



Sacramento  
Employment and  
Training  
Agency

**GOVERNING BOARD**

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

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Councilmember  
City of Sacramento

**JAY SCHENIRER**  
Councilmember  
City of Sacramento

**SOPHIA SCHERMAN**  
Public Representative

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

**KATHY KOSSICK**  
Executive Director

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**REGULAR MEETING OF THE  
SETA GOVERNING BOARD**

**DATE:** Thursday, July 7, 2011

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

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

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

**A G E N D A**

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E. Members of the Board  
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**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, JUNE 30, 2011**

ITEM I- PRESENTATION

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 2010, 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 2010 tax year:

Allen Brock, Brigitte Sullivan, Chi Cheng, Jennifer Fischer, Josie Werner, Keni Addison, Leticia Lujano, Lisa Flores, Magaly Wilson, Maria Steele, Marsha Mohtes-Chan, Mary Bonanno, Melanie Klinkamon, and Tammi Kerch.

To date, the SWCCs have reported the following activity:

<b>SITE</b>	<b>RETURN</b>	<b>EITC</b>	<b>NET REFUND</b>
Del Paso	78	\$51,959	\$138,131
Franklin	83	45,526	109,795
Hillsdale	137	22,707	227,426
Rancho Cordova	112	42,436	137,271
Asian Resources	533	404,665	777,099
D.H.A.	1,178	1,331,521	2,530,468
<b>TOTAL</b>	<b>2,121</b>	<b>\$1,898,814</b>	<b>\$3,864,958</b>

STAFF PRESENTER: Roy Kim

ITEM II-A - CONSENT

MINUTES OF THE JUNE 2, 2011 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the June 2, 2011 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

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

Minutes/Synopsis

*(Minutes reflect the actual progression of the meeting.)*

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

Thursday, June 2, 2011  
10:00 a.m.

- I. Call to Order/Roll Call/Pledge of Allegiance:** Mr. Nottoli called the meeting to order at 10:07 a.m.

Members Present:

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

**II. Consent Items**

- A. Minutes of the April 28, 2011 Special Board Meeting
- B. Approval of Claims and Warrants
- C. Approval of Ratification to Submit Fiscal Year 2011-12 Facilities Renovation and Repair Application to the California Department of Education
- D. Approval of Out-of-State Travel to Attend the Class Infant/Toddler Training Conference in Virginia and the State Professional Development Leadership Team Summit in Rhode Island
- E. Approval Of Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Grant Application
- F. Approval of Temporary Reclassification Extensions
- G. Appointment of Education Sector Member to the Sacramento Works, Inc. Board of Directors

The consent calendar was reviewed; no questions or comments.

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

- A. Approve the minutes of the April 28, 2011 special meeting.
- B. Approve the claims and warrants for the period 4/21/11 through 5/25/11.
- C. Ratify the submission of the Fiscal Year 2011-12 Facilities Renovation and Repair Grant Application to the California Department of Education in the amount of \$78,100.
- D. Approve out of state travel for staff to attend the CLASS Infant/Toddler Conference in Virginia on July 26-28, 2011 and the State Professional

Development Leadership Team Summit in Rhode Island on June 11, 2011 with anticipated costs to be approximately \$3,000.

- E. Approve the Fiscal Year 2011-2012 Head Start/Early Head Start Supplemental Refunding Application.
  - F. Approve the temporary reclassification of Ms. Elsie Bowers to Program Officer and Ms. Gale Paiva to Account Technician through December 30, 2011.
  - G. Appoint Dr. Steven Ladd to the Education Sector vacancy on the Workforce Investment Board operating as Sacramento Works, Inc.
- Voice Vote: Unanimous approval, with one abstention (Pannell)

### **III. Action Items**

#### **A. GENERAL ADMINISTRATION/SETA**

1. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING:** First Reading of the Proposed Sacramento Employment and Training Agency Budget for Fiscal Year 2011-2012

Mr. Roy Kim reported that the budget provides authority for SETA to operate. The final budget will be presented at the August board meeting which will reflect the actual budget. There are a number of pending allocations so on a preliminary budget, there is a \$6 million decrease from last year's final budget.

