



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

**KEVIN MCCARTY**  
Councilmember  
City of Sacramento

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

**BONNIE PANNELL**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, October 1, 2009

**TIME:** 10:00 a.m.

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

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

**A G E N D A**

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

**II. Consent Items**

A. Minutes of the September 3, 2009 Regular Board Meeting

B. Approval of Claims and Warrants

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. Approval of Retiree Health and Dental Subsidy (Rod Nishi)

2. Approval of Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy (Rod Nishi)

3. Receive, Adopt and File Sacramento County Annual Investment Policy of the Pooled Investment Fund – Calendar Year 2010 (Roy Kim)

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

4. Approval of Staff Recommendations for the Adult Vendor Services (VS) List Child Development and Family VS List (Espie Lindsey)

**B. WORKFORCE INVESTMENT ACT**

1. Concurrence with Sacramento Works, Inc. to Approve Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) Youth Employment Services for Year-Round Services for 2009-2010 (Christine Welsch)
2. Approval of Augmentation for Crossroad Diversified Services (Robin Purdy)
3. Augmentation of Workforce Investment Act, Title I, Adult One-Stop Services Programs (Robin Purdy)
4. Approval to Modify WIA/ARRA Workplace Training Agreements with Temporary Assistance to Needy Families Emergency Contingency Fund (TANF ECF) Recovery Act Funds (Robin Purdy)

**C. HEAD START**

1. Approval to Release a Request for Qualifications to Procure Professional Architectural Services (Brenda Campos)

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval to Cancel the Mandatory Attendance Requirement of the Community Services Block Grant Offeror's Conference (Cindy Sherwood-Green)

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

**IV. Information Items**

- A. Fiscal Monitoring Reports (Roy Kim)
  - Elk Grove Unified School District
  - Folsom Cordova Comm. Partnership
  - San Juan Unified School District
  - Southeast Asian Assistance Center
- B. Head Start Fiscal Report (Roger Bartlett)
- C. Unemployment Statistics (Robin Purdy)
- D. Dislocated Worker Update (William Walker)

**V. Reports to the Board**

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

**VI. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION:**

Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9:  
One potential case

**VII. Adjournment**

**DISTRIBUTION DATE: THURSDAY, SEPTEMBER 24, 2009**

ITEM II-A - CONSENT

MINUTES OF THE SEPTEMBER 3, 2009 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the September 3, 2009 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

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

Thursday, September 3, 2009  
10:00 a.m.

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

Members Present:

Jimmie Yee, Chair, SETA Governing Board; Member, Board of Supervisors  
Don Nottoli, Member, Board of Supervisors (arrived at 10:40 a.m.)  
Kevin McCarty, Councilmember, City of Sacramento  
Sophia Scherman, Public Representative

Members Absent:

Bonnie Pannell, Councilmember, City of Sacramento

**II. Consent Items**

The consent calendar was reviewed; no questions or comments:

- A. Minutes of the August 6, 2009, Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the August 6, 2009, minutes.
  - B. Approve the claims for the period 7/30/09 through 8/26/09.
- Voice Vote: Unanimous approval.

**III. Action Items**

**A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** Second and Final Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2009-2010.

Mr. Roy Kim reviewed the proposed FY 2009-2010 budget. In addition to proposed funding, he stated the SETA would be competing for additional grants under the Recovery Act.

Mr. Yee asked how the budget would be affected if additional grant monies were received and whether or not the matter would be brought back to the Board. He also added that he was happy to hear that the 94% of the budget coming from Federal funds had been received. Ms. Kossick answered that if the amount is more than ten percent of the budget then the matter would be brought back for approval for a budget modification.

Moved/McCarty, second/Scherman, to close the public hearing and approve the SETA budget for fiscal year 2009-2010.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0.

2. Approval to Renew the Franklin Boulevard Lease.

Ms. Purdy provided an overview and background to the item. She said that at the last meeting she had asked for approval to renew the lease at the Franklin Boulevard One-Stop Career Center for five more years. The Board had requested staff to research competitive rates for the area.

Ms. Donna Hubbs and Mr. Greg Thatch's office renegotiated rates with the building's owner for \$1.26 per square foot, with a cost savings of \$25,000 this year to the agency.

Staff is now seeking approval from the Board for the new rate and new lease for the Franklin Boulevard One-Stop Career Center property.

Moved/Scherman, second/McCarty, to approve the extension of the lease for the Franklin Boulevard Career Center for an additional five years commencing at \$1.26 per square foot, fully serviced, with annual increases of 2%.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0.

3. Approval to Accept Funds for the Work Incentives Planning and Assistance Grant (WIPA) and Contract with Crossroads Diversified Services, Inc.

Ms. Melissa Noteboom presented this item to the Board. Since 2006, SETA and Crossroads Diversified Services have partnered to provide benefits planning to SSA beneficiaries under the Workforce Incentives Planning and Assistance Grant (WIPA). After the contract ended March 2009, EDD awarded SETA a continuation grant for Fiscal Year 2009-2010, but due to budget issues, EDD could not release funding.

In April and May 2009, WIPA services continued to be provided to clients without a formal contract between EDD and SETA or an executed subcontract between SETA and Crossroads. In July 2009, EDD was allowed to reimburse funds for April and May 2009 services.

Staff is requesting the execution of a short-term, two-month contract to allow for reimbursement of services provided in April and May 2009. Secondly, staff needs execution of a sub-contract allowing SETA to provide a portion of WIPA funds to Crossroads.

Moved/McCarty, second/Scherman, to find that the WIPA services provided by Crossroads to Social Security Administration beneficiaries during the months of April and May 2009, are available from only a single source for the reasons noted in the background, and approve the acceptance of funds for the Work Incentives Planning and Assistance Grant (WIPA) from EDD, and approve a subcontract with Crossroads Diversified Services, Inc., in the amount of \$17,778.

Roll Call Vote: Aye: 3, Nay: 0, Abstentions: 0.

## **B. WORKFORCE INVESTMENT ACT**

### **1. Review and Approval of Funding Recommendations for American Recovery and Reinvestment Act/Workforce Investment Act Adult/Dislocated Worker Program (Phase 2)**

Ms. Purdy provided some background and expressed that there was one appeal that the individual wished to address the Board once she had finished.

The Department of Labor provides ARRA funding. SETA received funding, approximately \$7.7 million in Recovery Act funds to serve adults and dislocated workers. Ninety percent of this fund is allocated by the Board and Sacramento Works WIB for direct customer services.

In Phase I, which was recently completed, almost \$5 million in funds were allocated to serve 1,085 customers. During this phase, Clean Energy and Green Jobs was the target for funding. The remaining funds are included in this recommendation.

The RFP for Phase II was released in April 2009 and the proposals were due 7/23/09. SETA received 34 proposals requesting over \$10 million. Each proposal was reviewed by an evaluation team made up of WIB members, representatives of partner agencies, and SETA staff. The priority for this phase is putting the unemployed back to work by providing wage subsidies, workplace job creation training, scholarships, and support services through the One-Stop Career Center system.

In September 2009, the Sacramento Board of Supervisors will take action on DHA's recommendation to allocate \$2 million in funding for Temporary Assistance to Needy Families (TANF) Emergency Contingency Funds (ECF). SETA will use these funds for wage subsidies to those at 200% of the poverty level. Staff is asking that \$1 million of these funds be used in Phase II, contingent on approval by the Sacramento Board of Supervisors.

These funds will also go to the career centers to subsidize those in training so they do not drop out due to financial strain. The funding recommendations will provide services to 1,434 people.

On August 19, SETA's Planning/Oversight Committee reviewed and approved the proposed funding recommendation.

Ms. Dee Huth addressed the Board. She said she concurred with the program and explained the specifics of her program that was denied funding. Ms. Purdy explained that the intent of her proposal was not clear and the reviewing team felt that her program was geared more towards pre-employment job readiness and not occupational. Ms. Purdy did state that Ms. Huth's program has potential for approval to SETA's eligibility training provider list for the One-Stop Career Centers.

Mr. Yee urged Ms. Huth to continue submitting future proposals and to seek agency assistance in preparing future proposals.

Mr. Don Nottoli arrived at 10:40 a.m.

Moved/McCarty, second/Scherman, to approve staff funding recommendations as listed on the reviewed charts with the following stipulations:

- Customers who are in need of support services will receive them through the Sacramento Works One-Stop Career Center System;
- Subgrants for Phase 2 of this RFP will begin October 4, 2009, contingent upon a Subgrantee meeting SETA's insurance requirements; and
- All training providers recommended for funding using TANF ECF funds will be required to provide a 20 percent match.

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

## 2. Reappointment of WIB Members

Ms. Kossick shared that SETA's Governing Board appoints Workforce Investment Board (WIB) members for three-year terms. In addition to the new members, staff is still seeking candidates for appointments to current vacancies.

Mr. Yee said he was pleased there is a good variety and balance of members.

Mr. McCarty also reiterated that the list of members was impressive and asked why this board has so many members. Ms. Kossick stated the board was statutorily mandated for that many seats.

Moved/Scherman, second/Nottoli, to reappoint Board Members for a three-year term on the Sacramento Works, Inc. Board.

Voice Vote: Unanimous approval.



3. Approval to Submit Proposals in Response to the California Clean Energy Workforce Training Program.

Ms. Purdy asked the Board to approve submission of three separate proposals for Sacramento regional partners in response to the clean energy workforce training program. The three areas SETA wants to compete in are: (1) Clean energy pre-apprentice training to establish green jobs; (2) Retraining-focusing on dislocated workers; and (3) Alternative fuels in vehicles-targeting clean diesel technology and electric vehicle technology.

SETA will be partnering with various community colleges, SMUD, PG&E, Regional Transit, labor organizations, and local employers in an effort to make this program successful.

