years to provide both pre-release services and services that will assist youth and adults in the parole and probation systems to make a successful transition. A summary of the services currently available is attached for your information.

**Sacramento Works Career Center System**  
**PROGRAMS ASSISTING EX-OFFENDERS IN SACRAMENTO COUNTY**

**Linkage to Education**

Linkage to Education is a Community Services Block Grant funded program that provides incarcerated youth with a continuum of supports, peer mentors, counseling and assistance in enrolling and completing college. Linkage staff meet with the youth prior to their release from incarceration to prepare a pre-release plan to address re-socialization concerns and other issues that would impact their transition into college. After their release from custody, each participant is supported in planning an appropriate college workload, enrolled into college, provided tuition and textbook resources, and assigned a peer college mentor who offers on-going counseling throughout the term of enrollment to overcome barriers to completion. Programs goals for the participants include enrollment into college, academic success, graduation and self-sufficiency.

**Voluntary Legal Services**

VLSP provides free legal clinics at five career centers that assist low-income residents of Sacramento County with reinstatement of suspended driver's licenses and the expungement of criminal convictions. At the clinics, clients acquire the necessary information and skills to complete the legal forms required to expunge their criminal convictions and regain the suspended driver's licenses. The degree of services required by each client will vary according to their abilities and complexity of their problems; some will require 15 minutes to 2 hours, while others may need actual hearing representation, which can take up to 20 hours of time. Individuals with criminal records and who lack driver's licenses are not a competitive for jobs and those without these barriers. Outcome achievements of the clinics include the removal of impediments to employment which will lead to the clients obtaining and upgrading their employment.

**Sacramento Works Career Center – Lemon Hill**

**Sacramento City Unified School District, Charles A. Jones Skills and Business Education Center**

The Charles A. Jones Skills and Business Education Center hosts weekly "Previous Offender Integration Workshops" to parolees from the California State Prison system who have returned to Sacramento County. The mandatory workshops provide information to the parolee on services and resources available to them that would assist them in transitioning into society and becoming a productive member of the community. Lemon Hill Career Center staff, partner with SETA, EDD, Cosumnes River College, temporary employment agencies, healthcare representatives and DMV, to offer the parolees employment assistance, information on training opportunities, housing, financial aid, substance abuse recovery, and documentation materials for each parolee to obtain a California Identification card.

### **Sacramento Works Career Center -La Familia Counseling Center**

La Familia's Project Reach, funded through SETA's Community Services Block Grant program, provides multi-cultural counseling, case management, home visitation, youth development activities, support and outreach services to low-income youth who are at risk of dropping out of school and/or involved in gang or other violent activities and their families. Twenty percent (20%) of the youth served have been formerly incarcerated. Project Reach services are closely linked to La Familia Career Center where a Youth Specialist assists the participants with pre-employment skills, career development and planning, and higher education and vocational training resources and referrals.

### **County of Sacramento Department of Health and Human Services**

DHHS operates its YouthWORKS program through the Oak Park Neighborhood Multiservice Center to serve youth facing academic failure, dropping out of school, unplanned pregnancy, substance abuse, and gang involvement. A high percentage of youth referred to YouthWORKS have been formerly incarcerated or are on probation. The program is a two-hour per day after school program at American Legion High School that provides case management, homework assistance/tutoring, life skills education, recreation, and community service. Program participants are referred, as appropriate, to children's mental health counseling, substance abuse counseling and anger management groups and to employment opportunities to the Broadway Career Center.

### **Sacramento Works Career Center- South County Hire Hope Project**

The SWCC-South County Career Center, operated by Sacramento Employment and Training Agency (SETA) and the Elk Grove Unified School District is the key center that provides specialized services to ex-offenders. SETA working with the Elk Grove Adult and Community Education in co-operation with Sacramento County Sheriff Department has provided services at the Rio Consumes Correctional Center for over 30 years.

Over the past few years, the Hire Hope Project has experienced considerable success since the project was implemented. Both SETA/SWCC staff along with Elk Grove Adult and Community Education work collectively to provide a unique perspective in offering services at RCCC that creates an energy that links the student from incarceration to the SETA/Sacramento Works Career Center. In addition SETA and is working with staff at the California State Prison Industry Authority (PIA) to partner with Sacramento Sheriff Department and the Elk Grove Adult and Community Education to continue and expand the Project successes.

