



GOVERNING BOARD

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City of Sacramento

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County of Sacramento

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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, June 3, 2010

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.

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VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 26, 2010

ITEM II-A - CONSENT

MINUTES OF THE APRIL 29, 2010 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the April 29, 2010 Special Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Thursday, April 29, 2010
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Don Nottoli called the meeting to order at 10:04 a.m.

Members Present:

Kevin McCarty, Chair, SETA Governing Board; Councilmember, City of Sacramento (arrived at 10:08 a.m.)
Don Nottoli, Vice Chair, SETA Governing Board; Member, Board of Supervisors
Bonnie Pannell, Councilmember, City of Sacramento
Sophia Scherman, Public Representative
Jimmie Yee, Member, Board of Supervisors

II. Consent Items

The consent calendar was reviewed; no questions or comments.

- A. Minutes of the April 1, 2010 Regular Board Meeting
- B. Approval of Claims and Warrants

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

- A. Approve the April 1, 2010 minutes.
 - B. Approve the claims for the period 3/26/10 – 4/21/10.
- Voice Vote: Unanimous approval with one abstention (Nottoli).

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Release of a Request for Proposals for Warehouse/Workshop/ Office Space

Mr. Rod Nishi reviewed this item. The current warehouse lease expires at the end of this calendar year. Facilities and maintenance staff repair Head Start centers/playgrounds and receive products for Head Start. These items are stored at the warehouse for later use in the classroom.

Mr. McCarty arrived at 10:08 a.m.

Target occupancy date is December 1 of this year. The proposal will be released Monday, May 3 with an offerors' conference on May 20. The proposal due date is June 30 and staff is expecting to present the recommendation on August 5. The central office is the hub so warehouse space is being sought nearby.

Ms. Kossick stated that the RFP site location should be corrected to state Del Paso Road.

Mr. Nottoli asked staff to consider working with the city and/or county. The county is pulling back significantly from building leases but there are plenty of county facilities available with modest renovations. Mr. Thatch is not sure whether this would be possible but legal counsel will certainly look at the situation. Mr. Thatch stated that given that this is a joint powers agency, it may be possible to utilize county facilities; the most concern is with federal guidelines. Legal counsel will definitely look for it and report back.

Moved/Pannell, second/Yee, to approve the release of a Request for Proposals (RFP) for warehouse/office space.

Voice vote: Unanimous approval.

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 recessed into closed session at 10:14 a.m. The board went back into open session at 10:51 a.m.; there was nothing to report out of closed session.

III. Action Items

A. GENERAL ADMINISTRATION/SETA (continued)

2. Approval of Revisions to the Sacramento Employment and Training Agency 2009-2010 Budget

Mr. Roy Kim reported that the agency started the year with a budget of \$91.8 million. The Agency has received an additional \$11.6 million in grants for a total of \$103.4 million. The revised budget reflects increases in the fixed assets category. Staff is using reprogramming funds for classroom and vehicle replacements.

Moved/Yee, second/Pannell, to approve the revised budget for fiscal year 2009-2010.

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

3. Approval of Out of State Travel to Attend the Institute for Sustainable Communities Climate Leadership Academy on Green Jobs

Ms. Terri Carpenter stated that a team representing City of Sacramento will be one of 15 cities selected to attend the Institute for Sustainable Communities Academy. This is a great opportunity to work with peers to move the green economy forward. The Academy is paying for airfare and hotel for the team.

Moved/Scherman, second/Yee, to approve out of state travel to send Terri Carpenter to represent SETA at the Climate Leadership Academy on Green Jobs on May 24-26, 2010 in Washington, D.C. Airfare and lodging to be paid by the Institute for Sustainable Communities.

Voice Vote: Unanimous approval.

4. Approval of Staff Recommendation for the Adult Vendor Services (VS) List

Ms. Espie Lindsey reviewed this item. No questions or comments.

Moved/Pannell, second/Scherman, to approve the staff recommendation to add CPS Human Resources Services the Adult VS List.

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

B. WORKFORCE INVESTMENT ACT

1. Approval to Accept Workforce Investment Act Governor's 15% Discretionary Funds for the New Start Program and Augment Subgrantees

Mr. William Walker stated that SETA received additional funds (\$165,174) specifically geared to re-entry clients/parolees at designated Sacramento Works One Stop Career Centers. Staff requests approval to accept the funds and allocate the funds to four career centers that serve the highest number of re-entry clients/parolees.

Moved/Pannell, second/Yee, to:

- Accept \$165,174 in funding from the Employment Development Department to serve Re-Entry customers.
- Approve augmenting and extending the subgrant agreements of Asian Resources, Inc., Sacramento City Unified School District, and Elk Grove Unified School District and for \$13,750 for each to continue funding staff to provide services to New Start customers through September 30, 2010.
- Approve augmentations to the subgrant agreement of the Greater Sacramento Urban League (GSUL) for \$22,917 to operate from May 1, 2010 to September 30, 2010 a New Start Program.
- Approve the addition of \$67,907 for supportive services and scholarships for New Start customers served by this grant.

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

2. Approval to Accept Temporary Assistance for Needy Families (TANF) Emergency Contingency Funds (ECF) from the Department of Human Assistance for Youth Employment Services, and Authorize the Executive Director to Execute Amendments to the Existing Agreements, and Augment Youth Providers
Ms. Christine Welsch stated that the county of Sacramento receives TANF ECF funds to provide employment services to CalWorks families. The Department of Human Assistance will be requesting to subcontract with SETA at an upcoming Board of Supervisors meeting. Because of the timing and summer vacations, staff is requesting preliminary approval when the Board of Supervisors approves the subcontract. Staff request approval to negotiate with existing providers to ensure providers have enough funds for the summer programs. Ms. Welsch reviewed the programs being recommended for augmentation. It is hoped that with the additional funds, an additional 205 young people will be served.

Moved/Yee, second/Scherman, to:

- ♦ Approve the acceptance of up to \$698,507 in TANF ECF funding from the Department of Human Assistance to serve dependent teens;
- ♦ Authorize the Executive Director to execute any amendments; and
- ♦ Approve the augmentation of youth providers.

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

3. Approval to Procure License for Geographic Solutions' Virtual One Stop System and Authorize the Executive Director to Execute the Agreement and any Related Amendments

Mr. Edward Proctor reported that SETA has been using SMARTware since 1999 to manage the client information at the career centers. In 2003, SETA purchased the product and since 2007 SETA has been maintaining the program. Currently, there are six SMARTware users hosted by SETA.

Mr. Proctor stated that staff is hoping to implement this in late 2010 or early 2011. This product allows our customers and our employers to access this product from their own space/office/home. This creates a virtual one stop.

Moved/Pannell, second/ Scherman, to approve the purchase of a license subscription for use of the VOS system with Geographic Solutions at an annual cost of \$109,834 fixed for the first two years. Subsequent annual license fee increases will be capped at 3% per year tied to the CPI. Subject to review and approval of legal counsel, authorize the Executive Director to execute the necessary agreement to allow for implementation of VOS at SETA's twelve One Stop Career Centers. In addition, authorize the Executive Director to approve up to \$10,000 additional expense for training of 25 staff by Geographic Solutions in Sacramento.

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

C. HEAD START

1. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Budget

Ms. Denise reviewed items 1-6 as follows:

Ms. Lee stated this item requests approval to apply for the annual grant funding. The \$46 million requested includes a prorated COLA. There are no staff layoffs this year. Staff have strategically planned that positions that will not be retained through ARRA funds will move to open positions.

2. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Grant Application

Ms. Lee reviewed changes to the application. Florin Meadows will close and the children/families will smoothly transition over to the other five SETA-Operated centers nearby.

3. Approval of Fiscal Year 2010-2011 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals

Ms. Lee reviewed the Training/Technical Assistance application and the goals; no questions or comments.

4. Approval of County-wide Head Start/Early Head Start Center Locations

The center locations remain the same; no questions or comments.

5. Approval of Fiscal Year 2010-2011 SETA-Operated Program Tracks

There were no comments on this item.

6. Approval of Fiscal Year 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies

This item shows the variety of services available to Head Start children and families. SETA is meeting as many needs as possible in the community.

Ms. Pannell commended Head Start staff and stated that she never wants to see a center close; every child should experience Head Start before going to kindergarten.

Moved/Pannell, second/Yee, to approve recommendations as follows:

C-1: Approve the FY 2010-2011 Head Start/Early Head Start Budget.

- C-2: Approve the FY 2010-2011 Head Start/Early Head Start Grant Application.
 - C-3: Approve the FY 2010-2011 Head Start/Early Head Start Training/Technical Grant Application as aligned with established three-year goals.
 - C-4: Approve FY 2010-2011 Head Start/Early Head Start Center Locations.
 - C-5: Approve FY 2010-2011 SETA Operated Program Tracks.
 - C-6: Approve FY 2010-2011 Sacramento County Program Options/Grantee and Delegate Agencies.
- Voice Vote: Unanimous approval.

7. Approval to Submit a Reprogramming Request/Budget Modification for Head Start Program Improvement Funds

Ms. Lee stated that staff applies for every grant that comes available. When extra funds are available, it is applied to health and safety projects. SETA received \$1.6 million in Program Improvement Funds. One project was significantly under budget and staff had the opportunity to distribute under spent funds to other priority items. On Thursday, SETA received \$38,000 from CDE to cover priority #48 and #49 (HVAC at Northview and resurfacing of rubber at Sharon Neese). Elk Grove had first dibs on the Program Improvement Funds since they were under expended. Ms. Robyn Caruso for her expertise in writing and submitting grants for additional funds.

Moved/Yee, second/Scherman, to approve the submission of a reprogramming request/budget modification for Head Start Program Improvement funds in the amount of \$131,801.
Voice Vote: Unanimous approval.

8. Approval to Submit a Budget Modification Request for Head Start Basic Funds

Mr. Roy Kim this is related to the agency budget reviewed earlier in the agenda. The budget modification request also requires approval from the Administration for Children and Families. Mr. Kim reviewed the modifications to the budget.

Moved/Yee, second/Nottoli, to approve the submission of a budget modification request for Head Start Basic funds in the amount of \$460,000.
Voice Vote: Unanimous approval.

9. Approval of SETA Head Start/Early Head Start Self Assessment Results for 2009-2010

Ms. Lee stated that staff received 681 surveys back. A large part of the families are happy with the services provided by our Head Start program. Staff was asked to see if a mobile clinic can be produced. Ms. Lee stated that in the basic budget, funds are available for medical care as “payer of last resort” to pay for medical

coverages. Due to severe budget constraints, the County will significantly cut the services available to low income families.

Ms. Brenda Campos reported that she just returned from the California Head Start Healthcare Institute. Sacramento County is partnering with family nurses and staff will be working with Ms. Caruso to apply for funding for services available to Head Start. Mr. Nottoli encouraged staff to get in touch with County Health Officer Dr. Glennah Trochet to leverage funds.

Moved/Pannell, second/Scherman, to approve the Head Start/Early Head Start Self Assessment results for 2009-2010.

Voice Vote: Unanimous approval.

10. Approval of Out-of-State Travel to Attend the Office of Head Start Child Outcomes Framework Meeting

Ms. Kossick offered to answer questions; no questions or comments.

Moved/Scherman, second/Pannell, to approve out-of-state travel for Ms. Denise Lee to the OHS Invitational Meeting regarding Child Outcomes Framework in May 2010 at limited to no cost to SETA.

Voice Vote: Unanimous approval.

D. COMMUNITY SERVICES BLOCK GRANT: No items.

E. REFUGEE PROGRAMS: No items.

IV. Information Items

A. Fiscal Monitoring Reports: No additional report.

B. Head Start Fiscal Report: No comments.

C. Unemployment Update/Press Release from the Employment Development Department: Ms. Purdy stated that the good news is that there was job growth in February and March but there is still 13.1% unemployment due to extension of unemployment funding. Staff is hoping to see a turnaround soon.

D. Dislocated Worker Update: Mr. William Walker stated that staff received a WARN notice from RT announcing the layoff of 90 individuals. Bridges Behavioral Language is also closing their offices. Ms. Kathy Hamilton, Elk Grove USD, announced that close to 300 layoff notices have been rescinded; it is hoped that more notices will be rescinded soon.

Ms. Purdy stated that staff will be coming to the board in June with extension recommendations. WIA allocations received will be decreased by approximately 10%. SETA is negotiating with the county for one stop costs.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick distributed a new American Recovery & Reinvestment Act brochure. This brochure was provided to federal hosts at the Cap to Cap trip and highlights ARRA funding and where it was invested in the Sacramento region. Ms. Terri Carpenter was credited for this very well received brochure. Ms. Carpenter did the photography herself; the brochure cost under \$1,000 for the whole project.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman requested an unbound board packet sent to her.
- F. Public: No report.

VII. Adjournment: Meeting adjourned at 12:05 p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 4/22/10 through 5/27/10, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 4/22/10 through 5/27/10.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

APPROVAL OF RESOLUTION PROVIDING SIGNATURE AUTHORITY FOR THE EXECUTIVE DIRECTOR FOR WORKFORCE INVESTMENT ACT CONTRACTS

BACKGROUND:

As a local Workforce Investment Area in Sacramento County, SETA is entitled to receive funds allocated to the State of California Employment Development Department under the Workforce Investment Act ("WIA"), Title I, Adult, Youth and Dislocated Worker programs. In order to receive such funds, SETA must provide a current resolution identifying, preferably by position, the person(s) authorized to sign documents pursuant to the WIA.

The attached resolution would authorize the SETA Executive Director to execute all WIA plans, adjustments, modifications, subgrant agreements and any other WIA documents required by the State of California Employment Development Department or the United States Department of Labor. The resolution would remain in full force and effect until revoked by the Governing Board.

RECOMMENDATION:

Approve the attached resolution providing signatory authority to the SETA Executive Director for WIA program documents.

STAFF PRESENTER: Kathy Kossick

RESOLUTION NO.: 2010-4

WHEREAS, the Sacramento Employment and Training Agency (SETA) is a joint powers agency of the County of Sacramento and the City of Sacramento; and

WHEREAS, Section 101(6)(B) authorizes the units of general local government in a Workforce Investment Area that includes more than one unit of general local government to designate the chief elected official for such Workforce Investment Area; and

WHEREAS, Section 117 (d)(3) of the WIA provides that the chief elected official shall serve as the local grant recipient and the fiscal agent for the Workforce Investment Area; and

WHEREAS, the County of Sacramento and the City of Sacramento have designated the SETA Governing Board as the chief elected official, grant recipient and fiscal agent for the Sacramento Workforce Investment Area; and

WHEREAS, the State of California Employment Development Department requires that a current resolution providing for signatory authority be submitted with any WIA Subgrant Agreements and prefers that such signatory authority be given to a position, rather than an individual; and

WHEREAS, the SETA Governing Board has historically delegated such signatory authority to the Executive Director through periodic resolutions of the Governing Board;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED that the SETA Governing Board authorizes the Executive Director of SETA to execute all WIA plans, adjustments, modifications, grant applications, subgrant agreements and any other WIA documents required by the State of California Employment Development Department or the United States Department of Labor.

This authorization shall remain in full force and effect indefinitely until revoked by appropriate resolution of the SETA Governing Board.

On a motion by member _____, seconded by member _____, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board on June 3, 2010.

Aye:
Nay:
Absent:

Chair, SETA Governing Board

Attested:

Clerk of the SETA Governing Board

ITEM III-A – 1 - ACTION

**TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FIRST READING OF THE
PROPOSED SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
BUDGET FOR FISCAL YEAR 2010-2011**

BACKGROUND:

Historically, the SETA Governing Board holds a first hearing on the annual budget in June of each year, with the final adoption of the Agency budget in September. The June budget is a proposed budget to provide authority to operate in the new fiscal year and is required by the County of Sacramento by June 30, 2010.

As funding becomes more definite in several programs, the final budget presented at the September Governing Board meeting will reflect actual available funding. The final budget will be submitted to the County and City after SETA Governing Board approval.

A copy of the proposed budget will be sent under separate cover.

RECOMMENDATION:

Open a public hearing on the Agency budget to receive input, and continue to September 2, 2010, where the public hearing will be closed and the Agency budget adopted.

STAFF PRESENTER: Roy Kim

ITEM III-A – 2 - ACTION

APPROVAL TO CANCEL THE APRIL 2 REQUEST FOR PROPOSALS
FOR ONE STOP CAREER CENTER OFFICE SPACE IN THE FOOTHILL
FARMS AREA

BACKGROUND:

The Hillsdale Sacramento Works Career Center located at 5655 Hillsdale Blvd has a lease that expires on October 5, 2010. This lease was executed utilizing the Option to Renew clause from the previous lease of October 5, 2000. The center occupies 14,279 square feet.

On April 1, 2010, this board approved the release of a Request for Proposals (RFP) for One-Stop Career Center office space in Foothill Farms. The RFP was released on April 2, 2010 and indicated a proposal due date of April 30, 2010.