Staff will apply for \$2.5 million with the grants lasting for 18-months with SETA and partners contributing 100% dollar-for-dollar match. The final proposal will be submitted in two weeks, if the Board chooses to move forward with staff's request.

Moved/Scherman, second/McCarty, to approved staff's recommendation to:

- Approve SETA/Sacramento Works to submit three proposals for the regional Clean Energy Workforce Training Program; and
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

**C. HEAD START:** No items.

**D. COMMUNITY SERVICES BLOCK GRANT**

1. Approval of the Community Services Block Grant (CSBG) Request for Proposals for the 2010 Program Year.

Ms. Cindy Sherwood-Green requested approval to release an RFP for CSBG funds for the 2010 program year. In May 2009, the Board approved the CSBG Recovery Act Local Plan, and in June, the CSBG Community Action Plan. This RFP will solicit proposals for services identified in both plans.

The projection is to release \$900,000 with the programs running from January 1-December 31, 2010. The formula CSBG program will fund two categories of programs: Family Self-Sufficiency and Safety Net. There is \$420,000 available for Safety Net services which are one-time emergency services for families and individuals in crisis. There is \$280,000 allocated for Family Self-Sufficiency services which are long-term comprehensive case management where progress is tracked.

The CSBG formula program is targeted toward at-risk youth, including foster and homeless youth, formerly incarcerated, low-income families, and frail elderly to remain independent.

The Recovery Act funding specifically serves those affected by economic downturn and serves those clients whose income is at or below 200 percent of the Federal Poverty Income Guidelines. This percentage is double what is allowed for the clients served by the formula CSBG program.

If approved, the RFP will be released 9/4/2009 at 1:00 p.m. The Community Action Board approved the RFP at its 8/12/2009 meeting.

Mr. Thatch asked the Board if they would enforce the Offeror's Conference being mandatory and if an agency does not attend the Offeror's Conference, they are not eligible to submit a proposal. Ms. Scherman commented that staff did a great job with the RFP, very concise and clear.

Moved/Scherman, second/McCarty, to approve the release of a request for proposals (RFP) for Community Services Block Grant Funds and that it is mandatory to attend the Offeror's Conference in order to submit a proposal. Roll Call Vote: Aye: 4, Nay: 0, Abstentions: 0.

2. Approval to Fund Agencies Selected to Deliver Homelessness Prevention and Rapid Re-Housing Program (HPRP) Services with Community Services Block Grant (CSBG) Recovery Act Funding.

Ms. Sherwood-Green reviewed this item. Last month the Board approved allocating \$1 million in CSBG Recovery Act funds to the HPRP RFP coordinated by Sacramento Housing and Redevelopment Agency, SETA staff, and the Department of Human Assistance. Six responses were received in response to the RFP.

The reviewing team selected three agencies to provide comprehensive CSBG and HPRP services: Lutheran Social Services, Volunteers of America, and The Salvation Army. Each agency will receive a portion of HPRP and other anticipated funding sources, in addition to CSBG Recovery Act funding.

Each agency will serve a distinct geographic section of Sacramento County and will use this funding to provide financial assistance services to 500-1,000 clients. The services provided will be rental assistance, utility assistance, motel stays, transportation, and identification documents for clients. The Program Year is October 1, 2009 to September 30, 2010.

Mr. Nottoli asked who the three agencies were there were not funded as there was no background information with the item. Ms. Sherwood-Green answered Sacramento Area Emergency Housing, Self-Help Housing, and St. John's

Shelter. The three agencies selected had their programs fully in place and were ready to go.

Moved/Nottoli, second/Scherman, to approve CSBG Recovery Act funding for Lutheran Social Services, Volunteers of America, and the Salvation Army to provide HPRP services.

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

3. Ratification of the Submission of a Proposal to the State Department of Community Services and Development to Expand the Earned Income Tax Credit Program.

Ms. Cindy Sherwood-Green addressed the Board requesting ratification of an application for \$50,000 submitted to the State Department of Community Services and Development for CSBG Recovery Act funding to expand the Earned Income Tax Credit (EITC) program which SETA has coordinated for Sacramento County for the past eight years. Partners in this project include DHA, IRS, the City of Sacramento, and Mercy Housing. The additional funding would enable tax preparation and determine EITC eligibility for a higher number of low-income households. SETA submitted a proposal to the State on 8/20/09. The proposal is contingent upon the Board's ratification.

Ms. Sherwood-Green commended SETA Ms. Melanie Klinkamon, head grant writer, and Mr. Allen Brock, for their hard work on the application's preparation. She also commended all of the long-time tax preparers who have participated in the program.

Moved/Scherman, second/Nottoli, to ratify the submission of a proposal to CSD to expand the EITC program.

Voice Vote: Unanimous approval.

4. Approval of Resolution to Accept Community Services Block Grant Recovery Act Funds and Authorize the SETA Executive Director to Sign all Grant Documents  
Ms. Sherwood-Green requested Board approval of a resolution to accept \$2,692,561 in CSBG Recovery Act funding from the State Department of Community Services and Development, and authorize the SETA Executive Director to sign all grant documents.

Moved/Nottoli, second/Scherman, to review and approve a resolution to accept Community Services Block Grant Recovery Act Funds, and authorize the SETA Executive Director to sign all grant documents.

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

## **E. REFUGEE PROGRAMS**

1. Approval of Staff Funding Extension Recommendations for Refugee Employment Social Services, Targeted Assistance & Discretionary Programs, PY 2009-2010.

Ms. Michelle O’Camb expressed that staff is seeking approval of funding extension recommendations for Refugee Employment Social Services (RESS) and Targeted Assistance Program (TA) and discretionary programs for the 2009-2010 program year.

Ms. O’Camb said services provided under SETA’s refugee programs are expected to result in the reduced dependency on public assistance and early self-sufficiency of refugees and asylees in Sacramento County. She shared SETA’s programs continue to serve refugees in CalWorks, cash assistance, and general assistance programs as well as eligible refugees not receiving cash aid.

Moved/McCarty, second/Nottoli, to approve funding extensions for the Refugee Employment Social Services, Targeted Assistance, Temporary Assistance for Needy Families (TANF) Emergency Contingency Fund (ECF) and Older Refugee Discretionary (ORD) programs, Period Year 2009-2010, as indicated in the reviewed charts.

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

## **V. Reports to the Board (Heard out of order)**

- D. Counsel: Mr. Thatch provided an update regarding the issue of travel and insurance issues brought up at last meeting. Currently, no SETA program operator seeks to transport children or adults due to the high risk and insurance costs and liabilities in doing so.

If the Board chooses, SETA’s current insurance broker has insurance policies available for purchase, at a substantial premium increase to SETA’s current insurance plan, to insure all individuals in the event anything happens during transportation of adults or children to off-site locations. The other alternatives are participating programs can secure their own insurance coverage for their participants or, in the event of an off-site location, can have participants meet at a specific venue so that additional insurance coverage through SETA would not be necessary.

## **IV. Information Items**

- A. Voice Over Internet Protocol (VoIP) Update

Mr. Roy Kim reported that two years ago SETA released an RFP to replace the existing Centrex phone system with a modern Voice over Internet Protocol system. The new system would result in considerable cost savings to the agency

and approximately 90% of the expense of implementing the system would be reimbursed through the Schools and Library Division under their E-Rate program.

Six responses to the RFP were received in January 2008. Based on staff's recommendation, the Board approved to contract with Digital Telecommunications Corporation (DTC) for approximately \$1 million. The forms were then completed to E-Rate with an award letter being received April 2009, an extension of time had been granted for project implementation due to the extended length of the process.

Staff requesting DTC revisit their pricing structure and DTC reduced the implementation costs to \$580,247 for the contract. Of this amount, \$353,039 would be reimbursed by E-Rate. Staff put together a financial analysis and the return on the investment model shows that SETA would save almost \$500,000 over the course of five years when the agency moves forward.

Ms. Scherman asked who the other five proposers were and when the contract is readjusted wouldn't the RFP have to be reopened for new proposals from the other five for responses since the original terms of the awarded contract had changed.

Ms. Kossick stated that the product was still the same, only the prices had changed.

Mr. Thatch stated he would consult with his office and report back to the Board.

- B. Fiscal Monitoring Reports: No comments or questions.
- C. Head Start Fiscal Report: No comments or questions.
- D. Phase I Workforce Investment Act/American Recovery and Reinvestment Act Adult/Dislocated Worker Funding Recommendations: No comments or questions.
- E. Enterprise Zone Designation: Mr. William Walker and all that assisted him were commended for their hard work.
- F. Dislocated Worker Update: No comments or questions.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Kossick recognized Ms. Carol Aronis, Policy Council Chair, and Ms. Salina Davey, PAC Chair.

She also said her assistant would be sending the Board members and email inviting them to accompany her in her upcoming site visits to the Early Start Learning Centers and the One-Stop Career centers. The visits will take place in September to the end of October. A schedule would also be sent in the email.

Ms. Kossick reported that Head Start received \$152,000 in funding for training and technical assistance for their employees and delegate Staff to further their education to obtain a Bachelor's and/or an Associate's Degree.

- C. Deputy Directors: No additional report.
- E. Members of the Board: Ms. Scherman asked if SETA staff would participate in an upcoming Rancho Cordova Rotary event. Ms. Scherman also asked if SETA staff would speak in an upcoming Rancho Cordova Rotary leadership workshop for Cordova High Schools students to teach them resume and cover letter writing in addition to job search instruction. Ms. Kossick stated they would send representatives.
- F. Public: Ms. Kossick commended staff for their hard work on preparing all the proposals for the Recovery Act funding, refugee extensions, and for meeting all deadlines.

**VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR**

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

The Board Meeting adjourned to Closed Session at 11:40 a.m. with no report to the public.

- VII. Adjournment:** Meeting adjourned at 11:50 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/30/09 through 9/24/09, and all expenses appear to be appropriate.