Hire Hope mission has been to successfully facilitate re-entry services and reduces recidivism by providing job search activities, job placement services and community resource referrals to over 200 ex-offenders both men and women starting at age 18. The Hire Hope program is a holistic and collaborative approach of job placement and community services inside the prison walls of both state and county correctional facilities prior to release. Hire Hope along with its advisory group has channeled limited resources that provides access to housing, transportation, vocational training opportunities, life skills, medical care and employment opportunities through referrals



and collaborative efforts. The Hire Hope program design and implementation focuses on re-entry services emphasizing the need to change one's life, make it a success and thereby reducing crime.

### **Sacramento Works Career Center – Broadway**

#### **Esperanza USA**

Asian Resources, the host agency of the Sacramento Works Career Center on Broadway has received funding from the Esperanza USA Foundation, to provide employment and training services to Latino Adjudicated Youth. The Broadway Career Center is also a partner in the Juvenile Justice Challenge grant received by SETA to provide 80 youth with information and referrals, case management and employment services. Crossroads Diversified Services is partnering with SETA to provide benefits planning services to the youth customers.

The Broadway Career Center also partners with US Federal Probation/Parole to weekly workshops for parolee from federal facilities. In addition, the center has developed and maintains a long-standing relationship with California Department of Corrections & Rehabilitation of providing service to adult ex-offenders.

The Broadway Career Center services for Ex-Offenders Re-Entry Program Include;

1. Academic
2. Vocational
3. Employment
4. Support Services
5. Substance Abuse Counseling Referral
6. Mental Health Referral
7. Life Skills
8. Training

For each participant who comes in with an interest in the program there is a complete and in-depth assessment which includes background, family history, history of substance abuse, medication being taking, all information on their probation or parole conditions etc. Once the participant has completed the initial assessment they are directed to various services provided by the Sacramento Works Career Center that are listed above. The goal is to place these individuals in permanent employment, once they have completed any necessary training or assigned referral programs.

### **Sacramento Works Career Center-Franklin**

#### **MAAP (Mexican-American Alcoholism Program) and PRIDE Industries**

The Sacramento Works Career Center – Franklin has developed partnerships with MAAP (Mexican-American Alcoholism Program), recipient of the USDOL Prisoner Re-entry grant in Sacramento County and PRIDE Industries, recipient of state California Department of Corrections and Rehabilitation funding through Prison Industries Authority (PIA) to provide pre-release services to adult inmates. Both PRIDE and MAAP outstation staff at the career center who provide counseling, support services,

housing, and other services to ex-offenders. Career Center staff and partners provide employment assistance, job placement services, training scholarships, and retention services.

PRIDE staff provide a two week work readiness workshop which includes the completion of a master applications; resume writing; cover letters; thank you notes; creative job search techniques; interview techniques, including how to explain your conviction in an interview and how to sell your skills, ***not your conviction***; posting online resumes; creating professional email accounts; creating a Cal-Jobs account; completion of professional personal portfolio; and job retention skills.

During the second week of the workshops, Job Development is incorporated. The participant is connected with a PRIDE Job Developer who works with the individual in finding a job in the community to match their skills. The Job Developer not only provides "leads" to various companies, but will call the company in advance and to schedule interviews for the participant.

### **Sacramento Works Career Centers – Hillsdale and Franklin Youth Development & Crime Prevention (YDCP) Initiative**

Since 2001, SETA has managed the Youth Development and Crime Prevention program to provide employment opportunities and academic services coupled with substance abuse and mental health counseling to high-risk youth. A primary objective of YDCP is to engage youth in positive activities to keep them out of the criminal justice system. YDCP seeks to help youth make positive, healthy and productive lifestyle choices that insure their success into adulthood. The YDCP team includes the following local partners:

- SETA / Sacramento Works, Inc. Youth Council
- Sacramento Works Career Centers
- Sacramento Chinese Community Service Center, Inc.
- Casey Family Program (foster youth services)
- Sacramento County Alcohol and Drug Bureau
- Sacramento County Children's Mental Health Services
- Sacramento County Probation Division

**Program design:** YDCP provides prevention and diversion services to support youth's successful transition into adulthood. The YDCP team from the three disciplines – employment, alcohol and drug counseling and mental health services – collaborates to provide services at the Sacramento Works Career Centers. Youth Employment Specialists focus on employment and youth development issues and Youth Advocates coordinate counseling and mental health services. Co-locating mental health and substance abuse services with employment services significantly increases the youth's participation in these vital services. All services are provided from a youth development perspective – the youth and the YDCP team focus on the young person's assets and strengths to proactively transition into adulthood. Services are provided at the Franklin and Hillsdale Career Centers.