SETA received three (3) responses to the RFP. All three proposals were determined to be non-responsive. Proposal #1 was outside the stated boundaries (Section I. General Information, Item C – Site Location) and was not a fully serviced lease. Proposal #2 stipulated that the Tenant needed to supply a Lease Agreement for the premises within 10 days after mutual acceptance of the proposal, which time has expired, and the lease was not fully serviced. Proposal #3 was not submitted as a fully serviced lease. The RFP stipulated that the rental rates must be for a fully serviced lease (Section III. Specifications, Item D.)

Since all proposals received were considered non-responsive, staff is recommending that the Board cancel this Request for Proposals.

RECOMMENDATION:

Approve cancellation of the April 2 Request for Proposals for One Stop Career Center Office Space in the Foothill Farms Area.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 3 - ACTION

APPROVAL TO RELEASE ANOTHER REQUEST FOR PROPOSALS FOR ONE STOP CAREER CENTER OFFICE SPACE IN THE FOOTHILL FARMS AREA WITH EXTENDED BOUNDARIES

BACKGROUND:

The Hillsdale Sacramento Works Career Center located at 5655 Hillsdale Blvd has a lease that expires on October 5, 2010. This lease was executed utilizing the Option to Renew clause from the previous lease of October 5, 2000. The center occupies 14,279 square feet.

On April 1, 2010, this board approved the release of a Request for Proposals (RFP) for One-Stop Career Center office space in the Foothill Farms area. The RFP was released on April 2, 2010 and indicated a proposal due date of April 30, 2010. In the previous board item, the RFP is being cancelled due to three non-responsive proposals being received.

Since all proposals received were considered non-responsive, staff is recommending that the Board approve the release an RFP in which the boundaries are extended (see attached map).

Language in the RFP will emphasize that all proposals must respond with a fully serviced lease in order to be considered responsive. The draft RFP is being sent under separate cover.

RECOMMENDATION:

Authorize staff to release another Request for Proposals (RFP) for One Stop Career Center Office Space in the Foothill Farms Area with extended boundaries as approved by the Board.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 4 – ACTION

APPROVAL OF STAFF RECOMMENDATION FOR THE ADULT VENDOR
SERVICES (VS) LIST

BACKGROUND:

In June, 2009 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.

All vendors recommended for inclusion on SETA's VS Lists have demonstrated that the services proposed are justified and will integrate with One-Stop services, adult, and/or youth programs.

Staff is seeking approval of the attached recommendations.

RECOMMENDATION:

Approve the attached recommendations for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

APPLICANT: **California Capital Financial Development Corp.**

Location: **2000 O Street, Suite 250, Sacramento, CA 95811**

Applicant’s Background:

California Capital Financial Development Corp. is a current vendor on the Youth Vendor Services List. Approval of this recommendation will add California Capital Financial Development Corp. to the Adult Vendor Services List for Financial Literacy/Planning.

California Capital is one of only two microenterprise Community Development Financial Institutions in the Greater Sacramento region certified by the U.S. Department of the Treasury. This designation is awarded to organizations that provide tools such as microenterprise loans, investments, financial literacy education, and technical assistance that enable economically disadvantaged individuals, micro-businesses, and communities to become self-sufficient stakeholders in their future.

California Capital will provide financial education for adults living in Sacramento’s low to moderate income neighborhoods. The financial education topics will be tailored to meet the specific needs of the group and will provide an outcome of improved financial knowledge and capability. Topics covered by this activity include, but are not limited to, banking with a mainstream financial institution, how to increase or maintain credit scores, saving and investing, understanding taxes, budgeting, home foreclosure avoidance, and financial fraud.

Activity	Individual Rate	Workshop Rate 11-15 clients	Workshop Rate 16-20 clients
Financial Literacy/Planning	\$72 per hour per individual 2 hrs. per module or \$144 5 modules max. or \$720	\$69 per hour per client 2 hours per module - \$1,518 to \$2,070 per module 5 modules max. or \$7,590 to \$10,350	\$65 per hour per client 2 hours per module - \$2,080 to \$2,600 per module 5 modules max. or \$10,400 to \$13,000

Adult Vendor Services (VS) List

Staff Recommendation

APPLICANT: Cornerstone Recovery, Inc.

Location: 8359 Elk Grove-Florin Road, Suite 103, Sacramento, CA 95828

Applicant's Background:

Approval of this recommendation will add Cornerstone Recovery, Inc. (CRI) to the Adult Vendor Services List for Counseling. Established in 2004, CRI provides chemical addiction counseling in addition to anger management and domestic violence training. The Executive Director is a Registered Addiction Specialist, holds certification as an anger management and domestic violence facilitator, and has over 17 years of alcohol, drug, and transitional counseling experience. CRI currently provides services to the California Department of Corrections and Rehabilitation Parole Services.

Activity	Individual Rate	Workshop Rate 4-8 clients
Counseling	\$70 per hr. per session 8 session max. or \$560	\$250 per session 1 session max.

Adult Vendor Services (VS) List

Staff Recommendation

APPLICANT: **California Employers Association**

Location: **1451 River Park Drive, Suite 121, Sacramento, CA 95815**

Applicant's Background:

Approval of this recommendation will add California Employers Association (CEA) to the Adult Vendor Services List for Job Readiness/Pre-Employment Training Skills. CEA is a private, non-profit membership association, with a staff of 14 that provides human resource expertise, and labor law legal advice to its employer/employee members. CEA provides consultation on California compliance issues, supervisory and management training, coaching and professional development topics. CEA has previously collaborated with SETA on industry specific boot camps in addition to working closely with other Workforce Investment Boards throughout the state.

CEA has developed a series of eight two-hour workshops to assist unemployed professionals in their job search utilizing education, self-awareness exercises and networking events. The workshops are designed to assist job seekers in learning new skills and becoming aware of more diverse job opportunities in the marketplace.

Activity	Individual Rate	Workshop Rate 20-25 clients
Job Readiness/ Pre-employment Training Skills	\$30 per hr. per client 2 hr. session or \$60 8 sessions max. or \$480	\$30 per hr. per client 2 hrs. per session - \$1,200 to \$1,500 per session 8 sessions max. or \$9,600 to \$12,000

ITEM III-B – 1 - ACTION

APPOINTMENT OF PRIVATE BUSINESS SECTOR MEMBERS TO THE
SACRAMENTO WORKFORCE INVESTMENT BOARD

BACKGROUND:

The Sacramento Works Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives. The SETA Governing Board makes member appointments to this board. There are currently three private sector vacancies on the Sacramento Works, Inc. board.

The Board Development Committee of Sacramento Works, Inc. has been active in recruiting members to the board that reflect industries that contain critical occupational groups in the Sacramento workforce area. The Sacramento Works, Inc. Executive Committee took action April 26 ~~2010~~ to recommend the appointment of the following private sector applicants:

- ✓ Leslie Botos, Bloodsource
- ✓ Rick Wylie, President, Beutler Corporation
- ✓ Jason Hanson, Sierra Pacific Home and Comfort, Inc.

The Sacramento Metropolitan Chamber of Commerce recommends the appointment of these three applicants.

RECOMMENDATION:

Review the applications enclosed under separate cover and appoint three applicants to the Sacramento Works Workforce Investment Board to fill Private Sector seats.

STAFF PRESENTER: Kathy Kossick

ITEM III-B – 2 – ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE THE
WORKFORCE INVESTMENT ACT SACRAMENTO WORKS ONE STOP CAREER
CENTER RESOURCE ALLOCATION PLAN 2010-2011

BACKGROUND:

The Resource Allocation Plan determines what activities and services are offered through the Sacramento Works One Stop Career Center system. On an annual basis, the Sacramento Works Workforce Investment Board reviews the plan determines the percentage of funds that will be allocated to each activity in the next fiscal year.

The final allocation for Fiscal Year 2010-2011 for the Workforce Investment Act Adult and Dislocated Worker programs is \$8,429,394, an 8.5% (or \$784,184) decrease from last fiscal year. The decrease is due to a decreased allocation to the state of California, based on high unemployment in other states in the nation.

The Planning/Oversight Committee revised the Resource Allocation Plan last year to support the redesign of the one-stop system as an integrated service delivery system. The Planning/Oversight Committee reviewed the Resource Allocation Plan at their May meeting and recommended to Sacramento Works, Inc. that the board continue the allocation plan for another year to the following activities/functions in the one-stop system:

27%	Talent Engagement (skills assessment, review, and identification),
35%	Talent Development (skills enhancement and skills certification)
18%	Talent Marketing (skills marketing to employers).
2%	Board Initiatives
10.5%	One-Stop Support
<u>7.5%</u>	<u>Administration</u>
100%	Total

The decrease in funding will be managed by leveraging discretionary grant funding, decreasing subcontracts, and using sector initiatives to provide additional talent development and skills training.

On May 26, 2010, Sacramento Works, Inc. adopted the Resource Allocation Plan. Attachment 1 is the Planning/Oversight Committee recommendation for One Stop Resource Allocation Plan, which includes definitions of activities/functions included in the plan, recommended percentages for Fiscal Year 2010-2011, dollars

STAFF PRESENTER: Robin Purdy

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

allocated to each activity, and discretionary funds that will be used to leverage and support the one-stop system. Staff will provide an oral update on the action taken by Sacramento Works, Inc.

RECOMMENDATION:

Concur with Sacramento Works, Inc. on the Resource Allocation Plan for Fiscal Year 2010-2011, allocating \$8,429,394 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system.

STAFF PRESENTER: Robin Purdy

Attachment 1
Recommended Resource Allocation Plan for FY 2010-2011

One-Stop Services Activities and Functions	Proposed Allocation % for Fiscal Year 2010 2011	WIA Adult and Dislocated Worker Funding 2009-2010	WIA Adult and Dislocated Worker Funding 2010-2011	Decrease from last year
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing.	27%	\$ 2,487,666	\$ 2,275,936	\$ (211,730)
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services.	35%	\$ 3,224,752	\$ 2,950,288	\$ (274,464)
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, job advancement and job retention	18%	\$ 1,658,444	\$ 1,517,291	\$ (141,153)
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	10.5%	\$ 967,426	\$ 885,086	\$ (82,339)
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.5%	\$ 691,018	\$ 632,205	\$ (58,813)
Board Initiatives: Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	\$ 184,272	\$ 168,588	\$ (15,684)
Total	100.00%	\$ 9,213,578	\$ 8,429,394	\$ (784,184)

Attachment 2
Resource Allocation Plan
Summary of One Stop Services

One Stop Services Activities/Services	Proposed Allocation	\$ Allocated
WIA Adult and Dislocated Worker Program		
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing.	27% of Total Funds	\$ 2,275,936
Staffing and infrastructure for Talent Engagement	100%	\$ 2,275,936
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services.	35% of Total Funds	\$ 2,950,288
Scholarships (Tuition/Support services)	57%	\$ 1,681,664
Skill Development Pilot (On-line classes, Distance/E Learning)	8%	\$ 236,023
Vendor Services (financial literacy, job search workshops, job retention services)	5%	\$ 147,514
Staff and infrastructure for Talent Development	30%	\$ 885,086
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, job advancement and job retention	18% of Total Funds	\$ 1,517,291
Staffing and Infrastructure for Talent Marketing	100%	\$ 1,517,291

ITEM III-B – 3 - ACTION

APPROVAL TO EXTEND WORKFORCE INVESTMENT ACT, TITLE I, ADULT/DISLOCATED WORKER ONE STOP SERVICES FOR PROGRAM YEAR 2010-2011

BACKGROUND:

On June 5, 2008, in response to the Request for Proposals (RFP) for Workforce Investment Act Adult and Dislocated Worker funds, the Sacramento Employment and Training Agency (SETA) Governing Board approved funding for 12 Sacramento Works One Stop Career Centers. Five of the Career Centers (Mark Sanders, Franklin, Rancho Cordova, Hillsdale and Galt) are operated by SETA in cooperation with the California Employment Development Department, the Sacramento County Department of Human Assistance and other education, workforce, and community partners. The remaining seven Sacramento Works Career Centers (SWCC) are hosted by the following community based organizations, education entities and local government agencies:

- SWCC Broadway – Hosted by Asian Resources, Inc.
- SWCC Citrus Heights – Hosted by Crossroads Diversified Services
- SWCC GSUL – Hosted by the Greater Sacramento Urban League
- SWCC La Familia – Hosted by La Familia Counseling Center
- SWCC Lemon Hill – Hosted by the Sacramento City Unified School District
- SWCC – Mather – Hosted by Sacramento County Department of Human Assistance
- SWCC – South County – Hosted by Elk Grove Unified School District

On July 1, 2008, the Sacramento Works One Stop Career Center system became one of 12 local workforce investment areas in California to participate in a “learning lab” to pilot California’s Integrated Service Delivery Model. This new service delivery model has enhanced the ability of the Sacramento Works Career Center System to focus on talent/skills development and to create a pool of job candidates with the skills that are needed by regional employers.

In the current year, the career center system has served 53,164 customers, a 30% increase over the same reporting period last year and 140% of the planned goals for the Centers for the entire fiscal year. The number of customers completing an initial assessment and participating in a coaching session increased 33% from 9,298 last year to 12,384 this year. The SWCC’s continue to serve a high number of public assistance recipients, veterans, ex-offenders, people with disabilities, dislocated workers, and other special populations of adults (see Employment Characteristics Report in attached SWCC One Stop Third Quarter Report).

STAFF PRESENTER: Robin Purdy

The Sacramento Works One Stop Career Center System performance will be evaluated using federal common performance measures, state process measures, and locally developed process measures. The Sacramento Works One Stop Career Center Third Quarter Report is attached under separate cover and includes the following outcome data:

1. **U.S. Department of Labor Common Performance Measures:** Beginning July 1, 2008 SETA implemented the U.S. Department of Labor Common Performance Measures, which are a common set of measures for all federal workforce programs. These include:
 - **Entered Employment Rate:** measures the number of adult participants who are employed in the first quarter after exit.
 - **Employment Retention Rate:** reflects the number of adult participants who are employed in quarters 1, 2 and 3 after exit.
 - **Average Earnings:** measures the average earnings of those participants who were employed in quarters 1, 2, and 3 after exit.

The Sacramento Works One Stop Career Center system has focused on engaging and serving all customers who enter the career center and are pleased to report that over 5,386 career center customers entered employment after receiving services in the last year. This is 330% increase over the number of customers (1,631) who entered employment the previous year. While the number of placements is encouraging, SETA is measured by the percentage of customers who are served who enter employment. Third Quarter common measures outcomes for the Sacramento Works One Stop Career Center system, are within the allowable range of the Performance Measures, but are below the goals SETA negotiated with the State. With an unemployment rate of 13.1%, an economy that is not growing and more public and private sector layoffs coming in the future, SETA has re-opened negotiations with the State to lower its performance measures for next year. As of the third quarter, SETA’s performance in the Common Measures (as measured against the California State Base-Wage File) is:

Performance Measure	Dislocated Worker Goal	SETA 3 rd Quarter Outcomes	Adult Goal	SETA 3 rd Quarter Outcomes
Entered Employment Rate	72%	52%	45%	40.68%
Retention Rate	85%	82%	79.5%	73.66%
Average Earnings	\$14.35	\$16.24	\$10.19	\$11.83

STAFF PRESENTER: Robin Purdy

2. **State Process Measures:** The following “actionable” local goals measure the efforts of the career centers to improve the skills of job seekers and place them in high growth, high-wage occupations:
 - Number of new customers (including demographic data) who complete an initial assessment and coaching session
 - Number of customers returning to the career center for a staff assisted service within 30 days of enrollment
 - Number of customers receiving a skill development or training services

3. **Local Process Measures:** The following process measures have been approved by Sacramento Works, Inc. as local process measures:
 - 75% of all training scholarships will be for training in critical occupational clusters identified by Sacramento Works, Inc.
 - Customer Satisfaction surveys for employers and jobs seekers will be conducted quarterly to assess whether customers are satisfied with services
 - Outreach to employers (Recruitment events, job orders, total hire and average wage) will be reported quarterly.

The final allocation for Fiscal Year 2010-2011 for the Workforce Investment Act Adult and Dislocated Worker programs is \$8,429,394, an 8.5% (or \$784,184) decrease from last fiscal year. The decrease is due to a decreased allocation to the state of California, based on high unemployment in other states in the nation. Because of the decrease in formula funding, staff is recommending funding for the Sacramento Works One Stop Career Centers at their initial, or base funding level (see attached chart).

RECOMMENDATION:

Approve extension of One Stop Services contracts for Program Year 2010-11. Staff recommends the extension of all Sacramento Works One Stop Career Center contracts for Program Year 2010-2011 as indicated on the attached funding chart. The SETA sub-grant contains a provision permitting SETA the sole option to extend or renew the sub-grant for additional terms up to a total of four additional years.