STAFF PRESENTER: Kathy Kossick

## ITEM III-A - 1 – ACTION

### APPROVAL OF RETIREE HEALTH AND DENTAL INSURANCE SUBSIDY

#### BACKGROUND:

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

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

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

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

On October 2, 2008 for calendar year 2009, the SETA Governing Board took action to continue paying medical and dental subsidies to current retired employees at the current rates and limit future program enrollment to Eligible employees who retired on or before August 31, 2007. The subsidy was eliminated for all participants who retired after August 31, 2007. This included the continuation of the \$25/month towards retiree – only dental plan premiums.

STAFF PRESENTER: Rod Nishi



ITEM III-A - 1 – ACTION (continued)  
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Current subsidy/offset payments are as follows:

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

The economic realities for a grant funded program such as SETA makes for sound business practice to limit this growing cost as more and more employees contemplate retirement. The impact upon the current and future programs that provide the services to our customers creates the necessity to put limits upon this cost to the Agency.

Three options have been prepared for your consideration.

- OPTION A; maintain the current subsidy; see table above (\$95,000)
- OPTION B; reduce the subsidy to mirror the County of Sacramento (\$70,200)
- OPTION C; eliminate subsidy to retiree's (\$0)

**OPTION B**

Years of SCERS service credit	Amount of subsidy
Less than 10 years	\$72
10 years but <15 years	\$90
15 years but <20 years	\$108
20 years but <25 years	\$126
25 years or more	\$144
Dental coverage	\$0

Under the proposed 2010 Retiree Medical and Dental Insurance Policy, retirees not receiving a subsidy will still have access to the County's group insurance programs. For many retirees it is their only avenue to purchase quality, affordable medical insurance

STAFF PRESENTER: Rod Nishi

ITEM III-A - 1 – ACTION (continued)  
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coverage. While access to coverage will still be available in the 2010 calendar year, there can be no guarantees for the future, especially for the individuals who retire without being eligible for Medicare (generally those between the ages of 50 and 65). Representatives to the County's group insurance providers have previously indicated concerns regarding the potential loss of retiree medical subsidy payments, due to the adverse selection nature of retirees who continue with group medical insurance absent an employer-provided subsidy. The County staff will continue to work with the broker and carriers to provide future access to medical insurance.

RECOMMENDATION:

Review options and select an option effective January 1, 2010.

STAFF PRESENTER: Rod Nishi

ITEM III-A – 2 - ACTION

APPROVAL OF RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM  
PARTICIPATION AGREEMENT AND ADMINISTRATIVE POLICY

BACKGROUND:

The Sacramento Board of Supervisors approved the Retiree Medical and Dental Insurance Program Administrative Policy for Calendar Year 2010.

Your action in the previous agenda item addressed subsidies/offsets (employer contributions) in calendar year 2010 for Sacramento County Employees Retirement System (SCERS) retirees. In compliance with Government Code §7507, county staff developed a new Retiree Medical Participation Agreement.

This operational policy adopted defines the eligibility for participation in the program.

The County is requiring that a new agreement must be executed prior to January 1, 2010.

RECOMMENDATION:

Approve the execution of the Retiree Medical and Dental Insurance Program Participation Agreement and Administrative Policy with the County of Sacramento for 2010 and adopt the related resolution.

STAFF PRESENTER: Rod Nishi

## Retiree Medical Participation Agreement

**THIS AGREEMENT** is made and entered into by and between the County of Sacramento ("COUNTY"), a political subdivision of the State of California, and the Sacramento Employment and Training Agency ("DISTRICT").

**WHEREAS**, COUNTY and DISTRICT desire to provide a retiree health insurance program to DISTRICT retirees and beneficiaries for the period January 1, 2010 through December 31, 2010; and

**WHEREAS**, COUNTY and DISTRICT have reached agreement as to the terms and conditions of DISTRICT's participation in the COUNTY retiree health insurance program; and

**WHEREAS**, COUNTY and DISTRICT have agreed as to the plans that will be made available to DISTRICT retirees and beneficiaries, and the level of contribution that DISTRICT shall provide toward the purchase of medical and/or dental insurance coverage.

**NOW, THEREFORE**, in consideration of the mutual promises, conditions and covenants hereinafter set forth, COUNTY and DISTRICT agree as follows:

**1. Terms and Conditions of Participation.** DISTRICT shall be eligible to participate in the COUNTY Retiree Health Insurance Program under all of the following terms and conditions:

- a. Effective January 1, 2010, DISTRICT retirees and beneficiaries shall be eligible to participate in both the retiree medical and dental insurance plans.
- b. All newly eligible DISTRICT retirees shall be offered the same opportunity to participate in the retiree health insurance program on an equal basis and with equal contribution from DISTRICT.
- c. DISTRICT and all of its retirees shall be subject to the same eligibility requirements and all other rules governing COUNTY Retiree Health Insurance Program (Program), which includes group medical and dental insurance plans, for each of the plans made available to DISTRICT retirees (Rules and requirements are contained in Exhibit A: the County's "RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM ADMINISTRATIVE POLICY" Effective January 1, 2010 Through December 31, 2010.)
- d. DISTRICT agrees to pay an employer contribution for medical and dental coverage on behalf of each eligible DISTRICT annuitant as set forth in Exhibit A. COUNTY shall directly charge DISTRICT for premiums, medical contributions, and/or administrative fees due on a monthly basis, and shall provide DISTRICT

with a detailed statement of any amounts so charged. DISTRICT agrees to pay such charges

e. It is recognized and acknowledged by DISTRICT that COUNTY's retiree medical or dental premiums, contribution levels, and eligibility and participation rules are reviewed and approved annually and at other times as needed, and it may not be practical or possible to consult with DISTRICT in advance of COUNTY's annual determination. COUNTY shall provide DISTRICT with advance notice of any hearing date on which the Board of Supervisors considers the annual retiree medical or dental premiums or contribution levels, and/or retiree health insurance program eligibility or participation rules, and shall provide DISTRICT with COUNTY staff's recommendation(s) for such matters.

f. DISTRICT and its retirees shall be entitled to participate in only those plans, options and arrangements that are established for COUNTY retirees as determined by the Board of Supervisors annually or otherwise.

g. DISTRICT shall be a member of the Sacramento County Employee's Retirement System (SCERS) in order to be eligible to participate in the COUNTY's retiree medical insurance programs.

h. Except as otherwise provided in this agreement, DISTRICT retirees shall be offered all lines of COUNTY retiree medical and dental coverage that are offered to COUNTY retirees. If DISTRICT withdraws from any of COUNTY's medical and dental retiree programs, DISTRICT shall no longer be entitled to participate in any of the remaining programs. Coverage of DISTRICT retirees shall be cancelled as of the date on which DISTRICT withdraws from any COUNTY medical and/or dental retiree program and COUNTY shall have no further responsibility to offer or provide DISTRICT retirees any lines of COUNTY coverage.

i. DISTRICT shall be eligible to participate in COUNTY retiree medical and dental coverage programs only if DISTRICT keeps its funds in the County Treasury and pays for any contributions and/or premiums through the County Auditor.

j. DISTRICT shall not sponsor any other retiree group health or dental insurance plan which is in competition with the plans offered under the COUNTY program.

k. Should DISTRICT withdraw from participation in COUNTY's retiree health insurance programs, it shall not be eligible to participate in any subsequent COUNTY retiree health insurance program for a period of 10 years from the withdrawal date.

l. DISTRICT shall participate in the COUNTY's active employee medical insurance programs in order for new DISTRICT retirees to be eligible to participate in the retiree medical and dental insurance plans.

m. Should DISTRICT withdraw from COUNTY's active employee medical and dental insurance programs, it shall not be eligible to participate in COUNTY's retiree medical and dental insurance programs. DISTRICT's withdrawal from COUNTY's active employee medical and dental insurance programs shall result in an automatic withdrawal from the retiree medical and dental insurance program as of the same date.

n. DISTRICT shall be responsible for paying its proportionate share of COUNTY's actual costs to administer the retiree benefit programs upon billing by COUNTY.

o. Except as otherwise provided in subsections k. and m. above, this Agreement may be terminated by either DISTRICT or COUNTY upon thirty days' advance written notice served by the terminating party upon the non-terminating party.

p. DISTRICT understands that all SCERS qualifying service shall be used in the calculation of medical or dental contribution amounts, whether or not such service was rendered to DISTRICT. For purposes of coverage under the retiree medical care program, a retiree shall remain affiliated with his/her last SCERS-contributing employer of record. An annuitant who is not a retiree shall remain affiliated with the last SCERS-contributing employer of the retiree from whom the annuitant's benefits originated.

q. County reserves unto itself in its sole discretion the right to modify, amend or cancel, in whole or in part, the Retiree Medical and Dental Insurance Program or any terms or conditions under which health benefits are made available to County and/or DISTRICT employees and/or retirees, with or without advance notice to DISTRICT. Nothing herein permitted shall serve to modify or abridge any DISTRICT right to withdraw from the program as provided in Section 1 of this Participation Agreement.

**2. Term.** The term of this agreement shall be from January 1, 2010 through December 31, 2010. This agreement will renew automatically with the action taken by the County Board of Supervisors annually.

**3. Assignment.** Neither party hereto shall assign, subcontract, or transfer any interest in this Agreement, or any duty hereunder, without the prior written consent of the other party, and no assignment shall be of any force or effect whatsoever unless and until the other party furnishes such written consent.

4. **Amendments.** This Agreement may be modified or amended, or any of its provisions waived, only by a subsequent written agreement executed by each of the parties hereto.

5. **Entire Agreement.** This Agreement and any attachments hereto constitute the sole, final, complete, exclusive and integrated expression and statement of the terms and conditions of this Agreement among the parties hereto concerning the subject matter addressed herein, and supersede all prior negotiations, representations or agreements, oral or written, that may be related to the subject matter of this Agreement.