**Program Goal & Design Elements:** The overarching goal of YDCP is to decrease youth involvement in the criminal justice system. Coordinating the delivery of mental health and substance abuse counseling coupled with employment and education opportunities is challenging and rewarding. To meet this goal, YDCP's design elements include:

- Providing employment opportunities and education resources
- Promoting leadership development and civic responsibility through Youth Action Teams
- Providing substance abuse and mental health counseling
- Promoting community service and youth-led activities through art, murals and videography projects
- Mentoring and peer support.

Working in Youth Action teams promotes youth leadership and community responsibility. As a team youth decide on a community project or issue and develop an action plan to address the issue. Previous Youth Action team projects included creating a mural for an elementary school, producing an Anti-smoking poster, and participating in a neighborhood cleanup project.

**Demographics:** During the first three years of operation, 150 youth were served (73% male and 27% female). Of the youth served, 93% had prior involvement with the criminal justice system. Of that number, less than 11% re-offended. The Sacramento County Probation Department directly referred youth to YDCP as a condition of completing their probation. Because 45% of the YDCP youth were high school dropouts, the YDCP team incorporated academic completion activities into the program design.

**Return on Investment:** In Sacramento, the Probation Division maintains a monthly caseload average exceeding 5,000 juvenile offenders. As a condition of probation, many youth are required to seek employment or counseling services, yet do not know how to access those available resources. YDCP meets this need for the youth and the Sacramento community. YDCP has been funded with WIA Discretionary and formula youth funds and U.S. Department of Justice Earmark funds. It costs over \$52,000 to house a Youth Authority ward for one year. The average cost for YDCP is \$4,320 per youth. Providing these youth with positive tools to transition into adulthood is money well spent.

### **Sacramento Works Career Center – Hillsdale, Broadway and Franklin**

**Sacramento Works for Youth Challenge Grant** – In June 2007 SETA was awarded a Juvenile Justice Challenge grant from the Office of Juvenile Justice/Dept. of Corrections and Rehabilitation. Partners will provide employment and academic services coupled with substance abuse and mental health counseling. The Challenge grant was patterned after the lessons learned from the very successful YDCP grant that served at-risk probation youth for the past 5 years.

The Challenge program will serve 120 youthful offenders ages 16 to 24 who are on parole or probation. SETA was one of 5 organizations statewide to receive the Challenge Grant funding. SETA will be partnering with:

- Sacramento Chinese Community Service Center
- Asian Resources
- The Effort
- Istakar Hollins Economic Development Corporation and,
- SCUSD

Leveraged partnerships include:

- Sacramento Works Career Centers
- Northern California Construction and Training
- Workforce Investment Act formula and discretionary funds
- Sacramento Sierra Building and Construction Trades Council
- American River College

Youth will be referred to the Sacramento Works for Youth Challenge grant by their parole and/or probation officers. As youth often access SETA programs and the Sacramento Works Career Centers, youth may also self-refer. Services will be provided throughout the community at Sacramento Works Career Centers. Program staff will also be co-located at the parole and probation offices.

**WIA At-Risk Youth Discretionary Grant** – In June 2007 SETA was also awarded WIA Governor's Discretionary 15% funding for the Sacramento Works for Youth Navigator program. The Youth Navigator program will provide assistance to youth with disabilities in "navigating" the road to successful adulthood. Target group are youth with disabilities with a special focus on foster and probation youth with disabilities. The Sacramento County Probation Department reports there over 5,000 youth on probation in Sacramento County. Additionally, there are over 1,900 foster youth in Sacramento County and over 8,000 youth that are considered disabled in the Sacramento school district system. SETA is planning

**Sacramento Works Career Center – Greater Sacramento Urban League  
Department of Labor and National Urban League partnership**

The Greater Sacramento Urban League is a partner in the Department of Labor and National Urban League initiative to serve adjudicated youth ages 18 to 24. Life skills, academic and employment services will be provided at the Sacramento Works Career Center at Urban League.