STAFF PRESENTER: Robin Purdy

Sacramento Employment and Training Agency
Workforce Investment Act (WIA) Title I, Adult/Dislocated Worker
ONE-STOP SERVICES
Staff Funding Recommendation
FY 2010 - 2011

Sacramento Works One Stop Career Center	WIA Base Funding PY2009-2010			WIA Subgrant Extensions PY2010-2011				
	One-Stop Services	Talent Development Scholarships	Total Funding	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served
Subcontracted Sacramento Works One Stop Career Centers								
Broadway - Asian Resources, Inc.	\$374,040	\$180,000	\$554,040	\$374,040	\$180,000	\$554,040	\$112	4,937
Citrus Heights - Crossroads	302,954	170,000	472,954	302,954	170,000	\$472,954	108	4,379
La Familia Counseling Center	258,000	70,000	328,000	258,000	70,000	\$328,000	109	3,017
Lemon Hill - Sacramento City USD	470,812	110,000	580,812	470,812	110,000	\$580,812	150	3,884
Sacramento County - Mather	240,000	18,000	258,000	258,000	0	\$258,000	112	1,500
Sacramento Urban League	258,000	80,000	338,000	258,000	80,000	\$338,000	138	2,447
South County - Elk Grove USD	330,812	210,000	540,812	330,812	210,000	\$540,812	151	3,573
Total Subcontracted	\$2,234,618	\$838,000	\$3,072,618	\$2,252,618	\$820,000	\$3,072,618	\$126	23,737

ITEM III-B – 4 - ACTION

APPROVAL OF FUNDING AUGMENTATION FOR WIA/AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) DISLOCATED WORKER ON-THE-JOB TRAINING PROVIDERS AND EXTENSION OF SUBCONTRACTS THROUGH SEPTEMBER 30, 2010

BACKGROUND:

In April, 2009 the SETA Governing Board approved releasing a Request for Proposals (RFP) for employment and training and job creation activities targeting adults and dislocated workers through the American Recovery and Reinvestment Act of 2009. One of the activities funded by the Board is on-the-job training (OJT) which provides job seekers with work experience and skills training needed to successfully obtain and retain employment. OJT is “hire first” program that provides a 50% to 100% reimbursement of the wages paid by an employer to an employee for up to six months of training. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

The Board funded seven contractors to develop OJT training contracts and match the candidate’s skill and employment interests with an appropriate job opening. The OJT contractors are:

Asian Resources, Inc.
Bach Viet Association, Inc.
Folsom Cordova Community Partnership
La Familia Counseling Center
Lao Family Community Development, Inc.
North State Building Industry Association
Sacramento Chinese Community Service Center

In October, 2009 the Sacramento County Department of Human Assistance allocated \$2,000,000 in TANF ECF funds to augment the Workplace Training activity by subsidizing wages for job seekers who are on Temporary Assistance for Needy Families (TANF) or parents in needy families with an annual income of less than 200% of the Federal Poverty Income Guidelines. A portion of these funds (\$1,102,893) was used to partially fund on-the-job-training programs and in February, 2010, the Board approved augmenting successful OJT providers with additional TANF ECF funds and WIA Adult funds, increasing the wage reimbursement rate up to 100% for all providers funded with TANF ECF funds for on-the-job training, and extending all contracts containing TANF ECF wage subsidies through September 30, 2010. Because SETA did not anticipate that dislocated workers would be eligible under the TANF-ECF

STAFF PRESENTER: Robin Purdy

ITEM III-B – 4 – ACTION (continued)

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program, the portion of the on-the-job-training contracts that were funded by WIA Dislocated Worker funds were not extended. Therefore, staff is returning with a recommendation to augment and extend the dislocated worker OJT program for an additional three months or through September 30, 2010.

The staff recommendations for augmentation are attached.

RECOMMENDATION:

Approve the augmentation of OJT providers with WIA Dislocated Worker funds and extend the time frame for subsidized employment through September, 2010.

STAFF PRESENTER: Robin Purdy

Sacramento Employment and Training Agency
Recovery Act/Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker
Workplace Training (OJT) Programs

OJT Provider	ARRA/WIA Funding Augmentation Recommendation			
	Current Funding FY2009-2010	ARRA Dislocated Worker Augmentation Amount	Planned Number of Dislocated Worker Slots	Total Number To Be Served
Bach Viet Association	\$369,846	\$2,428	2	60
La Familia Counseling Center	444,775	20,629	24	65
Asian Resources, Inc. (OJT)	262,230	1,775	5	50
Sacramento Chinese Community Service Center	256,660	2,422	2	25
Folsom Cordova Community Partnership	271,642	16,405	15	30
North State Building Industry Association	249,966	9,414	18	30
Lao Family Community Development	244,490	4,608	5	25
	\$2,099,609	\$57,680	71	285

ITEM III-B - 5 – ACTION

CONCURRENCE WITH SACRAMENTO WORKS, INC. TO APPROVE FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2010 – 2011

BACKGROUND:

The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The service delivery is a collaborative approach that enhances the program funding, resources and services available to the community. The WIA Youth collaboratives are required to include active membership and participation from:

- Educational Institutions
- Sacramento Works One Stop Career Centers (SWCC),
- Community Based Organizations, and

The youth program serves youth ages 16 to 21 identified as in-school (ISY) and out-of-school (OSY) youth. The primary goals of the Sacramento Works Youth WIA program incorporate the following **required WIA Program Elements:**

- ⇒ **Improving Academic Achievement**
Secondary school completion & drop out prevention strategies (ISY)
Alternative secondary school services (OSY)
- ⇒ **Preparing for & Succeeding in Employment**
Occupational skills training
Work Experience / On-the-Job Training directly linked to academic and occupational learning
- ⇒ **Supporting Youth Development**
Leadership development opportunities
Supportive services
Adult mentoring
Comprehensive guidance & counseling including alcohol and drug abuse
Follow-up services for one year

The principles that guide the work of the Youth Council and the WIA Youth program include:

- ★ Asset-based - **Youth Development** approach
- ★ Focus on the identified **critical occupational groups** for training and placement;
- ★ Focus on soft skills to attain and retain employment and academic achievement
- ★ Services to **high-risk populations**, including youth at risk of or involved in the criminal justice systems and current and emancipating foster youth;
- ★ Continually reach out to the community, youth and employers to enhance and increase the services to Sacramento youth.

STAFF PRESENTER: Christine Welsch

Evaluation Process

SETA staff routinely monitors and evaluates the WIA Youth program services and performance. Areas that are reviewed and addressed include:

- Demonstrated ability to attain of WIA Common Measures, enrollment, training completion and placement goals. Sacramento’s outcomes for the youth common measures are:
 - ⇒ **Placement in Employment or Education – 70%**
Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
 - ⇒ **Attainment of Degree Or Certificate - 53%**
Defined as: *Attaining a diploma, GED or certificate*
 - ⇒ **Literacy Or Numeracy Gains – 35%**
Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*
- SMARTware documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council’s program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all component elements.

Funding Challenges and Available Funding

The current WIA program year ends June 30, 2010. Annual performance reports will be completed and ready for review by August 2010. The 2010-2011 WIA Youth allocation is almost 10% less than last year. The attached recommendation is based on the estimate of available funds.

Individualized services	\$2,180,428
Universal Services	\$ 580,000
Total	<u>\$2,760,428</u>

Several programs continue to have challenges meeting enrollment goals. The under-enrollments are of concern given the increased demand for youth services. Although the program and funding year begins in July, several programs did not enroll youth until the third quarter (ending 3/31/10). The Sacramento Works Youth Council approved the recommendation to decrease the funding for two providers:

STAFF PRESENTER: Christine Welsch

ITEM III-B - 5 – ACTION (continued)

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- Galt Joint Unified School District from 45 to 35 as the program has been continued to be under-enrolled and/or delayed enrollments.
- Staff is not recommending the continuation of funding for the Sacramento Regional Conservation Corps (SRCC).
 - For the past two years, Sacramento Regional Conservation Corps (SRCC) has been under-enrolled and/or delayed enrollments well into the program year. The enrollment goal for 2009-2010 is 25. The expectation is that programs are to be almost fully enrolled by the end of the second quarter. At March 31, 2010, of the twenty-one enrollments, fourteen (14) of SRCC current enrollments were made after December 1, 2009. When SETA raised this concern, the provider responded that they were waiting to enroll until work experience slots were available. Work experience is historically the culminating event for the youth and not the only activity. Other services such as life skills, academic enrichment, leadership training, etc. are to be provided and documented in SMARTware during the enrollment period.
 - All providers are offered ongoing technical assistance and are required to attend routine training sessions. SRCC has not been consistent in attending both the required trainings, documenting program services nor opted for technical assistance regarding specific program and operational requirements. These issues have been ongoing since the program's inception and SETA staff has continued to monitor for improvement and compliance. Staff is not recommending continuation of the WIA youth funding for SRCC.

Universal Services and Youth Advocates: The Sacramento Works Youth program is well integrated into the One Stop Career Center system helping to make the Sacramento Career Center system a youth-friendly system. Staff recommends the continuation of the Youth Specialists out stationed at the career centers. Additionally, staff recommends the continuation of the Youth Advocates which are “youth” working in the career centers. This demonstrates the ongoing commitment in career pathways and young people entering the workforce development field.

A chart outlining the funding recommendation and stipulations are attached. The attached recommendation has been approved by the Youth Council and the Sacramento Works, Inc.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 5 – ACTION (continued)
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RECOMMENDATION:

Concur with the Sacramento Works Board to approve funding extension recommendations for the WIA, Title I, Youth Program, PY 2010-2011 with the program year beginning July 1, 2010. Approve the stipulations noted and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2010 and may face deobligation of funds.

STAFF PRESENTER: Christine Welsch

WIA YOUTH FUNDING PY 2010-2011

		Recommended Funding PY 2010-2011					
Provider	2009-2010 Allocation	2010 Reduction	WIA 10 Elements	Youth Advocate	Total Served	Cost per participant	Total Allocation
Out-of-School Youth							
Elk Grove Unified School District	\$ 355,667	\$ 35,567	\$ 307,100	13,000	90	3,557	\$ 320,100
Galt Joint Union High School District *	\$ 195,261	\$ 39,052	\$ 143,209	13,000	35	4,463	156,209
La Familia Counseling Center	\$ 297,749	\$ 29,775	\$ 254,974	13,000	61	4,393	\$ 267,974
Sacramento City Unified School District	\$ 206,325	\$ 20,633	\$ 185,693		45	4,127	\$ 185,693
Asian Resources, Inc.	\$ 355,088	\$ 35,509	\$ 306,579	13,000	86	3,716	\$ 319,579
Local Conservation Corps	\$ 97,325						\$ -
In School Youth							
Sacramento Chinese Community Service Center	\$ 428,753	\$ 42,875	\$ 359,878	26,000	80	4,823	\$ 385,878
Sacramento County Office of Education	\$ 174,600		\$ 174,600		30	5,820	\$ 174,600
City of Sacramento	\$ 220,173	\$ 22,017	\$ 198,156		59	3,359	\$ 198,156
SWY wage subsidies**					100		\$ 172,240
Total	\$ 2,330,941		\$ 1,930,188	78,000	586	3,294	\$ 2,180,428

* Amount reflects reduced enrollment goals

** Includes wages leveraged in CalGRIP, Career pathways and Green Jobs Corps program:

Total Individualized Services \$ 2,180,428
Toal Universal Services \$ 580,000
Total WIA Youth Funding \$ 2,760,428

WIA YOUTH FUNDING PY 2010-2011

UNIVERSAL SERVICES				
Provider	Number of Youth	2009 Allocation	2010-2011 Recommendation	SWCC
Asian Resources, Inc.	440	\$ 58,000	\$ 58,000	Broadway
Crossroads	440	\$ 58,000	\$ 58,000	Rancho
Crossroads	440	\$ 58,000	\$ 58,000	Citrus Heights
Elk Grove Unified School District	440	\$ 58,000	\$ 58,000	South County
Greater Sacramento Urban League	440	\$ 58,000	\$ 58,000	GSUL
La Familia Counseling Center	440	\$ 58,000	\$ 58,000	LFCC
Sacramento Chinese Community Service	440	\$ 58,000	\$ 58,000	Franklin
Sacramento City Unified School District	440	\$ 58,000	\$ 58,000	Lemon Hill
San Juan Unified School District	440	\$ 58,000	\$ 58,000	Hillsdale
SETA	440	\$ 58,000	\$ 58,000	Galt
Total	4,400	\$ 580,000	\$ 580,000	

WIA Youth Funding Stipulations - 2010

Universal Services

- Services are for all youth – there is no age category nor eligibility
- Youth Specialists are not case managers nor job developers for Individualized Youth programs
- Funded providers are expected to staff one (1) FTE dedicated to provide SWCC Universal Services
- Youth Advocates will be stationed at the Sacramento Works Career Centers assisting the Youth Specialist and providing services to universal youth.

Individualized Services

- It is expected that the majority of Out-of-School services are provided at the Sacramento Works Career Centers. Therefore, staff should be co-located at a SWCC site.
- Out-of-school youth that do not have a GED or high school diploma must be provided services to attain either the GED or high school diploma.

Staffing

- Due to the complexity of the WIA youth program requirements, it is expected that funded staff are dedicated to the WIA Youth Program (not providing classroom training or other program case management services).
- Providers must submit rosters to SETA of WIA funded staff. Funds for unfilled positions (more than 60 days) are subject to deobligation and/or redirection.

ITEM III-B – 6 - ACTION

APPROVAL TO AUGMENT SOIL BORN FARMS WITH WIA 15% GREEN JOBS CORPS FUNDS FOR PROGRAM ENHANCEMENT AND EXPANSION OF THE GREEN JOBS CORPS PROGRAM

BACKGROUND:

In August 2009 SETA was awarded funding to implement the Regional Green Jobs Corps. The goal of the Green Jobs Corps is to expand youth's awareness of the green economy and provide training in appropriate technical, construction and other skilled jobs in eco-friendly industries. Green Jobs Corps youth are expected to continue their education and contribute to their communities through community services and environmental stewardship while receiving job training and placement assistance. The Green Jobs Corps learn about careers in five career clusters:

- Alternative Energy Sources
- Green Building Construction
- Utilities, Energy Efficiency & Weatherization
- Environmental Sustainability
- Transportation & Alternative Fuels.

In Sacramento, the original partners included Soil Born Farms, American River College, Sacramento Tree Foundation, the Center for Land-based Learning, and the California Conservation Corps. Earlier this year, the California Conservation Corps (CCC) notified SETA of their intent to terminate contract and budget negotiations due to contract restrictions, state funding reductions and staffing reductions. CCC was funded to serve fifteen youth.

Soil Born Farms offers education and training in one of those five Green Jobs Corps career clusters - environmental sustainability (agriculture, land and water management) and currently serves 10 youth. Soil Born and SETA are exploring an enhancement of the Green Jobs Corps program to include youth business incubation in areas such as backyard/front yard gardens, gleaning, cooking/catering, introduction to the food distribution system, etc. Soil Born has recently received approval for a Sierra Health Foundation "Healthy Careers" planning grant that will provide leveraged planning and program development resources. The City of Sacramento has also expressed an interest in this partnership to reach out to youth involved in or at risk of gang involvement and/or those living in housing complexes. SETA staff is recommending augmenting Soil Born for an additional \$65,000 to support the enhancement of the Green Jobs Corps and serve an additional fifteen youth.

RECOMMENDATION:

Augment Soil Born Farms with \$65,000 in WIA 15% Green Jobs Corps funds for program enhancement and expansion of the Green Jobs Corps program to serve an additional fifteen youth.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 7 - ACTION

APPROVAL TO AUGMENT PROVIDERS WITH CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION FOR JUVENILE JUSTICE COMMUNITY REENTRY “CHALLENGE” GRANT FUNDS TO PROVIDE RE-ENTRY SERVICES TO JUVENILES

BACKGROUND:

In 2007, SETA received funding from the California Department of Corrections and Rehabilitation (CDCR), Division of Juvenile Justice to implement the “Challenge Program” serving juvenile parolees and probationers. SETA was one of six organizations in the state to receive these funds. The primary objective and key features of the Challenge Program include:

- Supporting the development of comprehensive services for juvenile parolees and probationers.
- Services must be complementary and consistent with the objective of reducing recidivism, enhancing public safety and improving offender outcomes.
- Services include employment, vocational training and education services along with the appropriate mental health and substance abuse counseling.
- The target group is juvenile offenders ages 16 to 25.

The original partners for the Challenge grant include:

- Sacramento area Parole Unit
- Sacramento Chinese Community Services Center
- Asian Resources, Inc.
- The Effort
- Sacramento County Probation Department

SETA, along with Sacramento Chinese Community Services Center and Asian Resources, provided the case management and employment services. The Effort provides mental health and substance abuse counseling services. In the summer of 2009, CDCR notified SETA that the program funding was ending on September 30, 2009. SETA notified the subgrantees and initiated the closeout process of the subcontracts with Asian Resources, Sacramento Chinese Community Services Center and The Effort. On September 29, 2009, SETA was notified that the contract would be extended with a possibility of additional funding. However, SETA did not receive the executed notification of additional funding until January 2010. CDCR is requesting that SETA continue the subcontracts with the above named providers.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 7 – ACTION (continued)
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Under separate action, staff will be recommending a vendor services contract with The Effort to provide mental health and substance abuse counseling services.