6. **Construction and Interpretation.** It is agreed and acknowledged by the parties hereto that the provisions of this Agreement have been arrived at through negotiation, and that each of the parties has had a full and fair opportunity to revise the provisions of this Agreement and to have such provisions reviewed by legal counsel. Therefore, the normal rule of construction that any ambiguities are to be resolved against the drafting party shall not apply in construing or interpreting this Agreement.

7. **Waiver.** The waiver at any time by any party of any of its rights with respect to a default or other matter arising in connection with this Agreement shall not be deemed a waiver with respect to any subsequent default or other matter.

8. **Severability.** The invalidity, illegality or unenforceability of any provision of this Agreement shall not render the other provisions unenforceable, invalid or illegal, provided that such invalidity does not materially affect the respective rights and obligations of the parties.

9. **Successors and Assigns.** This Agreement shall bind and inure to the benefit of the respective successors and assigns of the parties hereto, provided that the required consent has been obtained pursuant to Section 1 above.

10. **Notices.** Any notice, demand, request, consent, or approval that either party hereto may, or is required to, give the other shall be in writing and shall be deemed to have been received three (3) days after being deposited in the United States mail, first class postage prepaid, and addressed as follows:

TO COUNTY:  
David Devine, Director  
Department of Personnel Services  
700 H Street, Rm. 6750  
Sacramento, CA 95814

TO DISTRICT:  
Kathy Kossick, Executive Director  
Sacramento Employment and Training  
Agency  
925 Del Paso Blvd  
Sacramento, CA 95815

Either party hereto shall have the right to serve any notice by personal delivery, and change the address at which it will receive such communications by giving fifteen (15) days advance notice to the other party.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement the day of the year first written above.

Sacramento Employment and Training Agency,  
a joint powers authority

Dated:

By \_\_\_\_\_  
Jimmie Yee, Chair  
SETA Governing Board

Dated:

By \_\_\_\_\_  
David Devine, Director  
Department of Personnel Services  
COUNTY OF SACRAMENTO, a political  
subdivision of the State of California



## **EXHIBIT A**

### **RETIREE MEDICAL AND DENTAL INSURANCE PROGRAM**

#### **ADMINISTRATIVE POLICY**

**Effective January 1, 2010**

**Through December 31, 2010**

#### **I. INTRODUCTION**

This policy sets forth the guidelines for the administration of the Retiree Medical and Dental Insurance Program. The program includes medical insurance and dental insurance, and subsidy/offset payments as authorized by the County Board of Supervisors for calendar year 2010. This policy constitutes a component of the County's Plan for Retiree Medical and Dental Insurance and is effective **only** for the calendar year 2010.

#### **II. DISCLOSURE**

This policy is effective solely for the calendar year 2010. It does not create any contractual, regulatory, or other vested entitlement to present or future retirees, their spouses, or dependents for medical and/or dental benefits, or subsidy/offset payments at any particular level, or at all.

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

#### **III. MEDICAL INSURANCE COVERAGE**

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

will be available to Annuitants, or that any coverage at all will be available to Annuitants.

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

#### **IV. DENTAL COVERAGE**

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

Effective January 1, 2010 eligible Annuitants and their dependents who enroll in or are currently participating in the Dental Plan must remain in the Dental Plan for a minimum of 12 consecutive months before being allowed to change coverage levels (by reducing dependent coverage) or waive dental coverage.

Newly eligible Annuitants must enroll within 30 days of notification of eligibility or he or she will be deemed to have waived coverage. Annuitants who enroll and then choose to terminate their participation before meeting the 12 month enrollment requirement will not be eligible to re-enroll in the Dental Plan. Annuitants that waive participation in the Dental Plan after 12 months of continuous enrollment will be eligible to re-enroll in the Dental Plan after a 24 month period following the effective date of their termination from the Dental Plan.

If an eligible dependent is added to the Dental plan in the middle of a plan year as the result of a Qualified Status Change Event, both the Annuitant and the dependent must remain in the Dental Plan for a minimum of 12 consecutive months beginning on January 1 of the following plan year before any change in coverage is allowed.

A Qualified Status Change Event will not allow for a change out of the Dental Plan for the Annuitant unless the Annuitant has participated in the Dental plan for a minimum of 12 consecutive months. A Qualified Status Change Event that causes a loss of dependent status will allow for a reduction in the Annuitant's dependent coverage under the Dental Plan without the 12 consecutive months requirement for the dependent.

## V. ELIGIBILITY TO PURCHASE MEDICAL AND/OR DENTAL COVERAGE

All Annuitants are eligible to enroll in a retiree medical and/or dental insurance plan for 2010.

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

As a condition of participation in the County-sponsored plan, all Annuitants or Dependents that are eligible for Medicare Part A and/or B, or who subsequently become eligible to purchase Medicare Part A and/or B, must enroll in one of the County-sponsored medical plans that provides for assignment of, or coordination with, Medicare benefits. Annuitants or Dependents who are eligible for Medicare must purchase Medicare Part A and/or B (even if such purchase is subject to a penalty under applicable federal law in order to participate in the County Sponsored plan. Annuitants not eligible for Medicare Part A and/or B under CMS guidelines may participate in the plan only to the extent that they remain ineligible for Medicare and are responsible for any penalties assessed by the carrier.

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

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

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

The Center for Medicare and Medicare Services requires that all participants must provide a physical address and social security number for themselves and covered dependents.

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

## **VI. DEPENDENT ELIGIBILITY**

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

## **VII. ELECTION PERIOD**

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

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

## **VIII. EFFECTIVE DATE OF COVERAGE**

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

Upon retirement:

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

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

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

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

Upon the occurrence of a Qualified Status Change Event:

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

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

## **IX. ELIGIBILITY FOR SUBSIDY/OFFSET PAYMENTS**

The following categories of Annuitants are eligible to receive a District paid medical or dental insurance offset payment during calendar year 2010:

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

The following shall apply to this section:

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

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

## **X. AMOUNT OF SUBSIDY/OFFSET PAYMENT**

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

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

The amount of subsidy/offset payment, if any, payable on account of enrollment in a County-sponsored retiree medical and/or dental insurance plan, shall be established within the sole discretion of the Sacramento Employment and Training Agency for calendar year 2010, the amount of subsidy/offset payments are as follows:

<u>Years of SCERS service credit</u>	<u>Amount of subsidy/offset payment if retired on or before 8/31/07</u>
Less than 10 years	\$
10 years but less than 15 years	\$
15 years but less than 20 years	\$
20 years but less than 25 years	\$
25 years or more	\$
Dental coverage subsidy	\$

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

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

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

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

## **XII. PREMIUM BALANCE PAYABLE**

If an Annuitant's medical or dental insurance premium is greater than the sum of the Annuitant's monthly retirement allowance plus any subsidy/offset payment provided by the County, the Annuitant shall be responsible for keeping premium payments current. Premium balances owed by an Annuitant must be paid within 60 days of the coverage effective date, or coverage will be dropped the first of the month following the 60 day period, retroactively to the last date of paid coverage. An Annuitant that is dropped from coverage for non-payment of premium shall not be permitted back into the program at a later date.

## **XIII. WAIVER OF COVERAGE**

An Annuitant may waive medical coverage under the Retiree Health Insurance Program at any time by withdrawing from coverage and signing a "Waiver of Coverage" form. Any subsidy/offset payment will end if coverage is waived. Annuitants who waive medical coverage in this manner during 2010, who have previously waived medical coverage, or who are deemed to have waived medical coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County-sponsored retiree medical coverage within 30 days of a Qualified Status Change Event or during any enrollment period specified in the sole discretion of the County, subject to all terms and conditions set forth in this policy (including proof of continuous coverage as described in Section VII), provided such coverage is being offered to similarly situated Annuitants by the County at the time coverage under the re-enrollment request is to become effective. Similarly, eligibility for a subsidy/offset payment shall be restored provided that the County is providing subsidy/offset payments to similarly situated Annuitants at the time of the re-enrollment request.

Annuitants who waive dental coverage in this manner during 2010, who have previously waived dental coverage, or who are deemed to have waived dental coverage for any reason (except for non-payment of premium as set forth in Section XII above), shall be permitted to enroll in County-sponsored retiree dental coverage within 30 days of a Qualified Status Change Event, or during any enrollment period specified in the sole discretion of the County, provided they have not been a participant in the Dental plan for a minimum of 24 consecutive months.



#### XIV. DEFINITIONS

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

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

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

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

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

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

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

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

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

ITEM III-A - 3 -ACTION

RECEIVE, ADOPT AND FILE SACRAMENTO COUNTY ANNUAL INVESTMENT  
POLICY OF THE POOLED INVESTMENT FUND – CALENDAR YEAR 2009

BACKGROUND:

The County Director of Finance publishes the Investment Policy for the Pooled Investment Fund every calendar year and has the Policy approved by the County Board of Supervisors. SETA's funds are included in this Pool. The Calendar Year 2010 Sacramento County Annual Investment Policy is being sent under separate cover. There are no major changes to the investment policy. The only minor change was an increase in the maximum dollar amount allocated to the Community Reinvestment Act program from \$75 million to \$90 million.

This is an annual event and the Investment Policy approved by the County Board of Supervisors then rules the investments of SETA money. The Joint Powers Agreement creating this Agency requires the County to be the fiscal agent for SETA. As such, the County Investment Policy is part of the fiscal agent's duty, and approval by the Sacramento County Board of Supervisors ratifies the propriety of the fiscal agent's investment strategy. Action by the SETA Governing Board to receive and file the policy constitutes consideration at a public meeting as recommended by Government Code section 53646(a) (2).

RECOMMENDATION:

Receive, adopt, and file this Investment Policy for the Pooled Investment Fund for the calendar year 2010.