Mr. Schenirer arrived at 10:10 a.m.

Mr. Nottoli opened a public hearing.

Moved/Yee, second/Pannell, to receive input, and continue this item to August 4, 2011, where the public hearing will be closed and the Agency budget adopted.  
Voice Vote: Unanimous approval.

2. Approval to Submit a Proposal to the U.S. Department of Justice, Office of Justice Programs, Office For Victims of Crime for the "Services for Victims of Human Trafficking" and Authorize the Executive Director to Execute the Cooperative Agreement and any Modifications or Other Documents Required by the Funding Source

Ms. Mary Jennings reviewed this board item. This particular solicitation does not require an application with law enforcement. This proposal provides two key items: comprehensive programs that serve all types of human trafficking, as well as focused on building community capacity. It is expected that SETA will work with My Sister's House, Opening Doors, and WEAVE on this program.

Ms. Scherman asked if staff has talked with law enforcement chaplaincy and Ms. Jennings stated that SETA has collaborated in the past and now working with the FBI Innocence Lost Project.

Moved/Pannell, second/Scherman, to approve the submission of an application to the U.S. Department of Justice, Office for Victims of Crime requesting up to \$400,000 for a two year (24 month) project period and authorize SETA's Executive Director to execute the cooperative agreement, modifications and any other documents required by the funding source.

Voice Vote: Unanimous approval.

3. Approval to Terminate the Agreement for Labor Relations Services with the City of Sacramento – and –
4. Approval to Hire a Labor Relations Consultant

Mr. Rod Nishi reviewed both items. Staff is asking for 30 days severance in the agreement with the City of Sacramento for labor relations. Mr. Takach has been the labor relations contact for six years.

Mr. Nottoli asked if SETA reimbursed the city for expenses incurred. Mr. Nishi stated that it was a fixed rate for services provided, billed monthly. It does accommodate the 'peaks and valleys' put in to the labor contract.

Ms. Scherman inquired about the "up to" \$60,000 being recommended for the hiring of Mr. Takach. Mr. Nishi stated that there may be savings overall. Staff is anticipating staying under the \$60,000. The agency has grown the capacity to do a number of personnel related issues internally. Staff has met with the City Human Resources Department and they are aware of this as well. Mr. Takach's retirement has allowed the Agency to hire him.

Moved/Pannell, second/ Schenirer, to approve the termination of the Labor Relations Services Agreement with the City of Sacramento effective July 2, 2011; and approve the hiring of Mr. Ed Takach as a Labor Relations consultant at a rate of \$55 per hour not to exceed \$60,000 per year.

Voice Vote: Unanimous approval.

## **B. WORKFORCE DEVELOPMENT DEPARTMENT**

Ms. Purdy stated that at this meeting, staff will present six approvals of plans and funding; staff will present this as a team to answer questions. SETA's Workforce Development Department's annual budget is \$28 million, with 150 budgeted positions, and 21 separate funding sources. The agency contracts out 45% of the funding received. Over the past few years, the budget has gone from a high of \$45 million (with ARRA) to a low \$26 million.

### **Annual Plan**

1. Approval of Community Action Plan for 2012-2013

Ms. Cindy Sherwood-Green reported that in 1983, SETA was designated the Community Action Agency for Sacramento County. For the past eight years,



SETA has received between \$1.4-\$1.6 million, which provides funding for 20 agencies as well as in-house programs. The Community Action Board provides input on the CSBG funding. A community needs assessment was done through public testimony and the use of data sources. The assessment found that poverty has increased dramatically and there are a higher number of requests for shelter. The proposed target groups include low income families, youth, seniors, and homeless.

Mr. Victor Bonanno reviewed the Community Action Plan. In 2009, the Sacramento County poverty rate was 15.4%. This represents 211,544 persons, and a 25% increase over a two-year period. The Request For Proposals will be released in August, with programs beginning in January 2012.

Moved/Scherman, second/Pannell, to approve the 2012/13 Community Services Block Grant Community Action Plan.