RECOMMENDATION:

Contingent on approval from CDCR, SETA staff is recommending that the Board augment the subgrantees to continue providing re-entry employment and case management services to juvenile offenders as follows:

- o Sacramento Chinese Community Services Center - \$76,601 to serve an additional fifteen youth;
- o Asian Resources, Inc. - \$87,410 to serve an additional fifteen youth.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 8 - ACTION

APPROVAL TO SUBMIT PROPOSAL ~~OF~~ FOR THE GOVERNOR'S GANG REDUCTION INTERVENTION AND PREVENTION INITIATIVE (CALGRIP) 2009/2010 AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

In 2007, Governor Schwarzenegger created the Governor's Gang Reduction Intervention and Prevention (CalGRIP) Initiative. The Employment Development Department (EDD) along with the Governor's Office of Gang and Youth Violence Policy recently released another solicitation for proposals (SFP) of \$6 million statewide with a maximum award of \$500,000 per applicant. The primary goal of the current SFP is to implement intervention and prevention strategies, including job training, supportive services, education and placement of youth ages 14 to 24 that are involved in or at risk of gang involvement. A primary focus is linking youth to career pathways in high wage/high growth industries or those with future career advancement opportunities.

SETA is a current EDD CalGRIP grantee providing academic, vocational training and employment services to youth at risk of or involved in gangs. The current CalGRIP grant ends March 2011. SETA, along with the City of Sacramento Office of Youth Development and Police Department and Area Congregations Together (ACT), is one of the primary partners engaged in the development of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives.

SETA's strategy of providing wrap-around employment, vocational and education services coupled with the life skills and support services has proven very successful. The overwhelming response from the "court-involved" youth when asked "what do you want/need" is "JOBS". Currently SETA operates several programs targeting this very high-risk youth population including the current successful CalGRIP program and the Green Jobs Corps. The Green Jobs Corps program provides youth the opportunity to learn about and work in the emerging green economy. The proposed program design for this CalGRIP program is to continue the successful practices of the current CalGRIP and Green Jobs Corps programs in concert with the Safe Community Partnership practices.

RECOMMENDATION:

Approve the submission of a proposal for the 2009/2010 EDD/WIA Governor's Gang Reduction Intervention and Prevention Initiative (CalGRIP). Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 9 - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR THE OFFICE OF JUVENILE JUSTICE AND DELINQUENCY PREVENTION (OJJDP) 2010 COMMUNITY-BASED VIOLENCE PREVENTION DEMONSTRATION PROGRAM AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The U.S. Department of Justice Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for funding for the 2010 Community-Based Violence Prevention Demonstration Program. The program's goal is to replicate multi-disciplinary community-based, data-driven strategies to reduce violence in their communities. OJJDP specifically seeks to replicate programs such as the Boston Ceasefire or the Chicago Ceasefire model. In California, this model is the Safe Community Partnership.

SETA, along with the City of Sacramento Police Department, the City Office of Youth Development and Area Congregations Together (ACT), is one of the primary partners engaged in the development of the City of Sacramento's Safe Community Partnership strategy using the Operation Ceasefire model. Safe Community Partnership is an evidence-based community and law-enforcement driven concept that encourages youth to step away from violence by providing successful alternatives. The five building blocks of the Ceasefire model are:

1. Data Analysis – an outside researcher coordinates with the police department's crime analysis division to collect and analyze the "who, what, when and where" of youth and gang violence.
2. Direct Communication – Communicating directly with youth most likely to commit violence and asking them to step away from the violence through a "Call-in Strategy". Law enforcement, social services & respected community members (parents, ministers, ex-offenders, health care givers, employers, etc.) are standing together.
3. Connection to Support Services and Employment Opportunities to youth seeking to step away from violence.
4. Street Outreach – continue spreading the violence prevention message, defusing conflict, and helping to connect youth to the Call-in and employment opportunities.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 9 – ACTION (continued)

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5. Strategic and coordinated Law Enforcement Efforts – Based on the data, criminal justice agencies target their enforcement efforts on the “drivers” of violence and those that will not step away from the violence.

Other cities have implemented variations of the Ceasefire model with dramatic reductions in gun-related violence, including Stockton, San Francisco, Boston, Chicago, and Fresno.

The City of Sacramento Police Department currently has an OJJDP grant that has begun this effort and has asked SETA to be the lead agency on this new funding application. Available funding is \$2.2 million per applicant for a three-year period. The proposed program design for this OJJDP program is to continue the implementation of the Safe Community Partnership in concert with SETA’s other successful youth employment concepts. An oral report will be provided at the board meeting.

RECOMMENDATION:

- Approve the submission of a proposal for the OJJDP 2010 Community-Based Violence Prevention Demonstration Program for up to \$2.2 million and;
- Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Christine Welsch

ITEM III-B – 10 - ACTION

RATIFY THE SUBMISSION OF A PROPOSAL IN RESPONSE TO THE CAPACITY BUILDING SOLICITATION FOR PROPOSALS (SFP) AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

On April 27, 2010, the Employment Development Department, in coordination with the California Workforce Investment Board and the Labor and Workforce Development Agency, announced the availability of up to \$3 million in State General Fund monies through the Capacity Building Solicitation for Proposals (SFP). The goal of this SFP is to fund experienced organizations that will assist businesses and nonprofit organizations in distressed communities with capacity building activities that support economic recovery.

SETA is requesting ratification of submission of an application in cooperation with California Capital Financial Development Corporation. California Capital provides the Sacramento Region with organizational development opportunities for small businesses, community based organizations, and non-profit organizations and revitalizes economically depressed communities to improve the quality of life of those that live and work in these communities. In this Capacity Building Initiative, California Capital and SETA will work together to assist business and grassroots organizations working in economically underserved communities to create jobs by growing their capacity in three critical areas: 1) organizational development, 2) collaboration and community engagement and 3) resource development.

The due date for the proposal is May 25, 2010. Staff is requesting the Governing Board's ratification for submission of the proposal. An oral presentation by SETA and California Capital will be provided at your June 3, 2010 meeting.

RECOMMENDATION:

Ratify the submission of a proposal for the 2009/2010 Capacity Building Solicitation for Proposals (SFP). Authorize the SETA Executive Director to execute the subgrant agreement, modifications and any other documents required by the funding source.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 11 – ACTION

APPROVAL TO PARTICIPATE IN NATIONAL EMERGENCY GRANT STATEWIDE PROPOSALS TO THE U. S. DEPARTMENT OF LABOR AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE THE SUBGRANT AGREEMENT, MODIFICATIONS, AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

The California Employment Development Department (EDD) and the South Bay Workforce Investment Board are preparing two National Emergency Grant applications to submit to the U.S. Department of Labor (DOL) on behalf of the local Workforce Investment Boards and unemployed individuals in the State of California. The DOL provides National Emergency Grants to states that have expended their Workforce Investment Act funds and continue to experience company layoffs of 50 employees or more, and/or industry-wide layoffs.

SETA/Sacramento Works is eligible to participate in both of the National Emergency Grants that are being written for submission to the U. S. DOL. Staff is requesting approval to submit the following proposals:

1. Industry-wide Layoffs in the Public Sector:
As of May 15, 2010, 4,449 public sector workers who are employed by local government, and school districts, have received layoff notices. SETA is requesting \$7,003,707 to provide staff assisted one-stop career center services to all public sector dislocated workers seeking services and provide intensive/re-training services (classroom training, on-the-job-training, and supportive services) to 950-1200 public sector dislocated workers (number served depends of the skills of the dislocated worker and re-training needs)
2. On-the-job training to Dislocated Workers:
The Sacramento Employment and Training Agency's (SETA) On-the-Job Training (OJT) program provides job seekers with work experience and skills training needed to successfully obtain and retain employment. OJT is "hire first" program that provides a 50% to 90% reimbursement of the wages paid by an employer to an employee for up to six months of training. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

STAFF PRESENTER: Robin Purdy

ITEM III-B - 11 – ACTION (continued)
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SETA is requesting \$1,749,000 to fund staff and a network of seven contractors to develop 180-250 OJT training contracts (actual number will depend on wages paid to trainees and the length of each contract). The OJT contractors are:

- ✓Asian Resources, Inc.
- ✓Folsom Cordova Community Partnership
- ✓Lao Family Community Development, Inc.
- ✓Sacramento Chinese Community Service Center
- ✓Bach Viet Association, Inc.
- ✓La Familia Counseling Center
- ✓North State Building Industry Assn.

The Sacramento Regional Proposals are attached.

RECOMMENDATION:

Approve SETA/Sacramento Works to participate in two NEG proposals to be submitted by the State of California and the South Bay Workforce Investment Board to the USDOL.

Authorize the SETA Executive Director to execute the subgrant agreement•, modifications and any other documents required by the funding source.

STAFF PRESENTER: Robin Purdy

Sacramento Region Public Sector National Emergency Grant Proposal

1. Anticipated number of public sector layoffs from July, 2009 until July 1, 2011

Agency Name	No. of Affected Workers	No. Attended RR Orientation	Intervention
Sacramento County which includes: Probation Department Sheriffs Department	1,134	407	Conducted employee orientation in partnership with EDD UI and EDD Workforce Services to provide an overview of the services and benefits available to Dislocated Workers. Completed for budget 2009-2010
Sacramento Regional Transit	300	34 60 scheduled for second round in May	Conducted employee orientation in partnership with EDD UI and EDD Workforce Services to provide an overview of the services and benefits available to Dislocated Workers. Ongoing through July 2010 RR scheduled May 12, 19, and 20, 2010
Twin Rivers Unified School District	410	52	Conducted employee orientation in partnership with EDD UI and EDD Workforce Services to provide an overview of the services and benefits available to Dislocated Workers. Ongoing through June 2010 RR scheduled April -June
Elk Grove Unified School District	1,125	51 To date	Conducted employee orientation in partnership with EDD UI and EDD Workforce Services to provide an overview of the services and benefits available to Dislocated Workers. Ongoing through June 2010 RR scheduled April - June
Sacramento Unified School District	560		Ongoing through June 2010 RR scheduled May 27, 2010
Sacramento County	Projected 200		Ongoing for Budget 2010-2011 RR Scheduled for June and July
Sacramento County	Projected 630		Ongoing for Budget 2010-2011 RR Scheduled for June and July
*San Juan Unified School District	Unknown	Unknown	*Has not contacted agency to request services
*City Of Sacramento	Projected 140+	Unknown	Budget 2010-2011 *Has not contacted agency to request services

Total: 4,499 544

2. Identify the makeup of the regional economy, including the counties and municipalities

The counties included in the region are Sacramento County, El Dorado, Placer, and Yolo counties. There are 19 municipalities in the region. The population of the region exceeds 2,100,000 and the region's growth rate between 2002 and 2007 was 10.7% compared to 7.1% in California as a whole. Unemployment has risen to 13.1% in the region, with Placer County's rate growing to 12.1%, Sacramento County's rate growing to 13.1%, El Dorado County's rate growing to 13.6%, and Yolo County's rate growing to 14.7% in March 2010. The Region's total employment in March, 2010 was 923,700, below the peak employment in the region in 2007 of 953,000 jobs. Recent trends in unemployment insurance (UI) claims show that individuals are staying unemployed for longer periods of time. The poverty rate in Sacramento County, the county with the densest population, is 12.2%.

3. Define a series of layoffs totaling at least 50 workers (see chart above)

4. Describe how economic changes, including those causing major dislocations, have affected the regional economy and labor market

California is facing a \$20.7 billion in the general fund over the next 18 months according to the Legislative Analysts Office. State budget deficits led to the loss of 1,700 state government jobs in the Sacramento region last year and looming budget deficits are expected to bring deeper cuts with more impact in the next year. The State budget is adversely affecting County government. More than one in 8 County workers in the region lost their jobs last year and more cuts are coming. Sacramento County eliminated 1,600 positions over the last year, 725 of them filled with workers who had to be laid off. The region had significant public sector education layoffs in fiscal year 2009, including over 500 school district employees. State worker furloughs ordered by Gov. Arnold Schwarzenegger in January, 2009 and expanded in July to include a third day per month, led to a 15% reduction in pay for state workers which resulted in the loss of almost 3,000 private sector jobs in the region, according to figures from the [Center for Strategic Economic Research](#). "This is just one example of things happening from an internal (government) decision," center director Ryan Sharp said. "Sacramento has unique challenges. Government accounts for about a quarter of our entire work force." In addition to job losses, measures such as furloughs and efforts to shift employees from full to part time mean less disposable income and less spending. Less shopping and eating out has a ripple effect to suppliers. "It's a cycle that continues downward, and the government sector is just one example," Sharp said. "As we eliminate more jobs and there are those who are unemployed and unable to get work, we can expect unemployment (rate) upwards of 14 percent." Cuts made to fill the \$20 billion hole in the state budget increased aggregate local county deficits to more than \$250 million. All four of the local counties have approved new budgets; Sacramento County laid off 325 on Sept. 26, 2009. Four-hundred were let go in July 2009. The county eliminated 50 of the 100 beds at the county [Mental Health Treatment Center](#) and closed its crisis stabilization unit. Yolo County's budget is balanced, but to accomplish this the

Supervisors had to cut \$24 million from a General Fund budget of \$65 million. The economic ripple is substantial because five of the six top employers in Yolo County are government entities. Placer County cut positions and called for one furlough day a month, but cut \$22 million without layoffs. El Dorado County reduced department budgets, put some employees on furloughs and cut both filled and vacant jobs to close a \$3.4 million gap.

In 2010, 4,449 public sector workers who are employed by local government, and school districts, have received layoff notices.

5. Demonstrate a substantial impact on workers and identify the economic and talent development challenges facing the region

Economic challenges facing the region are lack of significant job growth, a new home construction market that is not expected to rebound any time soon and the budget woes of state and local government. Dependent on state government employment and contracts, the region will continue to be challenged by California's budget crisis. Businesses are cautious about hiring more workers.

An analysis of the Dislocated Worker Survey for public sector workers collecting information on their dislocated workers salary, classification, and length of employment shows for the most part high wages, long histories of employment, and unique skill sets that are not easily transferable which is evident that dislocated public sector employees will face challenges and barriers to re-employment. For instance, position such as city planners or building inspectors; law enforcement or child protective services are all unique to local City, County, and State governments are impacted by on-going budgets decisions. Many of the public sector jobs are specialized or are in declining industries and do not translate to private sector employment.

Therefore, Talent Development challenges facing the region include development of re-training and incumbent worker training sector initiatives and strategies focusing on preparing workers for emerging jobs in green building, clean energy technology, healthcare, and healthcare information technology. These initiatives should include education, workforce development, employers and labor.

6. A complete listing of all rapid response activities targeting this population, including numbers served. (see chart above)

7. Strategies to serve the threshold number of applicants – the clearer defined the better. Services that will be available to public sector NEG enrollees will include:

One Stop Career Center staff assisted services: These services include an orientation to the career center system, work readiness, pre-employment, and life skills workshops, coaching and career counseling and planning, labor market information, on-line

assessment tools, job listings and matching, employer recruitment events, and referral to education and training providers. (12 Workforce Development Coaches, 48% benefits, 29% services and supplies = \$998,400)

Re-Training Programs from Community College Certificate/Degree Programs in Green Building, Clean Energy Technology, Healthcare, and Healthcare IT. SETA will contract with the Los Rios Community College District (average cost per program is \$3,750) for certificate/degree programs in the following emerging/growing occupations:

Registered Nurse	Building Inspection
Sonographer/Ultra Sound Technician	Technology
Health Care Interpreter	Construction Management
Clean Diesel Technology	Electrical Construction
Computer Networking Management	Inspection
Digital Home Technology Integrator	Green Building-
Digital Repair and Upgrade Technician	Environmental Design
Electronics System Technology	Home Energy Auditor
Engineering Technology	HVAC Inspection
Health Information Coding Specialist	Plumbing Inspection
Health Information Technology	Sustainable Facilities
Medical Laboratory Assistant and Technician	Management
Solar Energy Systems Design, Estimation and Sales	Weatherization Specialist
Solar Energy Technology	Wastewater Management
	Wastewater Treatment
	Plant Operator

500 students x \$3,750 per program = \$1,875,000

On-the-job-training for emerging jobs in Green Building, Clean Energy Technology, Healthcare and Healthcare Information Technology. SETA will develop 120 contracts for On-the-job-Training with private sector employers to retrain public sector employees in emerging occupations at an average cost of \$7,700 per contract \$840,000

Supportive Services to ensure successful completion and transition to employment. Average cost per participant for supportive services is \$2,000 x 950 = \$1,900,000

10% administrative costs (\$690,307)

Total Request: \$7,003,707 to serve between 950 and 1,200 dislocated public sector workers.

8. Commitment to meet the requirement of a 70% disbursement threshold of WIA dislocated worker formula funds, and 50% of ARRA dislocated worker formula funds by June 1, 2010.

SETA will meet these requirements.