**Construction Pre-Apprenticeship Programs** – For several years, SETA has partnered with construction pre-apprenticeship training programs operated by Cosumnes River College and the Northern California Construction and Training, Inc. This training has been supported by Federal Highway Administration and Workforce Investment Act funds. Since August 2005, 120 participants have been enrolled in

SETA's WIA 15% construction pre-apprenticeship training and placement services. Of those enrolled into WIA, thirty were on probation or parole. As of a recent graduation in June 2007, thirteen of the thirty parolees/probationers had attained employment. Positions included electricians, drywall/lather, carpenters, laborers, and plumbers with an average starting wage of \$16.03. Of the employed ex-offender participants, 10 of 13 were indentured into apprenticeship programs. Case management and placement services are provided by SETA staff at the Sacramento Works Career Centers – Franklin, Hillsdale and Rancho.

## ITEM IV-G - INFORMATION

### UPDATE ON CLEAN ENERGY TECHNOLOGY INITIATIVE

#### BACKGROUND:

The Partnership for Prosperity's business plan for the region includes a commitment to innovation and sustainability by supporting the growth and development of a promising industry sector, Clean Energy Technology. Led by SACTO, the Sacramento Metropolitan Chamber of Commerce, the Sacramento Regional Technology Alliance (SARTA), and the region's three utilities (Pacific Gas and Electric, Roseville Electric, and the Sacramento Municipal Utility District), and managed by Valley Vision, the Partnership for Prosperity Clean Energy Action Team is implementing the plan to grow clean energy technology in the region.

SACTO has been working for the last few years to recruit clean energy businesses to the region and currently has identified over 60 companies doing business in the region. In the next six months, Valley Vision will be coordinating employer focus groups of clean energy technology businesses in the region to identify the future workforce and education needs of the industry.

The Sacramento Municipal Utility District, Los Rios Community College District, Golden Sierra Job Training Agency and Sacramento Works have been working to define the regional clean energy technology sector and identify emerging occupational titles for as well as identifying existing occupations that cross-over into other industries.

To familiarize Governing Board members with the components of Clean Energy Technology, staff has begun to develop a Glossary of Terms used in the industry. (See Attached).

## Clean Energy Technology Glossary of Terms (Wikipedia is our friend)

**Clean energy:** Clean energy can be generally defined as energy from renewable sources such as biomass, wind, or solar power. The goal of clean energy is to have a low environmental impact, with low or zero emissions, and a minimal impact on the physical surroundings. Fossil fuels do not provide clean energy because of their emissions and environmental impacts.

**Renewable energy:** Renewable energy comes from sources that can be replenished on a human time scale, such as biomass (wood), or that are essentially inexhaustible, such as waste and geothermal, wind, and solar energy. Fossil fuels are non-renewable energy sources; there is a finite supply of them. Renewable energy is also often clean energy; it can be generated with few or zero emissions and little to no environmental damage.

**Sustainable energy** sources are energy sources which are not expected to be depleted in a timeframe relevant to the human race, and which therefore contribute to the sustainability of all species. This concept is termed *sustainability*. An additional criterion for strict sustainability, useful for short- and medium-term decisions is social and political sustainability of an energy technology. Sustainable energy sources are most often regarded as including all renewable sources, such as solar power, wind power, wave power, geothermal power, tidal power, and others.

**Energy efficiency:** Energy efficiency refers to products or systems designed to use less energy for the same or higher performance than regular products or systems. Energy-efficient buildings are designed to use less energy than traditional buildings. Saving energy through efficiency also saves money on utility bills and protects the environment by reducing fossil fuel consumption and emissions. Combining energy efficiency with renewable energy is even better for the environment.

**Green building:** A green building is a building that has been constructed or renovated to incorporate design techniques, technologies, and materials that minimize its overall environmental impacts. Among these reduced impacts are reduced fossil fuel use for electricity and heat, minimal site disruption, lower water consumption, and fewer pollutants used and released during construction and occupation. Green building is the practice of increasing the efficiency with which buildings and their sites use and harvest energy, water, and materials, and reducing building impacts on human health and the environment, through better siting, design, construction, operation, maintenance, and removal — the complete building life cycle.