Voice Vote: Unanimous approval.

The next five items were bundled together.

#### **Workforce Investment Act – Plan**

6. Concurrence with Sacramento Works, Inc. on the WIA Plan Modification:  
Reviewed later in the meeting.

#### **Workforce Investment Act - One Stop Services**

2. Approval to Extend Workforce Investment Act (WIA), Title I, Adult/Dislocated Worker One Stop Services for Program Year 2011-2012

Ms. Purdy reported that there are 12 one stop career centers. This item recommends the funding extension of five career centers that are hosted by SETA. Seven other career centers are hosted by Asian Resources, Crossroads, La Familia Counseling Center, Sacramento City Unified School District, County of Sacramento Department of Human Assistance, Greater Sacramento Urban League, and Elk Grove Unified School District. Staff will submit the funding recommendation for the SETA-operated career centers next month. The career centers have served over 50,000 customers, which is 126% of plan.

Moved/Yee, second/Scherman, to approve the extension of all WIA One-Stop Services subgrant agreements for Program Year 2011-12 as indicated on the funding chart.

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

3. Review and Approval of Staff Funding Recommendations for the Workforce Investment Act (WIA), Title I, Adult and Dislocated Worker On-the-Job Training/Subsidized Employment (OJT/SE) PY 2011-12

Ms. Michelle O'Camb reviewed the critical occupational clusters which forecast a minimum of 200 jobs and a median hourly wage of \$10.00 per hour. Ms. Sherwood-Green reviewed the Health Care Industry program, which has trained a number of people and this industry remains strong in spite of the recession. Ms. O'Camb reviewed the funding recommendations.

Staff is requesting funding approval including two stipulations.

Moved/Scherman, second/Yee, to approve the staff recommendations as reflected on the funding chart with the following stipulations:

1. Provider operating costs must not exceed 40% of participant wages.
2. Reserve \$191,106 in CalWORKs funds to allocate additional slots, negotiate higher wage reimbursement rates, and/or negotiate longer training.

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

Mr. William Walker reported that there have been 1,211 City and County employees dislocated. There have been 441 non-profit dislocations, and 3,363 private sector dislocations over the past three year years. Many dislocated individuals do not come to the career centers, especially police department staff. There will be rapid response services provided for some probation staff being dislocated.

#### **Workforce Investment Act - Youth Services**

4. Approve Funding Recommendation for Safe Community Partnership Street Outreach Services

Ms. Christine Welsch stated that this is a partnership between the City of Sacramento, SETA, and Area Congregations Together to deal with gang issues.

Ms. Pannell stated that this is the best program to work with violent people; the program needs to be expanded to North Sacramento. Mr. Schenirer is also supportive of this program which has the ability to leverage with other funds to provide more health/mental health services to the young people.

Moved/Schenirer, second/Pannell, to approve funding for Safe Community Partnership Street Outreach services in the amount of \$150,000.

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

5. Concurrence with Sacramento Works to Approve Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program Services, for Program Year 2011-2012

Ms. Welsch reported that the youth program is divided into two categories: Universal Services and Individualized Services. The Universal Services are delivered via a Universal Youth Specialist stationed at the career centers. Individualized Services can be comprised of one of the following required WIA

- Program Elements: Improving Academic Achievement & Preparing for & Succeeding in Employment
- Supporting Youth Development

Mr. Schenirer left at 11:53 a.m.

Mr. Nottoli thanked staff and providers for the services provided to the youth.

This is a concurrence item. This item has already been reviewed and approved by the Youth Council and the Sacramento Works, Inc. board.

Moved/Scherman, second/Yee, to:

- Concur with the Sacramento Works, Inc. Board to approve the funding recommendation for the WIA, Title I, Youth Program, PY 2011-2012 with the program year beginning July 1, 2011.
- If necessary, authorize staff to negotiate contracts subject to a reduced cost per participant.
- Approve with the stipulations attached 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 2011 and may face deobligation of funds.
- If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

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

6. Approval of 2011-2012 Workforce Investment Area Annual Plan Modification

Ms. Michelle O’Camb reported that the plan has been updated annually for the past eleven years. This year’s Workforce Investment Area’s Annual Plan Modification addresses changes that are planned for implementation during the Fiscal Year (FY 2011-2012) and an update on the Sacramento Works, Inc. Strategic Plan. This item seeks concurrence with the WIB for the local plan modification.