**Sacramento
Proposal
On-the-Job Training**

The Sacramento Employment and Training Agency's (SETA) On-the-Job Training (OJT) provides job seekers with work experience and skills training needed to successfully obtain and retain employment. OJT is "hire first" program that provides a 50% to 90% reimbursement of the wages paid by an employer to an employee for up to six months of training. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

SETA currently has a network of seven contractors who develop OJT training contracts and match the candidate's skill and employment interests with an appropriate job opening. The OJT contractors are:

Asian Resources, Inc.
Bach Viet Association, Inc.
Folsom Cordova Community Partnership
La Familia Counseling Center
Lao Family Community Development, Inc.
North State Building Industry Association
Sacramento Chinese Community Service Center

SETA Employer Services staff and the OJT contractors are responsible for recruiting employers, developing an OJT contract that includes the terms of payment, the elements of training, the length of training, the terms and conditions of the training, recruiting and screening applicants, setting up interviews/referrals to employers, and providing on-going coaching, mentoring and case-management to ensure successful transition to unsubsidized employment.

The employer is responsible for selecting, hiring, training and supervising the employees. Since this is a direct hire, the business makes the final decision on the appropriate candidate for the position. The business or agency is required to submit a monthly invoice to receive reimbursement for the wages paid to the employee and is responsible for keeping time sheets and evaluations on-site that document progress. Wage reimbursement may be paid up to 40 hours per week. Wages are paid at the standard wage for the position in the company. Part-time employment may be approved on a case-by-case basis.

The following is SETA's plan for OJT NEG Funds:

- Estimated Number of OJT slots 180 slots (SETA used ARRA funds in 2009-2010 to procure providers. The goal for the providers in 2009-2010 is 265 slots)
- Estimated number of employers is 150.
- Targeted industries to be serviced:
 - Administrative and Support Services
 - Construction

- Healthcare and Support Services
 - Information Technology
 - Installation, Maintenance, and Repair
 - Tourism and Hospitality
 - Transportation and Production
 - Clean/Green Energy Technology
- Estimated total costs
 - Staff costs: \$656,000 (staff and overhead)
 - OJT costs: \$834,000 (wages at \$8 per hour x 580 hours x 180 trainees)
 - Support Services costs: \$100,000
 - Admin: \$159,000
 - Total: \$1,749,000
 - Cost per participant \$9,716

SETA has successfully operated an on-the job training program for the last twenty years. In 2009-2010 SETA utilized WIA Recovery Act, Refugee Employment Social Services, and TANF ECF (Temporary Assistance to Needy Families – Emergency Contingency) to fund the On-the-Job Training program. As of March 31, 2009 267 trainees were enrolled and placed in OJT contracts, 85 had completed with an 85% entered employment rate and an average wage of \$10.30 per hour for adults and \$12.41 for dislocated workers.

ITEM III-B – 12 - ACTION

APPROVAL TO ACCEPT AMERICAN RECOVERY AND REINVESTMENT ACT FUNDS FROM THE EMPLOYMENT DEVELOPMENT DEPARTMENT (EDD) FOR THE DISABILITY PROGRAM NAVIGATOR INITIATIVE (FY 2009 – 2011)

BACKGROUND

Under the Workforce Investment Act of 1998, the U.S. Department of Labor Employment and Training Administration (DOLETA) directed funds and resources to improve workforce services for individuals with disabilities. The Disability Program Navigator (DPN) Initiative helps to improve access to meaningful and effective participation in One-Stop Career Center activities.

The DPN Initiative focuses on developing new and ongoing partnerships to achieve seamless, comprehensive, and integrated access to services, creating systemic change, and expanding the workforce investment system's capacity to serve customers with disabilities and employers. The role of the DPN includes:

- Guiding One-Stop staff in helping people with disabilities access and navigate the complex provisions of various programs that impact their ability to gain/retain employment.
- Developing linkages and collaborating on an ongoing basis with employers to facilitate employment for persons with disabilities.
- Developing partnerships to achieve integrated services, systemic change, and expand the capacity of the One-Stop Career Centers to serve customers with disabilities.
- Facilitating the transition of in- or out-of-school youth with disabilities to obtain employment and economic self-sufficiency.
- Conducting outreach to agencies/organizations that serve people with disabilities.
- Serving as resources on SSA's: work incentives/employment support programs through its Work Incentives, Planning, and Assistance (WIPA) program; Protection and Advocacy systems; and employment-related demonstration projects.
- Serving as resources on programs that impact the ability of persons with disabilities to enter and remain in the workforce.

SETA has received WIA funding for the DPN Initiative and is currently in year 7 of this program. On May 12, 2010, EDD announced the availability and requirements of ARRA funds to supplement existing DPN projects. This funding of \$67,080 for program years 2009 – 2011, would be used to sustain and improve accessibility of programs and

STAFF PRESENTER: Sandra Kinsey

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services to customers with disabilities at the One-Stop Career Centers through updated workstation equipment and/or software, additional staff training and technical assistance, expanded outreach to customers with disabilities. It may also include the development of pre-employment skills curriculum for participants with developmental disabilities. Additionally, \$5,981 in Wagner-Peyser 10% ARRA funds was granted to SETA (PY 2009-10) for the purchase and/or upgrading of Assistive Technology/Adaptive Equipment.

RECOMMENDATION

Accept the funds for the Disability Program Navigator PY 2009-2011, and to authorize SETA's Executive Director to execute the sub-grant agreement, modifications, and other documents required by the funding source.

STAFF PRESENTER: Sandra Kinsey

ITEM III-B – 13 – ACTION

APPROVAL OF TIME ONLY EXTENSION OF GALT JOINT UNION HIGH SCHOOL DISTRICT – ADULT SCHOOL’S OCCUPATIONAL SKILLS TRAINING AMERICAN RECOVERY AND REINVESTMENT ACT/WORKFORCE INVESTMENT ACT (ARRA/WIA) SUBGRANT AGREEMENT

BACKGROUND:

On April 3, 2009 the SETA Governing Board released a Request for Proposals (RFP) to solicit proposals for occupational skills training, workplace learning/job creation, and business development and innovation. The RFP process covered two phases, with the deadline for Phase 1 occurring on May 21, 2009. Eighteen (18) proposals were received for occupational skills training and 9 were approved by the SETA Governing Board for funding under Phase 1. Galt Joint Union High School District (JUHSD)–Adult Education was one of the funded proposers, offering Medical Billing/Coding, Medical Assistant, and Basic Emergency Medical Technician (EMT). The term of their ARRA/WIA subgrant agreement is July 1, 2010 through June 30, 2010.

Due to significant delays in the California Department of Education granting course approval for Galt JUHSD – Adult Education’s Basic EMT course, they were unable to begin enrolling participants into the EMT training course until late March. As a result, staff is recommending approval of a time only extension of Galt JUHSD – Adult Education’s occupational skills training ARRA/WIA subgrant agreement through September 30, 2010 to allow EMT training participants to complete training.

RECOMMENDATION:

Approve the time only extension of Galt JUHSD – Adult Education’s ARRA/WIA subgrant agreement through September 30, 2010.

STAFF PRESENTER: Michelle O’Camb

ITEM III-B – 14 - ACTION

APPROVAL OF TIME ONLY EXTENSION OF SACRAMENTO AREA REGIONAL TECHNOLOGY ALLIANCE (SARTA) BUSINESS DEVELOPMENT AMERICAN RECOVERY AND REINVESTMENT ACT/WORKFORCE INVESTMENT ACT (ARRA/WIA) SUBGRANT AGREEMENT

BACKGROUND

On April 3, 2009 the SETA Governing Board released a Request for Proposals (RFP) to solicit proposals for occupational skills training, workplace learning/job creation, and business development and innovation. The RFP process covered two phases, with the deadline for Phase 1 occurring on May 21, 2009. The SETA Governing Board funded the Sacramento Area Regional Technology Alliance (SARTA) to provide direction to displaced workers wanting to transition to clean technology careers through a FreshStart Initiative and create Venture Lab, a unique regional university/private industry technology innovation center which services as a catalyst to accelerate the growth of developing companies based in innovative technologies. The term of their ARRA/WIA subgrant agreement is July 1, 2010 through June 30, 2010.

SETA is currently negotiating with the California Workforce Investment Board to receive an ARRA augmentation to the Clean Energy Workforce Training Program grant to provide business development and training to workers in clean energy technology/green jobs. The services provided by SARTA's FreshStart, CleanStart and Venture Lab Initiatives would be an asset to the Clean Energy Workforce Training Program efforts and staff is recommending a time-only extension through September 30, 2010 for SARTA in order to complete negotiations. If negotiations are successful, an augmentation item will be placed on a future board agenda.

RECOMMENDATION

Approve the time only extension of the Sacramento Area Regional Technology Alliance (SARTA) ARRA/WIA subgrant agreement through September 30, 2010.

STAFF PRESENTER: Robin Purdy

ITEM III-C - 1 – ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/HEAD START EXPANSION GRANT FOR 2010 (YEAR 2)

BACKGROUND:

In 2009, the Administration for Children and Family Services (ACF), Office of Head Start, awarded SETA 150 preschool slots to reach underserved children and families residing in the designated Federally approved service areas. Expansion funds increased the number of pre-school age children served in the Sacramento County Head Start program; Sacramento was awarded \$1,034,433 for a two-year period.

SETA will be reapplying for funds to serve 150 children and families. The application for Sacramento County for Year 2 will be sent under separate cover.

The Head Start Policy Council reviewed and approved the submission of this application at their May 25 meeting.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the submission of an Application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Head Start Expansion Grant for 2010 (Year 2).

STAFF PRESENTER: Denise Lee

ITEM III-C - 2 – ACTION

APPROVAL TO SUBMIT AN APPLICATION TO THE ADMINISTRATION FOR CHILDREN AND FAMILIES (ACF) FOR AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA)/EARLY HEAD START EXPANSION GRANT FOR 2010 (YEAR 2)

BACKGROUND:

In 2009, the Administration for Children and Family Services (ACF), Office of Head Start, awarded SETA \$2,304,373 to provide 196 expansion slots for Early Head Start Services to pregnant, low-income women, infants, and toddlers and their families, through the American Recovery and Reinvestment Act. Funds awarded support the enrollment of the additional children and families in the Early Head Start programs, as well as provide early, continuous, intensive and comprehensive child development and family support.

SETA will be reapplying for funds to serve 196 children and families. The application for Sacramento County for Year 2 is being sent under separate cover.

The Head Start Policy Council reviewed and approved the submission of this application at their May 25 meeting.

Ms. Denise Lee, Deputy Director, will be available to answer questions.

RECOMMENDATION:

Approve the submission of an application to the Administration for Children and Families (ACF) for American Recovery and Reinvestment Act (ARRA)/Early Head Start Expansion Grant for 2010 (Year 2).

STAFF PRESENTER: Denise Lee

ITEM III-D – 1 -ACTION

APPROVAL OF REALLOCATION OF UNSPENT 2009 COMMUNITY SERVICES
BLOCK GRANT (CSBG) RECOVERY ACT FUNDING

BACKGROUND:

Program Year 2010 Community Services Block Grant (CSBG) funding recommendations were approved at your Board's December, 2009 meeting. Included was the provision that any unspent 2009 CSBG Recovery Act funding would be reallocated to 2010 CSBG service providers and that staff would present funding recommendations to your Board once the unspent amount is known.

A component of the CSBG Recovery Act program is the provision of direct services to job seekers who are enrolled in training or job search services at the career centers. A total of \$359,700 in 2009 CSBG Recovery Act funding was allocated to this component, which was implemented in November, 2009. From November, 2009, through the end of April, 2010, 25% of the funding for this component has been spent. Staff estimates that \$131,000 will be needed in this component to serve career center customers through September 30, 2010 and recommends that the remaining funds, \$138,000, are reallocated to the 2010 CSBG providers that face the highest demand for services and have the capacity to expend the funds by September, 30, 2010, the end date of the CSBG Recovery Act program. A list of service providers and recommended augmentation amounts are on the attached table.

Allowable activities include:

- utility assistance
- rental assistance
- motel vouchers
- food
- transportation
- legal assistance to prevent foreclosures

RECOMMENDATION:

Approve CSBG ARRA funding augmentation for the Greater Sacramento Urban League, Folsom Cordova Community Partnership, Francis House, Senior Legal Hotline, Sacramento Area Emergency Housing Center, the Salvation Army, South County Services and Travelers Aid.

STAFF PRESENTER: Cindy Sherwood-Green

RECOMMENDED CSBG ARRA AUGMENTATIONS

Agency	Target Area	Current 2010 CSBG Funding	Recommended ARRA Augmentation	Total Funding
Greater Sacramento Urban League	North Sacramento	Safety-Net: \$22,000	\$10,000	\$32,000
Folsom Cordova Community Partnership	Rancho Cordova and Folsom	Safety-Net: \$21,500 ARRA: \$19,856 Total: \$41,356	\$6,000	\$47,356
Francis House	Countywide (located near downtown Sacramento)	Safety Net: \$70,400 ARRA: \$63,000 Total: \$133,400	\$22,000	\$155,400
Legal Services of Northern CA Senior Legal Hotline	Countywide	Safety Net: \$20,000	\$10,000	\$30,000
Sacramento Area Emergency Housing Center	Countywide (located in South Sacramento)	Family Self Sufficiency: \$55,000 ARRA: \$41,688 Total: \$96,688	\$20,000	\$116,688
The Salvation Army	Countywide	Safety Net: \$56,900 ARRA: \$34,036 Total:\$90,936	\$30,000	\$120,936
South County Services	Galt, River Delta, and South Sacramento County	Safety-Net: \$61,600 ARRA: \$74,176 Total: \$135,776	\$10,000	\$145,776
Travelers Aid	Countywide /Meadowview	Safety Net: \$70,000 ARRA: \$10,000 Total: \$80,000	\$30,000	\$110,000
TOTAL:			\$138,000	

ITEM IV-A - INFORMATION

ACKNOWLEDGEMENT OF STAFF FOR PARTICIPATION IN THE VOLUNTEER
INCOME TAX ASSISTANCE (VITA)/EARNED INCOME TAX CREDIT (EITC)
PROJECT

BACKGROUND:

The EITC is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

For tax year 2009, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continues to participate in the EITC Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

Please acknowledge the following staff members that participated in the VITA/EITC Project for 2009:

Allen Brock, Bridgette Sullivan, Chi Cheng, Espie Lindsey, Jennifer Fischer,
Josie Werner, Leticia Lujano, Lisa Flores, Magaly Wilson, Maria Steele,
Marsha Mohtes-Chan, Melanie Klinkamon, Tammi Kerch, Wendy Tanner

To date, the SWCCs have reported the following activity:

SITE	RETURN	EITC	NET REFUND
Del Paso	60	\$28,558	\$79,952
Franklin	43	20,081	66,167
Hillsdale	103	73,695	191,601
Rancho Cordova	100	52,838	156,512
Kennedy Estates/ George Sims	20	8,695	34,883
Asian Resources	514	454,286	897,175
D.H.A.	1,054	1,211,560	2,217,753
TOTAL	1,819	\$1,849,713	\$3,644,043

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-B – INFORMATION

VOICE OVER INTERNET PROTOCOL (VoIP) UPDATE

BACKGROUND

In September, 2007, SETA released a request for Proposals (RFP) to replace the existing telephone system (Centrex) with a Voice over Internet Protocol (VoIP) System. Key components of this RFP included:

- VoIP telephone service eliminating the Centrex service and reducing annual telephony costs
- Streaming Video capability to distribute educational training to the Head Start classrooms
- Teleconferencing capability

In addition to the annual cost savings, the majority of the Head Start project expense was expected to be reimbursed by the E-Rate program provided by the Schools and Library Division (SLD) of the Universal Services Fund.

Six responses to the RFP were received and in January, 2008, the Governing Board approved staff's recommendation to award Digital Telecommunications Corporation (DTC) a contract in the amount of \$998,145 pending E-Rate approval and funding.

On April 14, 2009, SETA received the Funding Commitment Decision Letter from the Universal Services Administrative Company– SLD and was granted an automatic extension for the installation of equipment and the delivery of services through September 30, 2010.

Since 15 ½ months had passed since DTC presented the equipment and price list, SETA asked DTC to update the contract with current pricing. At the direction of Staff, DTC removed the teleconferencing components from the project which were no longer needed. On September 3, 2009 SETA staff presented an information item to the Board that a contract amendment was being prepared to extend the implementation date and reflect a new project amount of \$580,247.

Upon further review Staff realized that data switches had been removed from the project needed to support the telecommunications infrastructure at the Del Paso building. Staff directed DTC to add back into the project replacement of all data switches as originally proposed in January, 2008. An updated equipment list was created and the necessary equipment substitution documents prepared requiring SLD approval. The revised project price is \$872,627, which includes \$484,079 subject to E-Rate reimbursement and offers SETA an estimated savings of over \$125,000 from the original Board approved amount.

STAFF PRESENTER: Edward Proctor

ITEM IV-B – INFORMATION (continued)

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Based upon the financial analysis and return on investment prepared by SETA's Fiscal Department, it was determined that this project will save SETA approximately \$430,000 over the first five years and approximately \$100,000 per year thereafter in reduction of Centrex telephone services. Additional savings may be realized from the reduction of time and expense to perform staff moves, changes and the incorporation of existing security and internet content filtering hardware into this new environment.