STAFF PRESENTER: Roy Kim

ITEM III-A – 4 - ACTION

APPROVAL OF STAFF RECOMMENDATIONS FOR THE ADULT VENDOR SERVICES (VS) LIST AND CHILD DEVELOPMENT AND FAMILY VS LIST

BACKGROUND:

In September, 2007 the SETA Governing Board approved release of the *Revised Vendor Services (VS) Request for Qualifications (RFQ)*. Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment, as well as options for children (ages 0-5) and their families with identified barriers and special needs.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will either integrate with One-Stop services, adult and/or youth programs, or are justified and appropriate as services offered to Head Start children (ages 0-5) and their families.

Staff is seeking approval of the attached recommendations for the Adult VS List and the Child Development and Family VS List.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List and the Child Development and Family VS List.

STAFF PRESENTER: Espie Lindsey

## **Adult Vendor Services (VS) List Staff Recommendation**

**APPLICANT:** Yes 2 Kollege Education Resources, Inc.

**Location:** 5200 8<sup>th</sup> Avenue, Sacramento, CA 95820

**Applicant’s Background:**

Yes 2 Kollege Education Resources, Inc., has assisted more than 7,500 families and individuals in parenting and college-bound programs, to enhance a family’s ability to set goals, build character, access community resources, and learn early career exploration and college preparation techniques.

Over the past eight years, the Executive Director (Sharon Chandler) has conducted more than 150 classes, workshops, conferences and programs for more than 3,000 adults and 3,500 children in schools, community centers, universities and colleges. She has also provided professional development trainings for business and organizations and proposes to bring those training to SETA. Ms. Chandler has also utilized her program in the promotion of literacy and adult education.

<b>Activity</b>	<b>Workshops</b>	<b>Group/Workshop Rate</b>
<b>In-Service Training*</b>	<ul style="list-style-type: none"> <li>• Time Management/Organization</li> <li>• Goal Setting for the Future</li> <li>• Helping Adults “Grow” Their Career</li> <li>• Building Strong Families</li> <li>• Raising Future Leaders</li> <li>• Going Back to College</li> <li>• Family Literacy-Providing Equal Opportunities</li> <li>• Promoting Parent Involvement and Advocacy</li> </ul>	<p><b>\$600 per Workshop (2 hours per workshop)</b></p> <p><b>Minimum group/workshop size 5 Maximum size 40</b></p>

**\*All services offered by Yes 2 Kollege Resources, Inc. shall be subject to prior approval by Head Start management.**

## ITEM III-B - 1 - ACTION

### CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE FUNDING RECOMMENDATIONS FOR THE AMERICAN RECOVERY AND REINVESTMENT ACT OF 2009 (RECOVERY ACT) / WORKFORCE INVESTMENT ACT (WIA) YOUTH EMPLOYMENT SERVICES FOR YEAR-ROUND SERVICES 2009-2010

#### BACKGROUND:

In the spring 2009, this board approved the funding recommendations for the 2009 Sacramento Works for Youth Summer program funded by the 2009 American Recovery and Reinvestment Act. The Recovery Act stipulated that allowable activities include work readiness, summer employment and year-round youth development services. During the summer of 2009, the Sacramento Works for Youth program provided summer employment to 960 youth.

SETA contracted with nineteen providers for the 2009 Sacramento Works for Youth program. Of those, twelve providers were new WIA youth program providers. As a result there was considerable technical assistance required to implement the summer program within the ARRA and SETA parameters. Program services were evaluated and monitored by both SETA and State of California staff.

SETA's 2009 Youth Recovery Act Request for Proposals and the approved funding recommendations included language that SETA reserved the right to negotiate with successful providers to continue year-round Youth Services. The Recovery Act stipulates that youth enrolled after September 30, 2009 are subject to the WIA performance criteria. Because seven providers are current WIA youth providers they were not considered for year-round Recovery Act funding. Staff has determined that approximately \$500,000 is available to provide year-round youth services with Recovery Act funds. This will allow sufficient resources to provide summer employment opportunities for approximately 900 youth in 2010.

**The following criteria was used to evaluate 2009 Summer Youth Program performance relative to continued year-round Recovery Act funding:**

**1. Program performance and service delivery**

- Met enrollment goals
- Provided required activities
- Youth matched to appropriate worksites reflecting their career goals or academic interests
- Youth provided a quality summer employment experience
- Provided additional services including leadership development activities or other support services that help youth attain long-term employment.

STAFF PRESENTER: Christine Welsch

**2. Documentation and SMARTware**

- Program submitted required documents to SETA in a timely manner?  
(Timesheets, Rosters of enrolled youths, Worksite agreements)
- **SMARTware:**
  - Individual Employment Plans developed for all youth
  - Case notes documenting all youth activities and youth's progress

**3. Federal, local and programmatic guidelines**

- Program adhered to local and federal guidelines, including child labor laws and WIA, ARRA specific

**4. Worksite coordination** – Program provided appropriate coordination with worksites including insuring documents and program guidelines are available to the worksites?

**5. Staff responsiveness**

- Program staff was responsive to SETA and ARRA requirements, trainings and technical assistance

Finally, in consideration of current WIA Youth program goals and performance, the following factors were reviewed:

- Demonstrated ability to provide all WIA elements and meet program performance
- Demonstrated ability to serve under-served target populations and geographic areas.

Based on the above criteria, four providers have been recommended for continued year-round Recovery Act funding. This funding is based on budgets submitted by providers to SETA during the 2009 contract negotiations. A listing of the 2009 Sacramento Works for Youth summer providers and the funding recommendation chart is attached. The recommended providers are:

**California Human Development Corporation** served 40 youth in the summer program. Target area: Sacramento County with special focus on Galt and River Delta. CHDC is new to Sacramento WIA program but has provided youth services under CETA, JTPA and WIA in other counties. Additionally, CHDC is targeting two critical areas – the underserved migrant youth population and Galt/River Delta areas. Recommended funding of \$127,300 to serve 30 youth.

**Crossroads Diversified Services** served 56 youth in Citrus Heights and Rancho Cordova. Although new to Sacramento WIA youth program, Crossroads successfully

STAFF PRESENTER: Christine Welsch

ITEM III- B - 1 - ACTION (continued)

Page 3

provides youth services under the WIA Youth Navigator program and Department of Rehabilitation funds. Crossroads has a long history of serving under-served youth including youth with disabilities. Crossroads will target the underserved areas of Citrus Heights and Rancho Cordova – where there is no existing WIA youth provider. Recommended funding of \$118,925 to serve 30 youth.

**Lao Family Community Development** served 50 youth in South Sacramento primarily focusing on the Southeast Asian, refugee and immigrant youth. Previous experience Lao Family is new to Sacramento WIA program but has provided youth services under WIA in other counties. Additionally, Lao Family is targeting an underserved community – children of asylees and refugees. Recommended funding of \$120,550 to serve 30 youth.

**Mutual Assistance Network** served 20 youth in the Del Paso Heights and North Sacramento areas. Mutual Assistance Network was a previous co-manager of the Sacramento Works Career Center at Las Palmas until 2003. Although new to Sacramento WIA program, MAN has experience providing youth development and leadership services. MAN will be targeting the Del Paso Heights area. Recommended funding of \$114,520 to serve 30 youth.

Staff is recommending allocating \$481,295 in Recovery Act/WIA Youth funds for services for the period of October 1, 2009 to June 30, 2010. This funding will serve an additional 120 youth in the year-round program. This will allow sufficient funds to serve approximately 900 youth in the summer 2010. This recommendation includes an option to extend based on available funding and program performance.

The Sacramento Works, Inc. board reviewed and approved this item at their September 23 board meeting. Staff will be available for questions.

RECOMMENDATION:

Review and approve the staff recommendation funding for the Recover Act / WIA, Year-round Youth Services 2009 in the amount of \$481,295 for the four listed providers.

STAFF PRESENTER: Christine Welsch



**2009 Recovery Act - Sacramento Works for Youth Providers**

<b>Current year-round WIA Youth Providers</b>	<b>Number served</b>	<b>Geographic area served</b>
City of Sacramento	59	City of Sacramento
Elk Grove Unified School District	52	Elk Grove
Galt JUHSD	29	Galt
LaFamilia Counseling Center	63	Central and South Sacramento
Sacramento Chinese Community Service Center	59	North Highlands and South Sacramento
Sacramento County Office of Education	32	Sacramento County
<b>Previous providers - funded departments were new to WIA/ARRA</b>		
San Juan Unified School District	60	Citrus Heights, Arden Arcade, San Juan district
SCUSD - Career Tech Prep	98	Sac City USD
Twin Rivers USD - Career and Technical Prep	58	Twin Rivers USD
<b>New ARRA/WIA Youth Providers</b>		
California Human Development Corporation	40	County, focus on Galt and River Delta
California Indian Manpower	31	County of Sacramento
Crossroads Diversified	65	Rancho Cordova & Citrus Heights
Folsom Cordova Community Partnership	83	Folsom Cordova USD
Greater Sacramento Urban League	72	Del Paso Heights and North Sacramento
Lao Family Community Development	50	South Sacramento
Mutual Assistance Network	21	Del Paso Heights & North Sacramento
North State Building Industry Association	22	North Sacramento
Roberts Family Development	20	Central and North Sacramento
Soil Born Farms	15	County & Rancho Cordova
Sacramento Works for Youth	31	County

**Total 960**

## RECOVERY ACT YOUTH FUNDING Year-round Program 2009-2010

Provider	Summer Allocation		Funding Recommendations					Neighborhood or SWCC
	Funds	#youth	Youth Wages	Program Mgmt Costs +Support Services	Total	Cost per participant *	# of Youth	
<b>CA Human Development Corporation</b>	\$ 193,863	40	51,672	75,628	127,300	\$4,243	30	County, Galt & Delta
<b>Crossroads Diversified</b>	\$ 101,842	56	51,672	67,253	118,925	\$3,964	30	Rancho & Citrus Heights
<b>Lao Family Community Development</b>	\$ 108,100	50	51,672	68,878	120,550	\$4,018	30	Avondale / South Sacramento
<b>Mutual Assistance Network</b>	\$ 75,740	20	51,672	62,848	114,520	\$3,817	30	Del Paso Hgts
<b>TOTAL RECOMMENDATION:</b>			\$ 206,688	\$ 274,607	\$ 481,295	\$ 4,011	120	