Moved/Pannell, second/Scherman, to concur with the Workforce Investment Board to approve the modifications to the 2011-2012 Sacramento Local Workforce Investment Area’s Annual Plan.

Voice Vote: Unanimous approval.

Ms. Scherman commended staff for the preparation of the staff reports.

**IV. Information Items**

- A. Office of Research Publication Regarding Local Workforce Investment Board Expenditures: No questions or comments.

- B. Third Quarter Reports for the Sacramento Works One Stop Career Center System: No questions or comments.
- C. Employer Success Stories and Activity Report: No questions or comments.
- D. Sacramento Veteran Resource Centers' SVOC Veteran Employment Assistance Program (VEAP) Board Summary: No questions or comments.
- E. Dislocated Worker Update: No questions or comments.
- F. Unemployment Update/Press Release from the Employment Development Department: No questions or comments.
- G. Fiscal Monitoring Report: No questions or comments.
- H. Head Start Reports: Ms. Denise Lee distributed some handouts the detailed budgets for the application. Staff received a formal letter from the regional office regarding the review conducted earlier in the year. The tracks system was left alone without continued questions about meeting performance. There are issues with the way in-kind is tracked and recorded. In addition, lead screening will be revisited in September to ensure the Agency has updated the standards.

Ms. Lee distributed a spiral bound book of pictures from the county-wide Parent Conference that was held locally. This book also includes success stories told by our clients.

**V. Reports to the Board**

- A. Chair: No report.
- B. Executive Director: Ms. Purdy thanked the board for staying so long.
- C. Deputy Directors: No report.
- D. Counsel: No report.
- E. Members of the Board: No report.
- F. Public: No report.

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

Pursuant to Government Code Section 54957.6

Agency Negotiator: Lisa Hutchin

Employee Organization: AFSCME Local 146

The board went into closed session at 12:06 p.m. Mr. Larry Larsen reported that there would be no report out of closed session.

- VII. Adjournment**: The meeting was adjourned at 12:28 p.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 5/26/11 through 6/29/11, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 5/26/11 through 6/29/11.

STAFF PRESENTER: Roy Kim

## ITEM II-C - CONSENT

### APPROVAL TO RATIFY THE SUBMISSION OF THE APPLICATION FOR DISCRETIONARY TARGETED ASSISTANCE GRANT FUNDS TO SERVE NEWLY ARRIVED REFUGEES, PY2011-2012

#### BACKGROUND:

The Office of Refugee Resettlement (ORR) announced a funding opportunity to provide services to newly arrived refugees and specific refugee populations with compelling situations who have for various reasons been unable to make the transition to economic self-sufficiency. The California Department of Social Services—Refugee Programs Bureau (RPB) will be submitting a single state application to ORR. The maximum application amount is \$500,000 in Discretionary Targeted Assistance Grant funds. If funded, RPB will allocate funds to refugee-impacted counties, including Sacramento County, to deliver services to assist newly arrived refugees reach economic self-sufficiency.

Preliminary estimates are that Sacramento County would receive approximately \$47,000. In order to prepare the state application, RPB requested that SETA provide a summary of its local project. Staff prepared a project proposal and submitted it to RPB by the required deadline of June 15.

SETA discussed the proposed project with the local refugee service providers, which will complement and expand employment services to Sacramento County's newly arrived refugees, resulting in economic self-sufficiency and reduced dependency on public assistance. Services proposed will be delivered through the following four (4) contracted refugee program service providers who are either meeting or exceeding current contractual service levels:

- ✓ Asian Resources, Inc.
- ✓ Bach Viet Association, Inc.
- ✓ Twin Rivers Unified School District
- ✓ Sacramento Occupational Advancement Resources

The proposal submitted to RPB has been submitted under separate cover for your review.