A contract amendment is being prepared reflecting the new amount of \$872,627. Upon approval by SLD, SETA will finalize the project plan to be completed no later than September 30, 2010.

STAFF PRESENTER: Edward Proctor

ITEM IV-C - INFORMATION

SACRAMENTO WORKS CAREER CENTER THIRD QUARTER REPORTS

BACKGROUND:

The Third Quarter reports (July 1, 2009 through March 30, 2010), sent under separate cover, are for both the Workforce Investment Act and the American Recovery and Reinvestment Act programs. Included in this packet is a summary of career center performance, an overview of the Learning Lab measures (Process Measures), information on the numbers of customers receiving Scholarships and Support Services, Job Seeker Customer Satisfaction and Employer Outreach Activities. Additionally included are data outlining Universal Services and the demographics of the customers the career centers served during this time period.

STAFF PRESENTER: Melissa Noteboom

ITEM IV-D - INFORMATION

COMMUNITY SERVICES BLOCK GRANT (CSBG) AMERICAN RECOVERY AND REINVESTMENT ACT (ARRA) PROGRAM UPDATE

BACKGROUND:

SETA was awarded \$2,692,561 in CSBG ARRA funding to provide a wide range of services that would remove barriers to self-sufficiency for individuals and households most affected by the economic recession. Three distinct service delivery strategies were approved by your Board to address local needs and have been implemented, as follows:

1. To provide direct services to job seekers who are enrolled at the career centers. \$500,000 was allocated to make additional support service funding available for the people hardest hit by the economic recession, enabling them to complete training and find and retain employment.
2. To fund CSBG service providers through augmentation (2009) and formal procurement (2010) processes. \$905,292 has been allocated to service providers that have experienced the strongest increase in demand for services.
3. To provide housing stability for families and individuals who are homeless or at risk of homelessness through the Homelessness Prevention and Rapid Re-housing Program (HPRP). \$1,000,000 was allocated to support the HPRP project, which integrates funds from SETA, the Sacramento Housing and Redevelopment Agency (SHRA), the County Department of Human Assistance (DHA) and a private foundation into a single service delivery system. The intent of the HPRP is to prevent homelessness for families at risk of losing their homes and rapidly re-house families that are without housing.

The CSBG ARRA program period is July 1, 2009 through September 30, 2010. Because of state budget delays, funding was not available until September, 2009. An extension of the program is under discussion at the federal level, but there has not yet been an approval.

PROGRESS:

As of April 30, 2010, service providers have exceeded planned goals in most cases and many families have become stabilized and self-sufficient. A total of 11,463 services

STAFF PRESENTER: Cindy Sherwood-Green

ITEM IV-D – INFORMATION (continued)

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have been provided to 7,372 clients. The vast majority of clients were served through CSBG safety-net providers that were able to expand the availability of services and serve more families who were in desperate need of immediate assistance (Strategy #2).

Expenditures are below plan with 55% of the total CSBG ARRA funding expended as of April 30, 2010. In order to ensure full expenditure by September 30, 2010, periodic funding adjustments were necessary. Service providers that have exhausted their CSBG ARRA funds as a result of a high demand for services (Strategy #2) were augmented additional funding, and funding was reduced in areas that were under spent (Strategy #1).

The attached table summarizes the services provided through the CSBG ARRA funds, including the HPRP.

STAFF PRESENTER: Cindy Sherwood-Green

CSBG/ARRA SERVICE SUMMARY

This table describes the progress of the ARRA and ARRA/HPRP programs, both ending on September 30, 2010. Shaded cells represent services not offered by that program.

Service Categories	ARRA 7/09 – 4/10 (\$1,405,292 Allocated)		ARRA/HPRP 10/09 – 4/10 (\$1,000,000 Allocated)	
	Families Served	Services Provided	Families Served	Services Provided
Homebound seniors stabilized in their homes	19	N/A		
In-crisis families who avoided eviction or were re-housed	640	646	204	405
Boxes of food or prepared meals that were provided to hungry families	Families not counted	2,367		
Homeless families receiving motel vouchers or transitional shelter	282	385	17	21
Families that had their utilities reconnected or avoided shutoff	663	674	64	102
In-crisis and vulnerable teen parents that received household stabilization services	19	N/A		
Families that received transportation or auto repair to access employment or vital services	2,994	3,712	0	0
In-crisis or vulnerable families that received consultations with a legal professional	1,151	1,703		
Families that received employment-necessitated services or items	29	36		
Families that received financial assistance to replace necessary identification documents	1,286	1,408	0	0
Families that received employment related health services	4	4		
TOTALS	7,087	10,935	285	528

ITEM IV-E - 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

Program Operator: Elk Grove Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2008 to December 31, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Max Jones Jr. **DATE:** March 12, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: Desk Fiscal Monitoring of Holt of California

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA 15%	Construction	\$114,998	5/1/07-11/30/08	5/1/07-11/30/08

Monitoring Purpose: Initial ____ Follow-Up ____ Special ____ Final X
Date of review: Mar. 20, July 20, 2009, & Jan. 6, 2010

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

Memorandum
Fiscal Monitoring Findings
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Program Operator: Holt of California

Findings and General Observations:

The total costs as reported to SETA for WIA 15% have been traced to the subgrantee's fiscal records. The recorded expenditures were verified and appear to be in order and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Mr. Chaosarn Chao **DATE: April 26, 2010**
FROM: D’et Patterson, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Lao Family Community Development

PROGRAM	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	Summer Youth	\$108,100	5/1/09-9/30/09	5/1/09-9/30/09
WIA/ARRA	OJT Adult	\$119,800	7/1/09-6/30/10	7/1/09-11/30/09
WIA/ARRA	OJT DW	\$29,950	7/1/09-6/30/10	7/1/09-11/30/09
WIA/ARRA	In-School Youth	\$120,550	10/1/09-6/30/10	10/1/09-11/30/09

Monitoring Purpose: Initial Follow-up Special Final

Date of review: 1/20/2010 & various follow ups

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

Program Operator: Lao Family Community Development

Findings and General Observations:

- 1) The total costs as reported to SETA from May 4, 2009 to September 30, 2009 for the Summer Youth program, from July 1, 2009 to November 30, 2009 for the ARRA OJT programs, and from October 1, 2009 to November 30, 2009 for the In-School Youth program have been traced to the delegate agency records. The records were verified and appear to be in order.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Theresa Matiste **DATE:** May 10, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Los Rios Community College District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Cal-Trans	Pre-Apprenticeship	\$ 81,000	10/21/08-10/20/09	10/21/08-10/20/09
	Training			

Monitoring Purpose: Initial Follow-Up Special Final

Date of review: 4/20/10

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

Program Operator: Los Rios Community College District

Findings and General Observations:

- 1) The total costs reported to SETA from October 21, 2008 to October 20, 2009 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

Program Operator: Sacramento Area Emergency Housing Center

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 for CSBG and from July 1, 2009 to December 31, 2009 for ARRA have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Donna Elmore **DATE:** April 21, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

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

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
Head Start	Basic & COLA	\$ 7,803,950	8/1/08-07/31/09	8/1/08-07/31/09
Head Start	T & TA	20,000	8/1/08-07/31/09	8/1/08-07/31/09
Early H. S.	Basic & COLA	1,080,905	8/1/08-07/31/09	8/1/08-07/31/09
Early H.S.	T & TA	18,249	8/1/08-07/31/09	8/1/08-07/31/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: 2/22-26/10

	AREAS EXAMINED	COMMENTS/ RECOMMENDATIONS			
		SATISFACTORY		YES	NO
		YES	NO	YES	NO
1	Accounting Systems/Records		X	X	
2	Internal Control	X			
3	Bank Reconciliation	N/A			
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll	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			

Memorandum
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Program Operator: Sacramento City Unified School District

Findings and General Observations:

- 1) The total costs as reported to SETA from August 1, 2008 to July 31, 2009 have been traced to the delegate's records. The records were verified and appeared to be in order.
- 2) The expenses reported for Head Start and Early Head Start were more than the recorded expenses by \$ 6,382.12 and \$ 2,260.28, respectively.
- 3) Early Head Start expenses of \$ 1,635.89 were claimed twice.
- 4) We are questioning the following encumbrances which were included in the close-out report:

	<u>Head Start</u>	<u>Early Head Start</u>
a) Encumbrances already reported as expenses	\$ 5,456.59	\$ 2,684.77
b) Encumbrances w/ unexpended balances	2,659.41	501.84
c) Cancelled encumbrances	17,540.47	1,850.00
d) Encumbrances to be charged to 2009-2010	9,016.47	0.00
Total	\$ 34,672.94	\$ 5,036.61

Recommendations for Corrective Action:

- 1) Submit documents to support the questioned costs or reimburse SETA from non-SETA funds the amount of \$ 51,554.83 which included indirect costs.

cc: Kathy Kossick
Governing Board
Policy Council

Program Operator: Sacramento Regional Conservation Corps

Findings and General Observations:

- 1) The total costs as reported to SETA from October 3, 2008 to June 30, 2009 for Out-of-School Youth Year 3 and from July 1, 2009 to February 28, 2010 for Out-of-School Youth Year 4 have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) During December 2009 of Year 4 an employee received an in-service stipend of \$500 for working with John Muir Charter School. Of the \$500, \$273.71 was charged to SETA. The stipend was reimbursed 100% through the charter school including any employment costs associated with the stipend. The portion charged to SETA is therefore disallowed.
- 3) Additionally during Year 4, the FICA costs for the month of February 2010 were miscalculated due to a formula error on the excel worksheet. FICA costs were underreported by \$131.37.

Recommendations for Corrective Action:

- 1) After taking into account the disallowed costs along with the underreported costs, the total amount owed back to SETA for Year 4 is \$142.34 (\$273.71 - \$131.37). Make the necessary adjustments on your next monthly fiscal report. Additionally, send the supporting documents for the adjustments directly to your fiscal monitor.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Paula Tarpinning **DATE:** May 14, 2010

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</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
WIA-Title I	Universal Services	\$ 58,000	7/01/09-06/30/10	7/01/09-3/31/10

Monitoring Purpose: Initial X Final _____
Date of review: 5/11/10

	AREAS EXAMINED	SATISFACTORY		COMMENTS/ RECOMMENDATIONS	
		YES	NO	YES	NO
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation		N/A		
4	Disbursement Control	X			
5	Staff Payroll/Files	X			
6	Fringe Benefits	X			
7	Participant Payroll		N/A		
8	OJT Contracts/Files/Payment	X			
9	Indirect Cost Allocation	X			
10	Adherence to Budget	X			
11	In-Kind Contribution		N/A		
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 July 1, 2009 to March 31, 2010 have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Ms. Elnor F. Tillson

DATE: May 13, 2010

FROM: Greg P. Tayros, SETA Fiscal Monitor

RE: On-Site Fiscal Monitoring of Travelers Aid Society of Sacramento, Inc.

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT</u> <u>PERIOD</u>	<u>PERIOD</u> <u>COVERED</u>
CSBG/ARRA	Safety Net	\$ 148,584	07/1/09-12/31/09	07/1/09-12/31/09
CSBG	Safety Net	69,000	01/1/09-12/31/09	01/1/09-12/31/09

Monitoring Purpose: Initial _____ Final X

Date of review: 4/8-9/10

	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 Timesheets/Payroll	X			
6	Fringe Benefits	X			
7	Participant Payroll	N/A			
8	OJT Contracts/Files/Payment	N/A			
9	Indirect Cost Allocation	N/A			
10	Adherence to Budget	X			
11	In-Kind Contribution	N/A			
12	Equipment Records	N/A			

Program Operator: Travelers Aid Society of Sacramento, Inc.

Findings and General Observations:

- 1) The total costs as reported to SETA from January 1, 2009 to December 31, 2009 for CSBG and from July 1, 2009 to December 31, 2009 for ARRA have been traced to the subgrantee's records. The records were verified and appeared to be in order.

Recommendations for Corrective Action:

- 1) None.

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: Srirat McLennan **DATE:** April 21, 2010
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Twin Rivers Unified School District

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
TA	VESL/ES	\$ 84,840	10/1/08-9/30/09	10/1/08-9/30/09
TA	ES	\$ 90,000	10/1/08-9/30/09	10/1/08-9/30/09
RESS	VESL/VT	\$ 120,000	10/1/08-9/30/09	10/1/08-9/30/09
RESS	VESL/ES	\$ 95,160	10/1/08-9/30/09	10/1/08-9/30/09
TA	VESL/OJT	\$ 160,000	10/1/08-9/30/09	10/1/08-9/30/09
TA	CALWORKS	\$ 23,040	10/1/08-9/30/09	10/1/08-9/30/09

Monitoring Purpose: Initial Follow-Up Special Final
Date of review: January 28 & 29, 2010

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

Program Operator: Twin Rivers Unified School District

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-F – INFORMATION
HEAD START FISCAL REPORT

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roger Bartlett

ITEM IV-G- INFORMATION

HEAD START POLICY COUNCIL MINUTES

BACKGROUND:

Attached are the most recent minutes from the Head Start Policy Council.

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

REGULAR MEETING OF THE HEAD START POLICY COUNCIL

Minutes/Synopsis

(Minutes reflect the actual progress of the meeting.)

SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Tuesday, March 23, 2010
10:45 a.m.

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

Ms. Jennifer Ryon called the meeting to order at 10:55 a.m. Ms. Mary Brown will be serving as Secretary. Ms. Jeanine Vandermolen read the thought of the day. Ms. Brown called the roll; a quorum was established.

New members were seated:

- Michela Barbosa, Twin Rivers Unified School District
- Electa Broussard Twin Rivers Unified School District
- Yvette Hernandez, SETA-Operated Program

Members Present:

Jennifer Ryon, Elk Grove Unified School District
Patrice Hill, Sacramento City Unified School District
Sandra Renteria, Sacramento City Unified School District
Coventry St. Mary, San Juan Unified School District
Michela Barbosa, Twin Rivers Unified School District
Electa Broussard Twin Rivers Unified School District
Shernita Crosby, Playmate/WCIC
Katherine Yaipen-Faulter, SETA-Operated Program
Mary Brown, SETA-Operated Program
Yvette Hernandez, SETA Operated Program
Kelly Martin, SETA-Operated Program
Kara Mann, SETA-Operated Program
David Quintero, SETA-Operated Program
Jeanine Vandermolen, Past Parent Representative
Brenda Vincent, Past Parent Representative
Mary Pope, Grandparent Representative
Tamara Knox, Home Base Program
Samih Shehadeh, Alternate

Members Absent:

Elenita Salazar, Child Health & Disability Prevention Program (excused)
Cynthia Mack, Early Head Start (excused)
Violet Morrison, San Juan Unified School District (excused)
Victor Wilson, Elk Grove Unified School District (unexcused)

Unseated Members Absent:

Raychelle Marshall, Sacramento City Unified School District (unexcused)

VI. Other Reports

A. SETA Executive Director's Report

Ms. Kossick asked if anyone has had an opportunity to visit a career center; Ms. Tamara Knox stated she went to La Familia and they were very helpful.

Ms. Kelly Martin's significant other went to the Franklin Career Center and he just got a job.

Ms. Ryon's husband went to the center on Gerber. She reported that Mr. Victor Wilson went to one and he found it very helpful.

IV. Information Items

A. Standing Information Items

- Fiscal Monthly Report/Corporate Card Monthly Statement of Account: Mr. Roger Bartlett reported that the Agency is seven months into the year which should be 58% of the grant; expenses are lower than expected. The school districts are slower to report their expenditures. The Head Start basic program summer results expenditures of 46.75%; this does not include CDE programs which are shown differently. Mr. Bartlett reviewed the summary sheets for ARRA funds. These grant periods are 15 months instead of 12 months. The COLA funds budgeted have been entirely spent.

II. Consent Item

A. Approval of the Minutes from the February 23, 2010 Special Meeting

Minutes were reviewed; no questions or corrections..

Moved/Martin, second/St. Mary, to approve the February 23, 2010 special meeting minutes.

Show of hands vote: Aye: 15, Nay: 0, Abstentions: 2 (Ryon and Vandermolen)

III. Action Items

A. Appointment of Representative and Alternate to the Maternal, Child and Adolescent Health Advisory Board

Ms. Ryon provided an overview of the board. Ms. Ryon appointed Ms. Brenda Vincent as representative with Ms. Mary Brown as the alternate.

Moved/Hill, second/Crosby, to ratify the appointment of Brenda Vincent as

representative and Mary Brown as alternate to the Maternal, Child and Adolescent Health Advisory Board.

Show of hands vote: Aye: 14, Nay: 0, Abstentions: 2 (Ryon and Vandermolen; Ms. Barbosa was out of the room during the vote).

IV. Information Items

A. Standing Information Items

➤ Introduction of Newly Seated Members: The following new members introduced themselves:

Ms. Electa Broussard, Twin River Unified School District

Ms. Yvette Hernandez, SETA Operated Program

Mr. Samih Shehadeh, SOP, Early Head Start (alternate)

Ms. Michela Barbosa, Twin River Unified School District

Ms. Katherine Arrue is newly married and her new name is Katherine Yaipen-Faulter.