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT CROSSROADS DIVERSIFIED SERVICES  
WIA ONE STOP SERVICES SUBGRANT AGREEMENT

BACKGROUND:

In June, 2008 the SETA Governing Board approved funding recommendations for the Workforce Investment Act One-Stop Services activity. At that time, Crossroads Diversified Services was awarded \$284,954 to become the host agency for the Sacramento Works One-Stop Career Center in Citrus Heights. Shortly after the funding award, Crossroads re-located the career center to 7011 Sylvan Rd in Citrus Heights. The move allowed the career center to expand services and add a computer lab. The computers for the lab were purchased by SETA at a cost of \$15,000, which was subtracted from the budget in the subgrant agreement, leaving Crossroads \$269,954 to operate the career center. In January 2009 the subgrant agreement with Crossroads was augmented, adding \$18,000 to Crossroad's subgrant agreement for a total One-Stop amount of \$287,954 for additional services. This year when staff developed the extension recommendation for WIA One Stop Services, the \$15,000 that was deducted from last year's contract was not included in the extension recommendation. The funding recommendation approved by the Board in May 2009 was for \$287,954, and should have been \$302,954.

RECOMMENDATION:

Approve an augmentation of the WIA One Stop Services Subgrant Agreement with Crossroads Diversified Services in the amount of \$15,000, bringing the total award to \$302,954.

STAFF PRESENTER: Robin Purdy

## ITEM III- B – 3 – ACTION

### AUGMENTATION OF WORKFORCE INVESTMENT ACT, TITLE I, ADULT ONE-STOP SERVICES PROGRAMS

#### BACKGROUND:

On September 3, 2009, the SETA Board approved the Phase 2 funding recommendations for the American Recovery and Reinvestment Act funding received by SETA for workforce programs in Sacramento County. The recommendation included \$794,255 to augment funding for scholarships, support services, and other direct customer services.

For program year 2009-2010, the board approved allocating \$1,638,000 from the Workforce Investment Act Adult/Dislocated Worker allocation to be used to provide scholarships for tuition and support services for career center customers seeking skills training. This amount has been the same for the last three years, with 85%-95% of the allocation being spent each year. In the first three months of this program year, 7,559 job seekers received staff assisted services from the career center system, 63% of the scholarship funds have been obligated, and 28% of the scholarship funds have been expended. At the current rate, the initial allocation for scholarships will be depleted by early 2010. Staff is recommending that \$550,000 of the remaining Recovery Act funds be used to augment the scholarship fund for comprehensive career centers. The recommended amounts are attached.

Staff is recommending that the remaining funds \$244,255, be used to fund other customer services and supports that are necessary to support the Recovery Act funded services and programs and will increase access to training services, including:

- Software licenses for KeyTrain™ a comprehensive, easy-to-use system that provides an initial assessment and targeted, self-paced instruction, pre- and post-assessments.
- WorkKeys™ Career Readiness Certificate and CHOICES, assessment tools which assist customers in making good decisions regarding the types of education and training programs they should enroll in and the type of employment they should be seeking.
- On-line vocational training programs and other vendorized services.
- Enhancements for the automated case management and tracking system utilized by the career center system.

#### RECOMMENDATION:

Approve the staff funding recommendations reflected in the narrative and on the attached chart.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker**  
**SCHOLARSHIP/ITA**  
**Funding Augmentation Recommendation**  
**FY 2009 - 2010**

Sacramento Works One Stop Career Center	Funding FY2009-2010		Augmentation Recommendation FY2009-2010	
	One-Stop Services	Scholarships/ITAs	Scholarship/ITA Augmentation	Total Funding
Broadway - Asian Resources, Inc.	\$374,040	\$180,000	\$40,000	\$594,040
Citrus Heights - Crossroads	302,954	170,000	40,000	512,954
La Familia Counseling Center*	258,000	70,000	60,000	388,000
Lemon Hill - Sacramento City USD	470,812	110,000	40,000	620,812
Mather - Sacramento County	240,000	18,000	0	258,000
Sacramento Urban League	258,000	80,000	40,000	378,000
Sacramento Works CC - Franklin	435,812	145,000	70,000	650,812
Sacramento Works CC - Galt	168,000	75,000	40,000	283,000
Sacramento Works CC- Hillsdale	300,812	190,000	70,000	560,812
Sacramento Works CC - Mark Sanders	498,812	170,000	70,000	738,812
Sacramento Works CC - Rancho Cordova	248,000	220,000	40,000	508,000
South County - Elk Grove USD	330,812	210,000	40,000	580,812
<b>Total Funding</b>	<b>\$3,886,054</b>	<b>\$1,638,000</b>	<b>\$550,000</b>	<b>\$6,074,054</b>

\* \$20,000 of augmentation for La Familia Counseling Center allocated to students in AGC program

ITEM III-B – 4 - ACTION

APPROVAL TO MODIFY WIA/ARRA WORKPLACE TRAINING AGREEMENTS WITH  
TEMPORARY ASSISTANCE TO NEEDY FAMILIES EMERGENCY CONTINGENCY  
FUND (TANF ECF) RECOVERY ACT FUNDS

BACKGROUND

The American Recovery and Reinvestment Act of 2009 created a new source of Federal funding through the Temporary Assistance to Needy Families Emergency Contingency Fund (TANF ECF). The funding provides over \$1 billion to California counties to claim for basic assistance, non-recurring short term benefits, and subsidized employment for CalWORKs clients and families at 200 percent of the Federal Poverty Level.

The Sacramento County Department of Human Assistance (DHA) has applied for \$12.1 million from the TANF ECF federal stimulus package to support efforts to provide food, shelter, and other essentials of living for CalWORKs families and families at 200 percent of the Federal Poverty Level (FPL). Eligibility for the TANF ECF program is similar to the WIA Recovery Act eligibility requirements. Eligible individuals are members of needy families making less than 200% of the federal poverty level. For a family of four, 200 percent of the Federal Poverty Level equates to less than \$3,675 a month in income.

DHA is using \$4,000,000 of the TANF ECF funds to start a subsidized employment program for CalWORKs clients and families below 200 percent of FPL. The TANF ECF funds will be used for wage subsidies and other direct participant costs, benefits, payroll, operational costs, worksite development, supervision and training provided by an intermediary or employer in the public, private or non-profit sector. Through this funding stream, the Federal government will pay **eighty percent** of the costs associated with providing subsidized employment for a maximum of six months with the other **twenty percent** from private sources such as employers who provide subsidized employment positions.

Beyond the internal subsidized employment program, DHA has recommended contracting with SETA for \$2,000,000 to augment SETA-funded Recovery Act providers for additional on-the-job training and work experience opportunities. Through the contract with SETA, DHA will refer CalWORKs clients and families below 200 percent of FPL to SETA for subsidized employment placement. DHA will provide eighty percent of the cost of their wage subsidies, benefits, payroll, supervision and training using the TANF ECF funding. Employers will provide the twenty percent match. At the last SETA

STAFF PRESENTER: Robin Purdy

ITEM III- B – 4 – ACTION (continued)  
Page 2

Governing Board meeting, the Board approved allocating \$608,075 of the TANF ECF funds to the Phase 2 Workplace Learning programs funded through the WIA/ARRA Request for Proposals and \$232,212 of the TANF ECF funds to programs funded through the Refugee Services program.

Staff has reviewed the funding allocations made through Phase 1 of the WIA Adult/Dislocated Worker recommendation and is recommending modifying the Phase 1 Workplace Training agreements to use WIA funds for the staffing costs associated with Workplace Training, and TANF ECF funds for the trainee wages and operational costs of the Workplace Training programs. This recommendation results in allocating \$262,606 in TANF ECF funds to providers recommended for funding in Phase 1 of the WIA/Recovery Act RFP process. The WIA funds saved by this modification and the remaining TANF ECF funds (\$897,107) will be used to augment successful providers at the end of the second quarter and used to augment the WIA/Recovery Act Youth Summer program planned for next year. The recommendation by provider is listed on the attached chart.

RECOMMENDATION:

Approve the modification of the WIA/Recovery Act Phase 1 Workplace Training providers with TANF ECF funds.

STAFF PRESENTER: Robin Purdy

**Sacramento Employment and Training Agency**  
**Workforce Investment Act and Temporary Assistance for Needy Families - ECF**  
**WORKPLACE LEARNING/JOB CREATION Funding Modification Recommendations**  
**FY2009-2010**

Service Provider	Current Funding, FY2009-2010			Funding Modification Recommendations, FY2009-2010					
	Adult	Dislocated Worker	Total	WIA	TANF-ECF	Total	Number to Serve		
							WIA	TANF	Total
Asian Resources, Inc. - OJT	\$87,750	\$9,750	\$97,500	(\$36,945)	\$36,945	\$0	8	17	25
Asian Resources, Inc. - WEX	85,080	56,720	\$141,800	(43,802)	43,802	0	14	11	25
Bach Viet Association	119,813	13,313	\$133,126	(43,218)	43,218	0	8	17	25
La Familia Counseling Center	95,331	142,996	\$238,327	(37,782)	37,782	0	28	12	40
Lao Family Community Development	119,800	29,950	\$149,750	(47,370)	47,370	0	10	15	25
Sacramento Chinese Community Service Center	134,714	14,968	\$149,682	(53,489)	53,489	0	8	17	25
	\$642,488	\$267,697	\$910,185	(\$262,606)	\$262,606	\$0	75	90	165



ITEM III-C – 1 - ACTION

APPROVAL TO RELEASE A REQUEST FOR QUALIFICATIONS TO PROCURE  
PROFESSIONAL ARCHITECTURAL SERVICES

BACKGROUND:

As part of the Head Start One-Time Program Improvement Funding opportunity, SETA Head Start has been awarded \$191,618 at the Bannon Creek Early Learning Center and \$185,485 at the Bright Beginnings Early Learning Center for down payment, removal, demolition and installation on new modular classrooms. These modulares must be purchased and installed before July 31, 2010.