#### RECOMMENDATION:

Ratify the submission of the application for Discretionary Targeted Assistance Discretionary Grant Funds to serve newly arrived refugees who have been unable to achieve economic self-sufficiency, PY2011-2012.

Item: consent

STAFF PRESENTER: Michelle O'Camb

## ITEM II-D - CONSENT

### RATIFY THE SUBMISSION OF A PROPOSAL TO THE CALIFORNIA EMPLOYMENT DEVELOPMENT DEPARTMENT FOR WORKFORCE INVESTMENT ACT HIGH CONCENTRATION OF ELIGIBLE YOUTH FUNDS AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE ANY SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

#### BACKGROUND:

The Workforce Investment Act (WIA) requires states provide additional assistance to local areas that have high concentrations of eligible youth. The California Employment Development Department is providing WIA 15 percent funding to assist local areas in increasing the number of eligible youth receiving WIA services. Local areas having a high concentration of WIA eligible youth rate above the California state average of 18.8 percent are eligible to submit a request for additional funding. Sacramento is eligible to apply for these funds up to \$100,000. The notification to apply for these funds was released on June 7, 2011 and applications were due by June 13, 2011.

If funds are received, SETA will provide an additional 25 youth with academic enrichment and employment services. Targeted probation and/or transitioning foster youth will be engaged towards a successful career path, employment or completion of academic goals.

#### RECOMMENDATION:

- Ratify the submission of a proposal to the California Employment Development Department for Workforce Investment Act High Concentration of Eligible Youth funds and;
- Authorize the SETA Executive Director to execute any subgrant agreements, modifications and any other documents required by the funding source.

STAFF PRESENTER: Christine Welsch

## ITEM II-E - CONSENT

### APPROVAL TO RATIFY THE SUBMISSION OF THE DISABILITY EMPLOYMENT INITIATIVE PROPOSAL TO SERVE INDIVIDUALS WITH DISABILITIES

#### BACKGROUND:

The Employment and Training Administration (ETA), in coordination with the Department of Labor (DOL) Office of Disability Employment Policy (ODEP), announced the availability of approximately \$20 million in Disability Employment Initiative (DEI) grant funding for cooperative agreements with state agencies that administer the Workforce Investment Act (WIA). These funds will provide an opportunity for states to develop and implement a plan for improving effective and meaningful participation of persons with disabilities in the workforce.

The State of California, Employment Development Department (EDD) will be submitting a single state application to DOL on behalf of the State of California. If funded, EDD will allocate funds to participating Local Workforce Investment Areas (LWIAs), including Sacramento, to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the public workforce system.

Preliminary estimates are that the SETA would receive approximately \$600,000 over a three-year period to provide services to individuals with disabilities residing in Sacramento County. In order to prepare the state application, EDD requested that SETA provide a proposal for its local project. Staff prepared a project proposal and submitted it to EDD by the required deadline of June 29.

SETA's project proposal identifies three strategies: 1) Integrating Resources and Services, Blending and Braiding Funds, Leveraging Resources; 2) Customized Training; and 3) Asset Development.

If funded, SETA will contract with Crossroad Diversified Services, a collaborative partner on this project, to provide the customized employment component. Customized employment is based on an individualized match between the strengths, conditions, and interests of a job candidate and the identified business needs of an employer. Customized employment will often take the form of: task reassignment; job carving; job sharing; self-employment.

Along with SETA, for the past seven years Crossroads has been a registered Employment Network (EN) of the Social Security Administration's Ticket-to-Work

STAFF PRESENTER: Michelle O'Camb



ITEM II-E - CONSENT (continued)  
Page 2

program, as well as a participating Disability Program Navigator. Crossroad's expertise and knowledge of disability benefits and planning, work incentives, and program supports and resources has been instrumental in enhancing services available to individuals with disabilities through the SWCC system, and strengthens SETA's proposed DEI project.

The proposal submitted to EDD has been provided under separate cover for your review.