**Biomass**, in the energy production industry, refers to living and recently dead biological material which can be used as fuel or for industrial production. Most commonly, biomass refers to plant matter grown for use as biofuel, but it also includes plant or

animal matter used for production of fibers, chemicals or heat. Biomass may also include biodegradable wastes that can be burnt as fuel. It excludes organic material which has been transformed by geological processes into substances such as coal or petroleum. It is usually measured by dry weight. Other uses of biomass, besides fuel:

- Building materials
- Biodegradable plastics and paper (using cellulose fibers)

**Biofuel** defined broadly is solid, liquid, or gas fuel consisting of, or derived from biomass. The more narrow definition used in this article is liquid or gas fuel derived from biomass and used as a fuel in transportation. Biomass used directly as a fuel is commonly called *biomass fuel*. Biofuel is considered an important means of reducing greenhouse gas emissions and increasing energy security by providing a viable alternative to fossil fuels. Biofuels are commonly used throughout the world. The most common use for biofuels is automotive transport. Essentially a biofuel can be produced from any short term carbon cycle organic compound; due to this there is a high variety of resources and therefore many types of biofuels

**Solar power** (also known as **solar energy**) uses Solar Radiation emitted from our sun. Solar power, a renewable energy source, has been used in many traditional technologies for centuries, and is in widespread use where other power supplies are absent, such as in remote locations and in space.

Solar energy is currently used in a number of applications:

- Heat (hot water, building heat, cooking)
- Electricity generation (photovoltaics, heat engines)
- Transportation (solar car)
- Desalination of seawater
- Photosynthesis of plants

**Solar photovoltaics (PV):** PV converts sunlight directly into electricity. PV is made from semiconductor materials, and does not create any pollution, noise, or other impacts on the environment. Homes and businesses may incorporate solar panels and arrays as a source of clean energy.

**Wind power** is the conversion of wind energy into more useful forms, usually electricity, using wind turbines. Most modern wind power is generated in the form of electricity by converting the rotation of turbine blades into electrical current by means of an electrical generator. In windmills (a much older technology), wind energy is used to turn mechanical machinery to do physical work, such as crushing grain or pumping water.

### **Emerging Green Technology/Clean Energy occupations identified by the Sacramento Municipal Utility District:**

Photovoltaic Installation Technicians

Energy Efficiency Analysts



Energy Efficiency Specialists

Energy Efficiency Technicians

Renewable Technology Analysts

Renewable Technology Specialists

Renewable Energy Technicians

Wind Turbine Technicians

**Additional possible Green Technology/Clean Energy occupations:**

Environmental Resources Specialists

Natural Resources Specialists

SOC Code	Occupational Title	Annual Average Employment		Employment Change		Average Annual Job Openings			Median Hourly Wage	Education & Training Levels
		2004	2014	Numerical	Percent	New Jobs	Net Replacements	Total		
11-3051	Industrial Production Managers	480	570	90	18.8	9	9	18	\$36.41	BA/BS Degree
11-9021	Construction Managers	2,990	3,600	610	20.4	61	54	115	\$39.78	BA/BS Degree
17-1011	Architects, Except Landscape and Naval	790	1,070	280	35.4	28	9	37	\$34.27	BA/BS Degree
17-2051	Civil Engineers	4,150	5,330	1,180	28.4	118	66	184	\$35.79	BA/BS Degree
17-2071	Electrical Engineers	790	1,010	220	27.8	22	16	38	\$35.87	BA/BS Degree
17-2081	Environmental Engineers	330	480	150	45.5	15	6	21	\$35.80	BA/BS Degree
17-2111	Health and Safety Engineers, Except Mining Safety Engineers and Inspectors	220	250	30	13.6	3	5	8	\$34.36	BA/BS Degree
17-2112	Industrial Engineers	720	880	160	22.2	16	17	33	\$32.91	BA/BS Degree
17-3022	Civil Engineering Technicians	780	1,050	270	34.6	27	16	43	\$24.39	AA Degree
17-3023	Electrical and Electronic Engineering Technicians	960	1,140	180	18.8	18	20	38	\$23.59	AA Degree
17-3025	Environmental Engineering Technicians	120	180	60	50.0	6	3	9	\$20.40	AA Degree
17-3026	Industrial Engineering Technicians	510	660	150	29.4	15	11	26	\$27.81	AA Degree
19-1031	Conservation Scientists	360	380	20	5.6	2	10	12	\$32.21	BA/BS Degree
19-1032	Foresters	120	140	20	16.7	2	4	6	\$29.41	BA/BS Degree
19-2041	Environmental Scientists and Specialists, Including Health	1,440	1,710	270	18.8	27	26	53	\$32.43	BA/BS Degree
19-2043	Hydrologists	200	260	60	30.0	6	4	10	\$36.98	MA/MS Degree
19-3051	Urban and Regional Planners	460	620	160	34.8	16	15	31	\$32.76	MA/MS Degree
19-4011	Agricultural and Food Science Technicians	260	290	30	11.5	3	5	8	\$12.45	AA Degree
19-4021	Biological Technicians	250	280	30	12.0	3	4	7	\$15.35	AA Degree
19-4031	Chemical Technicians	360	520	160	44.4	16	9	25	\$16.96	AA Degree
19-4091	Environmental Science and Protection Technicians, Including Health	170	230	60	35.3	6	4	10	\$20.78	AA Degree
19-4093	Forest and Conservation Technicians	490	590	100	20.4	10	11	21	\$14.30	AA Degree
37-2021	Pest Control Workers	750	920	170	22.7	17	11	28	\$14.97	1-12 Month OJT