Head Start is seeking to procure professional architectural services related to the design, construction and installation of modular structures and playground renovations at various Head Start sites, as well as general leasehold improvements and ongoing review of various SETA facilities, including playgrounds, buildings, and fixtures, at existing and planned Head Start Early Learning Centers. The Request for Qualifications is under separate cover.

Design, construction and installation of modular structures will occur at:

- ➔ Natomas Unified School District: Bannon Creek Elementary School (95833 ZIP code) requires replacement and relocation of the modular to the south portion of the campus.
- ➔ Folsom-Cordova Unified School District: The modular located at White Rock Elementary School (95670 ZIP code) has exceeded it's life expectancy (18 years) and will be replaced.

RECOMMENDATION:

Approve the release of a Request for Qualifications for Professional Architectural Services.

STAFF PRESENTER: Brenda Campos

ITEM III-D – 1 - ACTION

APPROVAL TO CANCEL THE MANDATORY ATTENDANCE REQUIREMENT OF  
THE COMMUNITY SERVICES BLOCK GRANT (CSBG) OFFEROR'S CONFERENCE

BACKGROUND:

On August 12, 2009, the SETA Community Action Board (CAB) approved the 2010 CSBG Request for Proposals (RFP). The RFP presented to the CAB for approval did not require mandatory attendance of proposing organizations at the CSBG Offeror's Conference. A Public Notice of the release of the RFP recommending attendance at the CSBG Offeror's Conference was posted on the SETA website and distributed to some community organizations, prior to your Board's approval to release the RFP.

After consultation with staff and Legal Counsel, on September 3, 2009, your Board determined that the CSBG Offeror's Conference should be mandatory, and approved release of the RFP with the following language: "**Please be advised that the Offeror's Conference is mandatory and that only proposals from proposing organizations attending the conference will be evaluated through this RFP.**" The Public Notice was revised and re-posted at that time with the following specific language regarding the mandatory Offeror's Conference: "**It is mandatory that all proposers attend the Offeror's Conference scheduled for Monday, September 14, 2009 at 10:00 A.M. in the SETA Board Room.**"

The CSBG Offeror's Conference was held as scheduled on September 14, 2009, with 83 individuals representing 65 agencies in attendance. No one attended the Mandatory Offeror's Conference on behalf of a current CSBG program, Travelers Aid. Prior to the Governing Board's modification of the RFP to include the mandatory language, the Executive Director of Traveler's Aid had been told by SETA staff that attendance at the Offeror's Conference was "recommended," which was consistent with the draft language of the RFP and the subsequent recommendation of the CAB. The Executive Director of Traveler's Aid left on vacation prior to your Board's September 3, 2009 meeting, at which the mandatory requirement was added to the RFP and, apparently, was unaware that the Offeror's Conference became a mandatory requirement. She did not attend the September 14, 2009 Offeror's Conference, which, apparently, was her first day back from vacation. She has submitted a written request that your Board consider a waiver of the mandatory attendance requirement and that Travelers Aid be allowed to apply for funding. While the Board cannot waive the requirement of mandatory attendance on behalf of a single respondent, the Board does have the authority, pursuant to Section I, subsection 16 of the RFP, to cancel, in part, the RFP

STAFF PRESENTER: Cindy Sherwood-Green

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

and, thus, the Board does have the authority to cancel the mandatory offeror's conference requirement. Doing so will allow other potential respondents that did not attend the Offeror's Conference, not just Traveler's Aid, to submit proposals, provided that they have satisfied the pre-qualification requirements and timely submit a proposal.

The CSBG proposals are due on Tuesday, October 6, 2009, at 4:30 p.m.

RECOMMENDATION:

Cancel the provisions of the CSBG RFP that required mandatory attendance at the CSBG Offeror's Conference held on September 14, 2009.

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-A - INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

MEMORANDUM

**TO:** Mr. Robert Roe                                  **DATE:** August 24, 2009  
**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	\$ 2,306,473	8/1/08-7/31/09	8/1/08-5/31/09
Head Start	T & TA	9,000	8/1/08-7/31/09	8/1/08-5/31/09

**Monitoring Purpose:** Initial  Follow-Up  Special  Final   
**Date of review:** 6/17-19/09

	<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, 2008 to May 31, 2009 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO: Mr. Paul Shane                      DATE: August 19, 2009**

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

**RE: On-Site Fiscal Monitoring of Folsom Cordova Comm. Partnership**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	Safety Net Svcs	\$ 21,500	1/1/08-12/31/08	1/1/08-12/31/08
CSBG	Safety Net Svcs	21,500	1/1/09-12/31/09	1/1/09-5/31/09

**Monitoring Purpose: Initial  (2009)      Final  (2008)**  
**Date of review: 7/21-22/09**

	<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	<b>X</b>			
2	Internal Control	<b>X</b>			
3	Bank Reconciliation		<b>N/A</b>		
4	Disbursement Control	<b>X</b>			
5	Staff Payroll/Files	<b>X</b>			
6	Fringe Benefits	<b>X</b>			
7	Participant Payroll	<b>X</b>			
8	OJT Contracts/Files/Payment		<b>N/A</b>		
9	Indirect Cost Allocation		<b>N/A</b>		
10	Adherence to Contract/Budget	<b>X</b>			
11	In-Kind Contribution		<b>N/A</b>		
12	Equipment Records		<b>N/A</b>		

**Program Operator:** Folsom Cordova Community Partnership

**Findings and General Observations:**

- 1) The total costs as reported to SETA from January 1, 2008 to December 31, 2008 and from January 1, 2009 to May 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) The expenses reported as of December 31, 2008 exceeded the recorded expenses by \$965.60.

**Recommendations for Corrective Action:**

- 1) Reimburse SETA the amount of \$965.60.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO:** Ms. Tracy Tomasky                      **DATE:** August 26, 2009

**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	\$ 4,145,417	8/01/08-07/31/09	8/01/08-5/31/09
Head Start	T & TA	15,000	8/01/08-07/31/09	8/01/08-5/31/09
Early HS	Basic, COLA	1,186,930	8/01/08-07/31/09	8/01/08-5/31/09
Early HS	T & TA	20,112	8/01/08-07/31/09	8/01/08-5/31/09

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

**Date of review:** 6/24-26/09

	<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:** San Juan Unified School District

**Findings and General Observations:**

- 1) The total costs as reported to SETA from August 1, 2008 to May 31, 2009 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) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board  
Policy Council

MEMORANDUM

**TO:** Laura Leonelli **DATE:** September 3, 2009  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Southeast Asian Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
RESS	SA & CO	\$ 92,742	10/1/08-9/30/09	10/1/08-8/30/09
RESS older ref	SA & CO	\$ 7,258	10/1/08-9/30/09	10/1/08-8/30/09

**Monitoring Purpose:** Initial \_\_\_\_ Follow-Up \_\_\_\_ Special \_\_\_\_ Final X  
**Date of review:** August 18, 2009

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

**Program Operator:** Southeast Asian Assistance Center

**Findings and General Observations:**

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

It is recommended that SAAC continue to review and update their policies and procedures. The accounting procedures have been updated since the last visit.

It is recommended that SAAC remove all health related material from the personnel files and place them in a separate medical file. This will comply with HIPAA privacy laws.

SAAC has gone from an in-house accountant/bookkeeper to utilizing CP Yeung Accounting Services in March 2009. SAAC is still working out a few minor glitches, however nothing was found to cause a material concern.

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board

ITEM IV-B – INFORMATION  
HEAD START FISCAL REPORT

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the fiscal reports. These reports will be sent under separate cover.

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

ITEM IV-C – INFORMATION

UNEMPLOYMENT RATES FOR SACRAMENTO COUNTY

BACKGROUND:

In August, 2009, the unemployment rate for Sacramento County was 12.3%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