RECOMMENDATION:

Ratify the submission of the Disability Employment Initiative proposal to the State of California, EDD to improve the educational, training, and employment opportunities and outcomes of individuals with disabilities through the SWCC system.

STAFF PRESENTER: Michelle O'Camb

ITEM II-F - CONSENT

APPROVAL TO ACCEPT WIA 15% DISCRETIONARY FUNDS FOR GREEN  
INNOVATION CHALLENGE

BACKGROUND:

On June 16, 2011, the California Employment Development Department awarded the Sacramento Employment and Training Agency \$600,000 in Workforce Investment Act 15% Governors Discretionary funds to develop green career pathways by forging linkages between Registered Apprenticeship and pre-apprenticeship programs. SETA will target unemployed adults and dislocated workers and will work with American River College and the Sacramento Area Electrical Training Center to provide pre-apprenticeship and upgrade skills training to prepare workers for commercial retrofit, energy efficiency and infrastructure sectors in the following trades: Electrician (Energy Systems Technicians, Solar Installer, and High Efficiency Lighting), Plumbers and Pipefitters, Carpenters, Sheet Metal Workers, and Laborers.

SETA will be responsible for the program administration, coordination of all participant services including recruitment, assessment, enrollment, case management, participant tracking, delivery of support services and job development, and will develop on-the-job training contracts and provide scholarships for green/clean energy training from vendors on the Sacramento local training provider list, including:

American River College (ARC) –Green Pre-Apprenticeship program to prepare students to enter commercial, industrial, and infrastructure apprenticeship programs in green building and infrastructure/ transportation projects. ARC also provides specialized training and certifications for out-of-work journey level workers and certificate and degree programs for Electrical Technician, Solar Technology, and Energy Management Technician.

Sacramento Area Electrical Training Center (SAETC), the Joint Apprenticeship Training Council for the International Brotherhood of Electrical Workers (IBEW) and Sacramento Chapter of NECA – National Electrical Contractors, provides Pre-apprenticeship program and several advanced electrical, lighting and energy efficiency trainings, including three industry-approved certifications: Fundamentals of Energy Auditing, Photovoltaic/Solar Installer Certification and Advanced High Efficiency Lighting Controls Certification.

STAFF PRESENTER: Robin Purdy

ITEM II-F - CONSENT (continued)  
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Center for Employment Training – Training and Certification for Heating, Ventilation, Air Conditioning (HVAC) Maintenance Repairer, Solar Thermal Installer, and Weatherization & Retrofitting Technician

Build It Green – Training and Certification for BPI Building Analyst Training and Certified Green Building Professionals.

RECOMMENDATION:

Accept \$600,000 in Workforce Investment Act 15% Governors Discretionary funds to continue providing green workforce development programs.

STAFF PRESENTER: Robin Purdy

## ITEM II-G - CONSENT

### APPROVAL TO PARTICIPATE IN THE JOBS INNOVATION ACCELERATOR CHALLENGE PROPOSAL FOR THE SACRAMENTO REGION AND AUTHORIZE THE SETA EXECUTIVE DIRECTOR TO EXECUTE ANY SUBGRANT AGREEMENTS, MODIFICATIONS AND ANY OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

In May, 2011, the Department of Commerce, the Department of Labor and the Small Business Administration announced the Jobs and Innovation Accelerator Challenge federal funding opportunity. The Jobs Accelerator leverages \$33 million of financial and technical resources from 16 federal agencies and bureaus to support the development of 20 high-growth industry clusters selected through a competitive grant process.