Ms. Ryon wished everyone a Happy Birthday and read off the names of past or upcoming birthdays.

- PC/PAC Calendar of Events: Ms. Ryon stated that the next Male Involvement Committee will be March 24; she reviewed the upcoming meetings.
- Parent/Family Support Unit Events and Activities: No comments.
- Community Resources – PC Representatives: No reports.
- The Region IX Head Start Scholarship Awards: Ms. Ryon reviewed the scholarship paperwork. The scholarships are available to current Head Start parents and Head Start staff. The deadline is April 1. The application has to be typed and you must follow the guidelines. Ms. Desha stated that if parents need a letter of recommendation, they should contact Ms. Denise Lee or their delegate director.
- Annual Parent Leadership Institute: 'Effective Communication for Team Building' - Trainer, Ms. Betsy Haas, MA, Esteemed Human Development: Ms. Ryon Thursday, April 22, 9 a.m. – 5:00 p.m.: Ms. Ryon stated that this will be a great team building workshop.
- Parent/Staff Recognitions: Ms. Ryon and Ms. Jeanine Vandermolen presented Mr. Victor Bonanno with a certificate of appreciation for the Ethics Training. Ms. Ryon and Ms. Vandermolen presented Ms. Desha with flowers for her birthday. Elk Grove School District will be saluting Jennifer Ryon and her family on Tuesday, April 6 at 8 p.m. Ms. Vandermolen urged PC members to support Ms. Ryon by attending.

B. Fiscal Monitoring Reports: No questions.

C. Governing Board Minutes for the February 4, 2010 Meeting: No questions.

V. Committee Reports

- A. Executive Committee: Ms. Tamara Knox read the Executive Committee critique.
- B. Budget/Planning Committee: The committee has been meeting for the past three Friday to review schedule H of the budget and suggesting changes. The Committee would like to bring a county-wide conference to Sacramento so all can enjoy the event. The Social/Hospitality Committee will plan the event. Ms. Lisa Carr reported that kindergarten transitioning is also continuing and the budget will be bringing back the opportunity for parents to attend a National Head Start Conference.
- C. Personnel/Bylaws Committee: The next meeting will be on Thursday
- D. Program Area Committees
 - Early Childhood Development & Health Services Committee and Parent/Family Support Committee: Ms. Yaipen-Faulter reported on the last Disaster Planning Committee. She said that it is helpful to know what to do in case of an emergency; it is peace of mind. The committee is hoping to do a binder for each center as to what to do in case of disaster.

III. Action Items (continued)

C. CLOSED SESSION PERSONNEL- PURSUANT TO GOVERNMENT CODE SECTION 54957

The board went into closed session at 11:31 a.m. The board went back into open session at 11:27 a.m. Ms. Ryon reported out of closed session that the Board took the following action in closed session: Approved the Eligible List for Head Start Family Placement Worker.

V. Committee Reports (continued)

- Monitoring and Evaluation: No report.
- Male Involvement Committee/Community Advocating Male Participation (CAMP): The next meeting will be March 24 at 2 p.m.
- E. Community Partnerships Advisory Committee: Ms. Coventry St. Mary reported that the meeting will be Thursday, April 29.
- F. Health Services Advisory Committee: The meeting was just set; a meeting will be placed on the PC/PAC Calendar of Events.

VI. Other Reports (continued)

- B. Head Start Deputy Director's Report: Ms. Lisa Carr, manager for Family and Parent Support unit is reporting for Ms. Denise Lee who is in negotiations today.
- ➔ Discussion of the Policy Council (PC) Meeting
Ms. Carr stated that currently, there is a PAC meeting from 9-10:30 and the PC meets immediately afterward. The agenda is really condensed and there is no

time for quality discussion. Staff is suggesting that the PAC and the PC continue to meet on the same day (fourth Tuesday of each month). The PAC would meet at the regular meeting time of 9:00 a.m. and the PC at 1:00 p.m. For members who are both PAC and PC, lunch vouchers in the amount of \$8.00 would be distributed. At the next meeting on April 27 the boards will be presented with the refunding grants. Staff would like to try the modified times for the April 27 meeting and then have a discussion on how the board members like it. If the modified times go well, the Boards will then vote at the April meeting. Ms. Martin inquired if there would be a second choice and Ms. Desha replied that this will be an opportunity for parents to discuss it.

Ms. Ryon stated that plans are beginning for a county-wide Parent Conference probably at a local hotel. There should be a lot of information for all parents. The SS/PI Unit and the Social Hospitality Committee will be planning this. There will also be an introduction to the first aid/CPR. The Parent Conference will probably be planned for the spring of 2011.

Staff received good news that the COLA received has been made permanent. In addition, the Agency received a pro-rated COLA for the month of July in the amount of approximately \$60,000.

The new manager for Education will be announced by Ms. Lee in the near future. The SOP centers will be closed 4/1-2 for staff development. For Regions 2 and 3, the centers will be closed on April 5 (for SOP only).

D. Head Start Managers' Reports

Ms. Lisa Carr, Manager of the Family Support Unit, reported that the career centers received 4,000 vouchers from Microsoft. If you already have some computer skills, and there is training you are interested in, the vouchers can be utilized to become proficient in Microsoft software. Once you are certified, you'll receive a certificate of proficiency. It is a great tool to upgrade computer skills and completely free. Those wishing to utilize the voucher must have access to a computer since the training cannot be done at a career center. The training is downloadable. For those not at all competent in computers, the career centers have training for basics in computers.

There will be a workshop on Why Children Misbehave on April 14. Dinner and child care will be provided.

A Disaster Preparedness Committee meeting will be held April 8 for the SOP board members.

Ms. Brenda Campos, manager of Program Support Services, reported that staff is doing an annual monitoring review of the various delegate agencies. The content coordinators go out to visit with the delegate agencies to ensure that all

is well. Ms. Campos stated that Head Start will never ask a parent to pay for services or to bring classroom supplies or materials. If parents are asked to bring something in, talk to the site supervisor or program coordinator to address those issues. Parents are NOT to pay for Head Start services.

A board member inquired whether the newly approved health bill will it affect Head Start. Ms. Campos replied that she does not yet know but is optimistic that it will help the Head Start families, especially with dental.

Ms. Yaipen-Faulter stated that she has a 13 year old that did not attend Head Start; it was hard for her to become proficient in English. Her five year old just finished Head Start is proficient in the year. She said that this shows the difference of one child utilizing Head Start services and the other did not.

➔ Classroom Assessment Scoring System Overview, Mr. Nathanael Gale

Mr. Gale distributed handouts on Effective Teacher-Student Interactions. The Classroom Assessment Scoring System (CLASS) was developed by researchers at the University of Virginia looking for a tool teacher/child interactions and what the kids are getting out of the interactions. This tool helps teachers to expand on their teaching methods, especially utilizing open-ended questions. Mr. Gale feels this will improve the quality of information and teaching for services in Head Start. Also, the federal government is utilizing this new tool. Mr. Gale is in the process of training staff; he provided an overview of the training. He will be training 30 staff to utilize the tool reliability. The feedback from staff has been very positive. Mr. Gale is in the process of condensing the six hour training into four hours. Mr. Gale will give Ms. Desha the dates of the three overview meetings and perhaps board members can attend them.

C. Chair's Report: No report.

E. Community Agency Reports: No reports.

F. Open Discussion and Comments: Ms. Desha reported that attaché cases are available for new board members.

Ms. Barbosa reported that May 8 is Teacher Appreciation Day at Twin Rivers.

G. Public Participation: No comments.

VII. Adjournment: The meeting was adjourned at 12:24 p.m.

ITEM IV-H - INFORMATION

OFFICE OF REFUGEE RESETTLEMENT FEDERAL MONITORING REVIEW

BACKGROUND:

In late February, SETA was part of the federal review by the Office of Refugee Resettlement (ORR) of California's grants for Refugee Cash and Medicaid Assistance, Refugee Social Services, Targeted Assistance Social Services and the Refugee School Impact Grant. The review resulted in one recommendation for corrective action and two recommendations regarding policy, all directed to the State Department of Social Services.

The full monitoring report is attached under separate cover.

STAFF PRESENTER: Roy Kim

ITEM IV-I – INFORMATION

UNEMPLOYMENT RATE UPDATE

BACKGROUND:

In April, 2010, the unemployment rate for Sacramento County was 12.4%. Attached is a listing of the unemployment rates by City and Census Designated Places provided to SETA by the California Employment Development Department.

STAFF PRESENTER: Robin Purdy

**SACRAMENTO-ARDEN-ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
(EL DORADO, PLACER, SACRAMENTO, AND YOLO COUNTIES)**

Seven out of twelve sectors show month-over job growth

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.4 percent in April 2010, down from a revised 13.1 percent in March 2010, and above the year-ago estimate of 10.2 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.5 percent for the nation during the same period. The unemployment rate was 12.9 percent in El Dorado County, 11.5 percent in Placer County, 12.5 percent in Sacramento County, and 12.9 percent in Yolo County.

Between March 2010 and April 2010, The total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo decreased by 200 to total 821,700.

- Total farm lost 1,000 jobs, a sharp contrast to its average 1,900-job gain between March and April over the prior 20 years.
- Trade, transportation, and utilities fell by 700 jobs. Retail trade comprised the bulk of the decline (down 500 jobs), while wholesale trade and transportation, warehousing, and utilities both declined by 100 jobs.
- Professional and business services posted a loss of 600 jobs. Professional, scientific, and technical services accounted for most of the decline (down 400 jobs). Rounding out the losses, information fell 200 jobs specifically within telecommunications.
- On the positive side, construction increased by 600 jobs, falling short of its average seasonal gain of 1,000 jobs but marking its second month of job growth.
- Five other sectors showed higher than average job gains from March to April, including government (up 500 jobs), other services (up 400 jobs), education and health services (up 300 jobs), leisure and hospitality (up 200 jobs), and manufacturing (up 100 jobs).
- Lastly, financial activities had a seasonal boost of 200 jobs that occurred entirely in finance and insurance. Mining and logging showed no change.

Between April 2009 and April 2010, the total number of jobs in the region fell by 27,200 or 3.2 percent.

- Construction shrank by 8,100 jobs, with declines primarily in specialty trade contractors (down 5,500 jobs) and construction of buildings (down 2,000 jobs).
- Professional and business services contracted by 4,900 jobs, with losses in professional, scientific, and technical services (down 2,600 jobs) and administrative and support and waste management and remediation services (down 2,100 jobs).

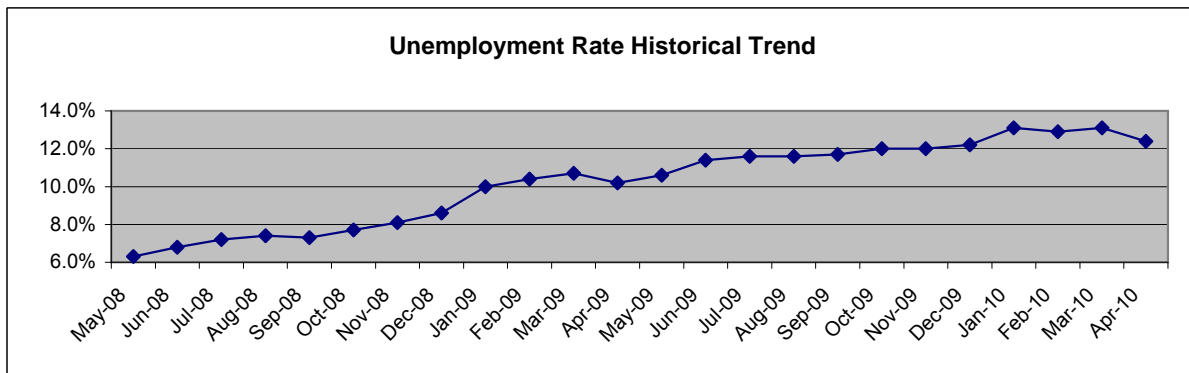
- Financial activities posted a decline of 3,400 jobs. Finance and insurance accounted for nearly three-fourths of the cutbacks (down 2,500 jobs), and real estate and rental and leasing fell by 900 jobs.

STAFF PRESENTER: Robin Purdy

IMMEDIATE RELEASE

SACRAMENTO-ARDEN ARCADE-ROSEVILLE METROPOLITAN STATISTICAL AREA (MSA)
 (El Dorado, Placer, Sacramento, and Yolo Counties)

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 12.4 percent in April 2010, down from a revised 13.1 percent in March 2010, and above the year-ago estimate of 10.2 percent. This compares with an unadjusted unemployment rate of 12.3 percent for California and 9.5 percent for the nation during the same period. The unemployment rate was 12.9 percent in El Dorado County, 11.5 percent in Placer County, 12.5 percent in Sacramento County, and 12.9 percent in Yolo County.



Industry	Mar-2010	Apr-2010	Change		Apr-2009	Apr-2010	Change
	Revised	Prelim				Prelim	
Total, All Industries	821,900	821,700	(200)		848,900	821,700	(27,200)
Total Farm	7,800	6,800	(1,000)		7,900	6,800	(1,100)
Total Nonfarm	814,100	814,900	800		841,000	814,900	(26,100)
Mining and Logging	400	400	0		400	400	0
Construction	34,800	35,400	600		43,500	35,400	(8,100)
Manufacturing	33,100	33,200	100		34,500	33,200	(1,300)
Trade, Transportation & Utilities	132,000	131,300	(700)		133,400	131,300	(2,100)
Information	17,600	17,400	(200)		18,100	17,400	(700)
Financial Activities	50,900	51,100	200		54,500	51,100	(3,400)
Professional & Business Services	96,900	96,300	(600)		101,200	96,300	(4,900)
Educational & Health Services	99,900	100,200	300		100,200	100,200	0
Leisure & Hospitality	79,600	79,800	200		82,900	79,800	(3,100)
Other Services	27,500	27,900	400		29,200	27,900	(1,300)
Government	241,400	241,900	500		243,100	241,900	(1,200)

Notes: Data not adjusted for seasonality. Data may not add due to rounding
 Labor force data are revised month to month
 Additional data are available on line at www.labormarketinfo.edd.ca.gov
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**Monthly Labor Force Data for Cities and Census Designated Places (CDP)
 April 2010 - Preliminary
 Data Not Seasonally Adjusted**

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios Emp	Census Ratios Unemp
Sacramento County	686,000	600,500	85,500	12.5%	1.000000	1.000000
Arden Arcade CDP	57,100	50,000	7,100	12.4%	0.083249	0.082638
Carmichael CDP	29,400	26,500	2,900	9.7%	0.044196	0.033389
Citrus Heights city	50,600	46,100	4,400	8.8%	0.076838	0.052031
Elk Grove CDP	35,400	31,800	3,600	10.1%	0.052995	0.042014
Fair Oaks CDP	17,200	16,000	1,200	6.8%	0.026690	0.013634
Florin CDP	13,000	10,500	2,500	19.3%	0.017414	0.029215
Folsom city	27,100	25,500	1,500	5.7%	0.042525	0.018086
Foothill Farms CDP	9,900	8,200	1,700	16.9%	0.013648	0.019477
Galt city	11,100	8,900	2,200	19.9%	0.014787	0.025876
Gold River CDP	4,800	4,700	100	2.5%	0.007807	0.001391
Isleton city	400	400	100	16.3%	0.000606	0.000835
La Riviera CDP	7,000	6,500	500	7.5%	0.010764	0.006121
Laguna CDP	20,500	19,100	1,400	6.8%	0.031834	0.016416
Laguna West Lakeside CDP	5,300	4,900	500	8.9%	0.008082	0.005565
North Highlands CDP	23,000	18,600	4,400	19.1%	0.030952	0.051475
Orangevale CDP	15,900	14,500	1,400	8.5%	0.024229	0.015860
Parkway South Sacramento CD	16,400	12,900	3,500	21.5%	0.021400	0.041180
Rancho Cordova City	31,200	26,800	4,400	14.2%	0.044619	0.052031
Rancho Murieta CDP	2,300	2,200	100	4.2%	0.003619	0.001113
Rio Linda CDP	5,900	4,800	1,100	19.4%	0.007917	0.013356
Rosemont CDP	14,000	12,500	1,500	10.5%	0.020867	0.017251
Sacramento city	218,300	186,600	31,800	14.6%	0.310678	0.371731
Vineyard CDP	5,900	5,500	400	6.4%	0.009185	0.004452
Walnut Grove CDP	500	300	100	29.5%	0.000569	0.001669
Wilton CDP	2,800	2,500	200	8.6%	0.004225	0.002782

CDP is "Census Designated Place" - a recognized community that was unincorporated at the time of the 2000 Census.

Notes:

- 1) Data may not add due to rounding. All unemployment rates shown are calculated on unrounded data.
- 2) These data are not seasonally adjusted.

Methodology:

Monthly city and CDP labor force data are derived by multiplying current estimates of county employment and unemployment by the employment and unemployment shares (ratios) of

Data Not Seasonally Adjusted

Area Name	Labor Force	Employment	Unemployment Number	Unemployment Rate	Census Ratios	
					Emp	Unemp

each city and CDP at the time of the 2000 Census. Ratios for cities of 25,000 or more persons were developed from special tabulations based on household population only from the Bureau of Labor Statistics. For smaller cities and CDP, ratios were calculated from published census data.