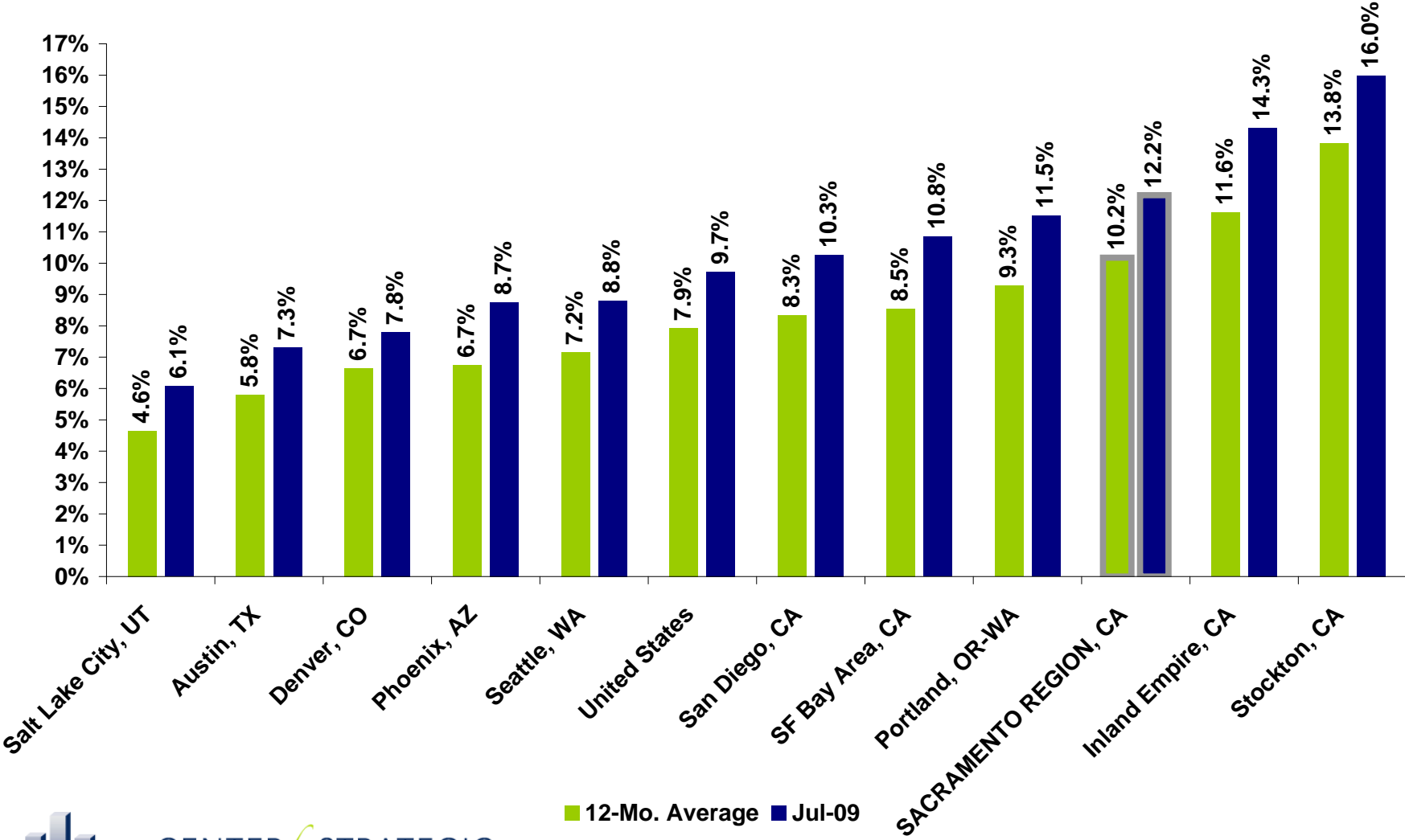
**Monthly Labor Force Data for Cities and Census Designated Places (CDP)**  
**July 2009 - Preliminary**  
**Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment		Census Ratios	
			Number	Rate	Emp	Unemp
Sacramento County	696,700	612,800	83,800	12.0%	1.000000	1.000000
Arden Arcade CDP	57,700	51,000	6,700	11.7%	0.083158	0.080285
Carmichael CDP	29,700	27,100	2,600	8.9%	0.044186	0.031493
Citrus Heights city	51,500	47,100	4,400	8.5%	0.076838	0.052031
Elk Grove CDP	36,000	32,500	3,500	9.8%	0.052995	0.042014
Fair Oaks CDP	17,500	16,300	1,200	6.7%	0.026612	0.013988
Florin CDP	13,000	10,700	2,300	17.9%	0.017437	0.027771
Folsom city	27,600	26,100	1,500	5.5%	0.042525	0.018086
Foothill Farms CDP	9,800	8,300	1,500	15.3%	0.013603	0.017967
Galt city	11,000	9,000	2,000	18.1%	0.014758	0.023844
Gold River CDP	4,900	4,800	100	2.0%	0.007790	0.001181
Isleton city	400	400	100	12.9%	0.000597	0.000642
La Riviera CDP	7,000	6,600	500	6.6%	0.010732	0.005544
Laguna CDP	20,700	19,500	1,300	6.2%	0.031743	0.015451
Laguna West Lakeside CDP	5,400	4,900	400	8.1%	0.008067	0.005210
North Highlands CDP	23,000	18,900	4,100	17.6%	0.030900	0.048382
Orangevale CDP	16,200	14,800	1,400	8.6%	0.024187	0.016709
Parkway South Sacramento CD	16,400	13,100	3,300	20.0%	0.021411	0.039219
Rancho Cordova City	31,700	27,300	4,400	13.8%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	3.7%	0.003612	0.001027
Rio Linda CDP	5,900	4,900	1,000	17.5%	0.007917	0.012294
Rosemont CDP	14,100	12,800	1,300	9.5%	0.020836	0.016042
Sacramento city	221,600	190,400	31,200	14.1%	0.310678	0.371731
Vineyard CDP	5,900	5,600	300	5.6%	0.009153	0.003978
Walnut Grove CDP	500	300	100	26.2%	0.000566	0.001463
Wilton CDP	2,800	2,600	200	7.4%	0.004226	0.002464

<b>Monthly Labor Force Data for Cities and Census Designated Places (CDP)</b>						
<b>August 2009 - Preliminary</b>						
<b>Data Not Seasonally Adjusted</b>						
	<b>Labor</b>	<b>Employme</b>	<b>Unemployment</b>		<b>Census Ratios</b>	
	<b>Force</b>	<b>nt</b>	<b>Number</b>	<b>Rate</b>	<b>Emp</b>	<b>Unemp</b>
<b>Sacramento County</b>	693,400	608,400	85,000	<b>12.3%</b>	1.000000	1.000000
Arden Arcade CDP	57,400	50,600	6,800	<b>11.9%</b>	0.083158	0.080285
Carmichael CDP	29,600	26,900	2,700	<b>9.1%</b>	0.044186	0.031493
Citrus Heights City	51,200	46,700	4,400	<b>8.6%</b>	0.076838	0.052031
Elk Grove CDP	35,800	32,200	3,600	<b>10.0%</b>	0.052995	0.042014
Fair Oaks CDP	17,400	16,200	1,200	<b>6.8%</b>	0.026612	0.013988
Florin CDP	13,000	10,600	2,400	<b>18.2%</b>	0.017437	0.027771
Folsom City	27,400	25,900	1,500	<b>5.6%</b>	0.042525	0.018086
Foothill Farms CDP	9,800	8,300	1,500	<b>15.6%</b>	0.013603	0.017967
Galt City	11,000	9,000	2,000	<b>18.4%</b>	0.014758	0.023844
Gold River CDP	4,800	4,700	100	<b>2.1%</b>	0.007790	0.001181
Isleton City	400	400	100	<b>13.2%</b>	0.000597	0.000642
La Riviera CDP	7,000	6,500	500	<b>6.7%</b>	0.010732	0.005544
Laguna CDP	20,600	19,300	1,300	<b>6.4%</b>	0.031743	0.015451
Laguna West Lakeside CDP	5,400	4,900	400	<b>8.3%</b>	0.008067	0.005210
North Highlands CDP	22,900	18,800	4,100	<b>18.0%</b>	0.030900	0.048382
Orangevale CDP	16,100	14,700	1,400	<b>8.8%</b>	0.024187	0.016709
Parkway South Sacramento CDP	16,400	13,000	3,300	<b>20.4%</b>	0.021411	0.039219
Rancho Cordova City	31,600	27,100	4,400	<b>14.0%</b>	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	<b>3.8%</b>	0.003612	0.001027
Rio Linda CDP	5,900	4,800	1,000	<b>17.8%</b>	0.007917	0.012294
Rosemont CDP	14,000	12,700	1,400	<b>9.7%</b>	0.020836	0.016042
Sacramento City	220,600	189,000	31,600	<b>14.3%</b>	0.310678	0.371731
Vineyard CDP	5,900	5,600	300	<b>5.7%</b>	0.009153	0.003978
Walnut Grove CDP	500	300	100	<b>26.5%</b>	0.000566	0.001463
Wilton CDP	2,800	2,600	200	<b>7.5%</b>	0.004226	0.002464



### Unemployment Rate



Data Sources: U.S. Bureau of Labor Statistics, LAUS & CPS

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 2009/2010

The following is an update of information as September 24, 2009 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	DATE OF SERVICE	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	7/1/2009	<b>County of Sacramento</b> 700 H Street (Countywide) Sacramento, CA 95815	9/23/2009	270	Ongoing Services
Official	8/4/2009	<b>USAA</b> 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	Pending
Unofficial	8/10/2009	<b>HeathNet</b> <b>12033 Foundation Place</b> <b>Rancho Cordova, CA 95670</b>	10/1/2009	25	Pending
Official	8/12/2009	<b>Calpine Corporation</b> 1180 Iron Point Rd Folsom, CA 95630	11/4/2009	88	Coordinating Services 10/09
Unofficial	9/1/2009	<b>Crossmark</b> 4541 Florin Rd Sacramento, CA 95823	10/31/2009	15	Pending
Unofficial	9/1/2009	<b>SMUD</b> <b>6210 Street</b> <b>Sacramento, CA 95817</b>	4/1/2010	100	Pending
Unofficial	9/1/2009	<b>Kaiser Permanente</b> <b>Sacramento, CA</b>	10/15/2009	120	Pending
Official			<b>Total # of Affected Workers</b>	<b>879</b>	

## ITEM V - REPORTS TO THE BOARD

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

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

- B. EXECUTIVE DIRECTOR'S REPORT: This item is set aside to allow the SETA Executive Director to report to the Board on any items of important information or to deal with special requests which need to be addressed but, because of time constraints, were not included in the formal SETA Governing Board Packet.

The Executive Director's Report also allows the opportunity for the SETA Executive Director to apprise the Board of upcoming events, significant agency activities, or conferences.

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

- D. COUNSEL REPORT: The SETA Legal Counsel is the firm of Gregory D. Thatch, Attorney at Law. This item provides the opportunity for Agency Counsel to provide the SETA Governing Board with an oral or written report on legal activities

- E. MEMBERS OF THE BOARD: This item provides the opportunity for SETA Governing Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request or to ask that certain items be placed on the next Governing Board agenda.

- F. PUBLIC PARTICIPATION: Participation of the general public at SETA Governing Board meetings is encouraged. The SETA Governing Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.