The Sacramento Metropolitan Chamber of Commerce, the Sacramento Area Regional Technology Alliance, the Los Rios Community College District and the Sacramento Employment and Training Agency have collaborated to develop a proposal in response to the Jobs Accelerator funding opportunity. The Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Project proposes an integrated approach to addressing the development needs of the Health Care and Biosciences industry cluster in the Greater Sacramento Metropolitan Region. Coordinated by the Sacramento Metropolitan Chamber of Commerce, the Project will harness the substantial research and commercial activity in the cluster's medical technology sector to accelerate commercialization of innovative new medical devices and technologies and to grow jobs throughout the cluster. Through a partnership with the Sacramento Area Regional Technology Alliance (SARTA), it will incubate start-up, and support development of new business lines, within established MedTech companies. The region's Metro Pulse partnership, managed by the Metro Chamber, will address the development needs of companies in the MedTech sector's supply chain, as well as those companies that consume MedTech products. A third partnership with the Los Rios Community College District (Los Rios) and the Sacramento Employment and Training Agency (SETA) will ensure an appropriately trained and skilled local labor pool to support the cluster's workforce needs as its innovation and job growth activities accelerate.

The region is requesting \$2,000,000 for the project. Outcomes are start-ups and expansion of medical technology companies and training 150 workers for biotechnology and medical laboratory technician jobs that will be emerging in the region. If funded, SETA will receive \$210,000 to provide recruitment, assessment, coaching, job placement assistance, and technical assistance on federal contracting and reporting requirements. In addition, SETA will leverage \$200,000 in career center services to the collaborating agencies involved in this effort.

STAFF PRESENTER: Robin Purdy

ITEM II-Ö – CONSENT (continued)  
Page 2

RECOMMENDATION:

Approve SETA's participation in the Sacramento Health Care and Biosciences Jobs and Innovation Accelerator Proposal, and authorize the Executive Director to enter into subgrant agreements, modifications, and any other documents required by the funding source.

STAFF PRESENTER: Robin Purdy

ITEM III-A – 1 - ACTION

APPROVAL OF SECOND REVISION TO THE  
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY  
2010-2011 BUDGET

BACKGROUND:

SETA's final revised approved budget for Fiscal Year 2010-11 totaled \$90,053,924. Additional grants and allocations received after the final revised budget was approved necessitate a second revision of the Agency's budget to more accurately reflect the anticipated revenues and expenditures of the Agency for 2010-11.

The revised budget of \$92,553,924 includes revenues and anticipated expenses from the following additional sources:

Department of Human Assistance/CalWorks - \$2,500,000

A copy of the proposed budget revision will be sent under separate cover. The budget revision will be submitted to the County and the City of Sacramento after SETA Governing Board approval.

RECOMMENDATION:

Approve the second revision to the SETA budget for fiscal year 2010-2011.

STAFF PRESENTER: Roy Kim

**RESOLUTION NO. 2011-)**

**APPROVAL OF REVISIONS TO THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET, FY2010-2011**

**WHEREAS**, SETA adopted the Agency's final budget for Fiscal Year 2010-2011 on September 2, 2010, as required by Chapter 1 of Division 3, Title 2 of the Government Code (29,000 et. seq.), and

**WHEREAS**, additional funding in the form of CalWORKs program funds in the amount of \$2,500,000; and,

**WHEREAS**, the Agency desires to allocate, contract and utilize such funds during the current Fiscal Year,

**NOW, THEREFORE, IT IS RESOLVED AND ORDERED**, that the appropriations for Fiscal Year ending June 30, 2011 be revised as outlined in the attached budget modification.

**BE IT FURTHER RESOLVED AND ORDERED**, that the Auditor-Controller be hereby authorized and directed to transfer funds and adjust the reserve accounts in the amounts as shown in the budget adopted herewith.

On a motion by \_\_\_\_\_, seconded by \_\_\_\_\_, the foregoing resolution is passed and adopted by the Sacramento Employment and Training Agency Governing Board, this \_\_\_\_ day of \_\_\_\_\_, 2011 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

\_\_\_\_\_  
SETA Governing Board Chair

ATTEST: \_\_\_\_\_  
Clerk of the SETA Governing Board

ITEM III-A - 2 – ACTION

APPROVAL OF TENTATIVE AGREEMENT TO LABOR CONTRACT

BACKGROUND:

The American Federation of State, County, and Municipal Employees (AFSCME) and the Sacramento Employment and Training Agency (SETA) have a labor agreement that covers the period July 1, 2010 through June 30 2013. That agreement includes a reopener clause for wages and benefits on May 15, 2011 and May 15, 2012. The Agency has met with the union and reached a tentative agreement. The tentative agreement (attached) has been approved by each of the three (3) bargaining units. The agreement includes a one- time payment of \$1,200 for all regular agency employees on board as of July 1, 2011.