SOC Code	Occupational Title	Annual Average Employment		Employment Change		Average Annual Job Openings			Median Hourly Wage	Education & Training Levels
		2004	2014	Numerical	Percent	New Jobs	Net Replacements	Total		
47-1011	First-Line Supervisors/Managers of Construction Trades and Extraction Workers	6,550	7,740	1,190	18.2	119	111	230	\$32.20	Work Experience
47-2031	Carpenters	16,170	19,460	3,290	20.3	329	263	592	\$23.77	12-Month OJT
47-2111	Electricians	5,720	6,560	840	14.7	84	113	197	\$20.63	12-Month OJT
47-2131	Insulation Workers, Floor, Ceiling, and Wall	340	380	40	11.8	4	10	14	\$17.98	1-12 Month OJT
47-2152	Plumbers, Pipefitters, and Steamfitters	5,200	6,140	940	18.1	94	120	214	\$22.59	12-Month OJT
47-2181	Roofers	1,680	1,960	280	16.7	28	39	67	\$20.26	1-12 Month OJT
47-2211	Sheet Metal Workers	1,380	1,610	230	16.7	23	33	56	\$28.75	1-12 Month OJT
47-4041	Hazardous Materials Removal Workers	150	230	80	53.3	8	4	12	\$16.55	1-12 Month OJT
49-3023	Automotive Service Technicians and Mechanics	5,820	7,380	1,560	26.8	156	155	311	\$17.24	Post-Secondary Voc-Ed
49-3031	Bus and Truck Mechanics and Diesel Engine Specialists	1,630	2,080	450	27.6	45	42	87	\$22.26	Post-Secondary Voc-Ed
49-3041	Farm Equipment Mechanics	130	140	10	7.7	1	3	4	\$17.69	Post-Secondary Voc-Ed
49-3042	Mobile Heavy Equipment Mechanics, Except Engines	730	900	170	23.3	17	16	33	\$22.28	Post-Secondary Voc-Ed
49-3051	Motorboat Mechanics	200	240	40	20.0	4	5	9	\$17.29	12-Month OJT
49-3052	Motorcycle Mechanics	150	190	40	26.7	4	4	8	\$14.78	12-Month OJT
49-3092	Recreational Vehicle Service Technicians	220	300	80	36.4	8	10	18	\$14.70	12-Month OJT
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers	790	980	190	24.1	19	11	30	\$24.30	12-Month OJT
51-1011	First-Line Supervisors/Managers of Production and Operating Workers	2,240	2,760	520	23.2	52	47	99	\$22.37	Work Experience

SOC Code	Occupational Title	Annual Average Employment		Employment Change		Average Annual Job Openings			Median Hourly Wage	Education & Training Levels
		2004	2014	Numerical	Percent	New Jobs	Net Replacements	Total		
51-8013	Power Plant Operators	240	290	50	20.8	5	6	11	\$30.54	12-Month OJT
51-8021	Stationary Engineers and Boiler Operators	320	360	40	12.5	4	6	10	\$22.78	12-Month OJT
51-8031	Water and Liquid Waste Treatment Plant and System Operators	320	450	130	40.6	13	11	24	\$23.43	12-Month OJT
51-8093	Petroleum Pump System Operators, Refinery Operators, and Gaugers	310	320	10	3.2	1	10	11	\$20.96	12-Month OJT

## 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. 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

- D. 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.

- E. 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.