City and CDP unrounded employment and unemployment are summed to get the labor force. The unemployment rate is calculated by dividing unemployment by the labor force. Then the labor force, employment, and unemployment are rounded.

This method assumes that the rates of change in employment and unemployment, since 2000, are exactly the same in each city and CDP as at the county level (i.e., that the shares are still accurate). If this assumption is not true for a specific city or CDP, then the estimates for that area may not represent the current economic conditions. Since this assumption is untested, caution should be employed when using these data.

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2009 Benchmark

Data Not Seasonally Adjusted

	Apr 09	Feb 10	Mar 10	Apr 10	Percent Change	
			Revised	Prelim	Month	Year
Civilian Labor Force (1)	1,056,800	1,055,900	1,064,300	1,055,900	-0.8%	-0.1%
Civilian Employment	949,100	919,500	924,600	925,200	0.1%	-2.5%
Civilian Unemployment	107,700	136,400	139,700	130,700	-6.4%	21.4%
Civilian Unemployment Rate	10.2%	12.9%	13.1%	12.4%		
(CA Unemployment Rate)	10.6%	12.8%	13.0%	12.3%		
(U.S. Unemployment Rate)	8.6%	10.4%	10.2%	9.5%		

Total, All Industries (2)	848,900	817,400	821,900	821,700	0.0%	-3.2%
Total Farm	7,900	7,100	7,800	6,800	-12.8%	-13.9%
Total Nonfarm	841,000	810,300	814,100	814,900	0.1%	-3.1%
Total Private	597,900	570,700	572,700	573,000	0.1%	-4.2%
Goods Producing	78,400	67,900	68,300	69,000	1.0%	-12.0%
Mining and Logging	400	400	400	400	0.0%	0.0%
Construction	43,500	34,500	34,800	35,400	1.7%	-18.6%
Construction of Buildings	10,400	8,400	8,400	8,400	0.0%	-19.2%
Construction - Residual	4,400	3,500	3,200	3,800	18.8%	-13.6%
Specialty Trade Contractors	28,700	22,600	23,200	23,200	0.0%	-19.2%
Building Foundation & Exterior Contractors	6,400	5,100	5,200	5,200	0.0%	-18.8%
Building Equipment Contractors	11,600	9,900	9,800	9,800	0.0%	-15.5%
Building Finishing Contractors	7,000	5,600	5,600	5,600	0.0%	-20.0%
Specialty Trade Contractors - Residual	3,700	2,000	2,600	2,600	0.0%	-29.7%
Manufacturing	34,500	33,000	33,100	33,200	0.3%	-3.8%
Durable Goods	23,100	21,600	21,600	21,700	0.5%	-6.1%
Computer & Electronic Product Manufacturing	7,400	7,000	6,900	6,900	0.0%	-6.8%
Durable Goods - Residual	15,700	14,600	14,700	14,800	0.7%	-5.7%
Nondurable Goods	11,400	11,400	11,500	11,500	0.0%	0.9%
Food Manufacturing	3,900	4,400	4,400	4,400	0.0%	12.8%
Non-Durable Goods - Residual	7,500	7,000	7,100	7,100	0.0%	-5.3%
Service Providing	762,600	742,400	745,800	745,900	0.0%	-2.2%
Private Service Producing	519,500	502,800	504,400	504,000	-0.1%	-3.0%
Trade, Transportation & Utilities	133,400	131,400	132,000	131,300	-0.5%	-1.6%
Wholesale Trade	24,300	23,000	23,000	22,900	-0.4%	-5.8%
Merchant Wholesalers, Durable Goods	12,500	11,600	11,600	11,500	-0.9%	-8.0%
Merchant Wholesalers, Nondurable Goods	8,900	8,800	8,800	8,800	0.0%	-1.1%
Wholesale Trade - Residual	2,900	2,600	2,600	2,600	0.0%	-10.3%
Retail Trade	85,800	85,600	86,300	85,800	-0.6%	0.0%
Motor Vehicle & Parts Dealer	10,400	9,700	9,700	9,700	0.0%	-6.7%
Building Material & Garden Equipment Stores	7,500	7,000	7,100	7,200	1.4%	-4.0%
Grocery Stores	16,400	16,600	16,600	16,500	-0.6%	0.6%
Health & Personal Care Stores	5,100	5,200	5,200	5,200	0.0%	2.0%
Clothing & Clothing Accessories Stores	6,100	6,500	6,500	6,500	0.0%	6.6%
Sporting Goods, Hobby, Book & Music Stores	4,400	4,200	4,200	4,100	-2.4%	-6.8%
General Merchandise Stores	18,300	18,600	19,000	18,600	-2.1%	1.6%
Retail Trade - Residual	34,000	34,400	34,600	34,500	-0.3%	1.5%
Transportation, Warehousing & Utilities	23,300	22,800	22,700	22,600	-0.4%	-3.0%
Information	18,100	17,900	17,600	17,400	-1.1%	-3.9%
Publishing Industries (except Internet)	3,000	2,700	2,700	2,600	-3.7%	-13.3%
Telecommunications	10,200	9,900	9,700	9,500	-2.1%	-6.9%
Information - Residual	4,900	5,300	5,200	5,300	1.9%	8.2%
Financial Activities	54,500	51,100	50,900	51,100	0.4%	-6.2%
Finance & Insurance	41,800	39,200	39,100	39,300	0.5%	-6.0%
Credit Intermediation & Related Activities	14,200	13,800	13,800	13,700	-0.7%	-3.5%
Depository Credit Intermediation	8,800	8,500	8,500	8,500	0.0%	-3.4%
Nondepository Credit Intermediation	3,200	3,200	3,200	3,100	-3.1%	-3.1%
Credit Intermediation and Related Activities -	2,200	2,100	2,100	2,100	0.0%	-4.5%
Finance and Insurance - Residual	5,200	4,400	4,300	4,400	2.3%	-15.4%
Insurance Carriers & Related	22,400	21,000	21,000	21,200	1.0%	-5.4%

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2009 Benchmark

Data Not Seasonally Adjusted

	Apr 09	Feb 10	Mar 10	Apr 10	Percent Change	
			Revised	Prelim	Month	Year
Real Estate & Rental & Leasing	12,700	11,900	11,800	11,800	0.0%	-7.1%
Real Estate	9,100	8,600	8,600	8,600	0.0%	-5.5%
Real Estate and Rental and Leasing - Residual	3,600	3,300	3,200	3,200	0.0%	-11.1%
Professional & Business Services	101,200	96,500	96,900	96,300	-0.6%	-4.8%
Professional, Scientific & Technical Services	53,100	51,100	50,900	50,500	-0.8%	-4.9%
Architectural, Engineering & Related Services	9,400	8,600	8,600	8,600	0.0%	-8.5%
Professional, Scientific, and Technical Services	43,700	42,500	42,300	41,900	-0.9%	-4.1%
Management of Companies & Enterprises	9,000	8,800	8,800	8,800	0.0%	-2.2%
Administrative & Support & Waste Services	39,100	36,600	37,200	37,000	-0.5%	-5.4%
Administrative & Support Services	37,200	34,500	35,000	34,900	-0.3%	-6.2%
Employment Services	13,600	13,500	13,600	13,700	0.7%	0.7%
Services to Buildings & Dwellings	10,400	9,800	9,900	10,000	1.0%	-3.8%
Administrative and Support Services - Residual	13,200	11,200	11,500	11,200	-2.6%	-15.2%
Administrative and Support and Waste Management	1,900	2,100	2,200	2,100	-4.5%	10.5%
Educational & Health Services	100,200	99,500	99,900	100,200	0.3%	0.0%
Education and Health Services - Residual	13,500	13,600	13,700	13,900	1.5%	3.0%
Health Care & Social Assistance	86,700	85,900	86,200	86,300	0.1%	-0.5%
Ambulatory Health Care Services	29,800	29,900	29,900	30,000	0.3%	0.7%
Hospitals	29,800	29,700	29,800	29,700	-0.3%	-0.3%
Nursing & Residential Care Facilities	14,200	14,300	14,400	14,300	-0.7%	0.7%
Health Care and Social Assistance - Residual	12,900	12,000	12,100	12,300	1.7%	-4.7%
Leisure & Hospitality	82,900	79,100	79,600	79,800	0.3%	-3.7%
Arts, Entertainment & Recreation	13,800	12,600	12,800	12,900	0.8%	-6.5%
Accommodation & Food Services	69,100	66,500	66,800	66,900	0.1%	-3.2%
Accommodation	8,100	8,200	8,200	8,300	1.2%	2.5%
Food Services & Drinking Places	61,000	58,300	58,600	58,600	0.0%	-3.9%
Full-Service Restaurants	27,800	26,300	26,400	26,400	0.0%	-5.0%
Limited-Service Eating Places	29,900	29,100	29,400	29,600	0.7%	-1.0%
Food Services and Drinking Places - Residual	3,300	2,900	2,800	2,600	-7.1%	-21.2%
Other Services	29,200	27,300	27,500	27,900	1.5%	-4.5%
Repair & Maintenance	8,200	7,700	7,900	8,000	1.3%	-2.4%
Other Services - Residual	21,000	19,600	19,600	19,900	1.5%	-5.2%
Government	243,100	239,600	241,400	241,900	0.2%	-0.5%
Federal Government	13,000	12,500	12,700	13,400	5.5%	3.1%
Department of Defense	1,700	1,900	1,900	1,900	0.0%	11.8%
Federal Government excluding Department of Defense	11,300	10,600	10,800	11,500	6.5%	1.8%
State & Local Government	230,100	227,100	228,700	228,500	-0.1%	-0.7%
State Government	113,100	111,200	111,600	111,800	0.2%	-1.1%
State Government Education	28,100	27,300	27,400	27,300	-0.4%	-2.8%
State Government Excluding Education	85,000	83,900	84,200	84,500	0.4%	-0.6%
Local Government	117,000	115,900	117,100	116,700	-0.3%	-0.3%
Local Government Education	67,800	70,500	71,700	71,300	-0.6%	5.2%
County	21,900	19,800	19,700	19,500	-1.0%	-11.0%
City	11,500	10,500	10,600	10,700	0.9%	-7.0%
Special Districts plus Indian Tribes	15,800	15,100	15,100	15,200	0.7%	-3.8%

Notes:

(1) Civilian labor force data are by place of residence; include self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding. The unemployment rate is calculated using unrounded data.

(2) Industry employment is by place of work; excludes self-employed individuals, unpaid family workers, household domestic workers, & workers on strike. Data may not add due to rounding.

May 21, 2010
Employment Development Department
Labor Market Information Division
(916) 262-2162

Sacramento Arden Arcade Roseville MSA
(El Dorado, Placer, Sacramento, and Yolo Counties)
Industry Employment & Labor Force
March 2009 Benchmark

Data Not Seasonally Adjusted

	Apr 09	Feb 10	Mar 10 Revised	Apr 10 Prelim	Percent Change Month Year
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These data are produced by the Labor Market Information Division of the California
Employment Development Department (EDD). Questions should be directed to:
Alex Alvarado 530/741-5191 or Diane Patterson 916/774-4716

These data, as well as other labor market data, are available via the Internet
at <http://www.labormarketinfo.edd.ca.gov>. If you need assistance, please call (916) 262-2162.

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ITEM IV-J- INFORMATION

EMPLOYER RECRUITMENT ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Career Centers and internal Employer Services staff work with local employers to recruit qualified employees. Attached is a listing of employers recently assisted.

Mr. William Walker will be available to answer questions.

STAFF PRESENTER: William Walker

Employer	Jobs	Number of Positions
Solar Power Inc	Solar Photovoltaic	50
ZETA	Construction	50
N Solar Inc	Green Jobs	150
OPDE	Solar Photovoltaic	150
California Redevelopment Association	Member Service Associate	1
Child Abuse Prevention Center	Community Ed Training Manager	1
Community Services Planning Council	Program Associate	1
Delta Dental of California	Workforce Management Coordinator	1
Campbell Soup	Maintenance Mechanics	7
General Produce Company	Retail Merchandiser	1
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
Randstad	Bilingual Customer Service Reps	15
Raging Waters	Various Positions	50
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Nestlé Waters North America	Admin Staff & Warehouse Positions	40
PG&E	Utility Equipment Mechanics	20
Beutler Corporation	Consolitrades/Flash Cool	70
Union Pacific	Diesel Mechanic	1
Agilent Technologies	Manufacturing Engineer Supervisor	1
Intelligrated	Product Support Engineer	1
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	40
Amerikit	Warehouse, Administrative Asst.	3
Cenveo	Maintenance Tech & Adjusters	2
Vacuum Process Engineering	Drafter/Designer & Technicians	2
HMS Host	Cashiers, Cook, Attendants etc	12
AccentCare	Caregivers	10
Support for Home	Caregivers	10
Capital Autism Services	Behavioral Tutors	8

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ITEM IV-K- INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2009/2010

The following is an update of information as of May 24, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Unofficial	7/20/2009	COUNTY OF SACRAMENTO SACRAMENTO, CA	9/23/2009	417	Ongoing
Official	8/4/2009	USAA 2201 Harvard St. Sacramento, CA 95815	10/5/2009	261	10/7/2009 Ongoing
Unofficial	8/10/2009	Health Net, Inc. 12033 Foundation Place Rancho Cordova, CA 95670	10/1/2009	25	9/09 Ongoing
Official	8/12/2009	Calpine Corporation 1180 Iron Point Rd Folsom, CA 95630	11/4/2009	88	10/1/2009
Official	8/12/2009	Crossmark 4541 Florin Rd Sacramento, CA 95823	10/31/2009	15	Declined Services
Unofficial	8/14/2009	SMUD 6210 Street Sacramento, CA 95817	4/1/2010	120	On-Going
Unofficial	8/17/2009	Kaiser Permanente Sacramento, CA	10/15/2009	50	11/12/2009
Unofficial	10/6/2009	Safe Credit Union 12519 Folsom Blvd Rancho Cordova 95652	10/28/2009	20	10/28/2009
Unofficial	10/15/2009	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	1/10/2010	150	4/12/2010
Official	11/4/2009	Centeplate 400 Ballpark West Sacramento, CA 95691	1/14/2010	342	Coordinating Services West Sacramento
Official	11/19/2010	Worley Parsons 2330 E. Bidwell Folsom, CA 95630	12/30/2010	1	Declined Services
Official	12/18/2010	ATT Sacramento, CA	12/30/2010	333	12/30/2010
Official	12/22/2009	CDG Management, LLC 1215 Del Paso Blvd. Sacramento, CA 95815	12/31/2010	101	Declined Services
Official	1/10/2010	Sam's Club 3571 North Freeway Blvd Sacramento, CA 95834	1/22/2010	151	1/21/2010
Official	1/14/2010	Matheson 9780 Dino Drive Elk Grove, CA 95624	2/1/2010	74	1/25/2010
Official	1/22/2010	CVS Caremark 1625 West National Sacramento, CA 95834	3/26/2010	92	3/26/2010
Official	2/1/2010	JC Penney 4801 Urbani McClellan, CA 95834	3/20/2010	55	Declined Services

Dislocated Worker Information PY 2009/2010

The following is an update of information as of May 24, 2010 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	2/1/2010	Bank of America 10850 White Rock Road Rancho Cordova, CA 95670	2/9/2010	60	2/9/2010
Official	2/28/2010	Twin Rivers USD 5115 Dudley Blvd McClellan, CA 95660	3/9/2010	250	5/25/2010 Ongoing
Official	3/1/2010	Elk Grove USD 9510 Elk Grove-Florin Road Elk Grove, CA 95670	3/15/2010	1,125	4/19/2010 Ongoing
Official	3/1/2010	Comcast 1242 National Drive Sacramento, CA 95834	3/3/2010	57	5/1/2010
Official	3/5/2010	Regional Transit 1400 29th St Sacramento, CA 95815	3/15/2010	60	April 2010 Ongoing
Unofficial 3/3/2010		Hard Rock Cafe 545 Downtown Plaza Sacramento, CA 95815	3/3/2010	45	3/27/2010
Official	3/3/2010	Sacramento Unified SD 5735 47th Ave Sacramento, CA	3/8/2010	560	5/27/2010
Unofficial 3/9/2010		AAA 8687 Weyand Ave Sacramento, CA	3/3/2010	100	5/13/2010 Ongoing
Official	3/16/2010	Wells Fargo 2860 Gateway Oaks Dr Sacramento, CA	3/18/2010	415	4/20-27/2010
Unofficial 3/28/2010		Washoe Tribe 3831 North Freeway Blvd Sacramento, CA	4/11/2010	34	5/22/2010
Official	4/23/2010	Bridges Behavioural Language Systems 6060 Sunrise Vista Dr. Citrus Heights, CA 95621	6/30/2010	100	Delivered Packets
Unofficial 5/21/2010		SAEH Sacramento, CA	6/1/2010	10	Pending
			Total # of Affected Workers	5,111	

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.