Two of the three bargaining units (Supervisory and Head Start) represent Head Start employees and therefore required a vote by the Head Start Policy Council. On June 28, 2011 the Head Policy Council voted to approve the tentative agreement.

RECOMMENDATION:

Approve the Tentative Agreement regarding wages and benefits.

STAFF PRESENTER: Rod Nishi



**2011 AGREEMENT REOPENER  
AFSCME and SETA  
HEAD START UNIT  
SALARY ADJUSTMENT  
JUNE 14, 2011**

*Modify Article 6.1 – Salary Adjustments (LUMP SUM) to add the following language:*

Regular employees employed on July 1, 2011 shall receive a one-time lump sum payment in the amount of twelve hundred dollars (\$1200.00) to be paid on the August 5, 2011 paycheck.

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TENTATIVE AGREEMENT: The undersigned have reached this tentative agreement which is subject to ratification by the Head Start Unit membership of the American Federation of State, County and Municipal Employees, District Council 57, Local 146, AFL-CIO and approval by the Sacramento Employment and Training Agency (“SETA”) Governing Board and the Policy Council.

For SETA:

For the Union:

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Rod Nishi  
Chief Negotiator

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Nancy Matulich  
Chief Negotiator

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Lisa Hutchin  
Chief Negotiator

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Patricia Marshall  
Negotiating Team Member

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Jessica Rainey  
Negotiating Team Member

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Judy Weber  
Negotiating Team Member

## ITEM III-A – 3 - ACTION

### APPROVAL OF NEW CLASSIFICATIONS OF WORKFORCE SYSTEM ANALYST AND WORKFORCE SYSTEM ADMINISTRATOR AND RELATED SALARY RANGES

#### BACKGROUND:

In October, 2010 SETA implemented a new web based system that provides services to job seekers and employers. This new system, referred to as SacWorks (jobs.sacworks.org) includes:

- Client skill profiling,
- Electronic resume creation and publication,
- Job matching (posted jobs to customer skills),
- Automatic job match notifications, employer job postings, employer candidate identification,
- Nightly job "spidering" (crawling the web looking for new job postings),
- Client tracking of services, activities, and outcomes, and
- Reporting capabilities

This system is truly a virtual customer system allowing job seekers and employers to search for jobs and candidates from their home or place of business.

This system requires dedicated resources to set-up and oversee the process. SETA staff and business partners must be properly enabled in the system, grants and programs must be properly set-up, usage processes and procedures need to be defined, staff and clients must be trained, data input errors need to be corrected and new system enhancements must be reviewed and tested. In addition, this system presents a new environment from which reporting is developed. SETA employment coaches utilize this new system for case notes and development of an individual employment plan.

The System Administrator and System Analyst job specifications define the skills, interests, and abilities for the position and the required responsibilities and activities of the classification. These positions will report directly to the Information Technology Department, Chief with functional responsibility to the Deputy Director, Workforce Development.

The Agency has submitted the proposed job specifications and proposed pay ranges to the Union.

STAFF PRESENTER: Rod Nishi

**Workforce System Analyst**

Step A	Step B	Step C	Step D	Step E
\$22.43	\$23.56	\$24.75	\$25.67	\$27.27

**Workforce System Administrator**

Step A	Step B	Step C	Step D	Step E
\$25.64	\$26.93	\$28.28	\$29.68	\$31.17

**RECOMMENDATION:**

Approve the job specifications of Workforce System Analyst and Workforce System Administrator and the related salary ranges.

**STAFF PRESENTER:** Rod Nishi

## WORKFORCE SYSTEM ANALYST

### **ORGANIZATIONAL RESPONSIBILITY**

A Workforce System Analyst is responsible to the Information Technology Department Chief, the Deputy Director Workforce Development, or designee.

### **DEFINITION**

Under general direction, the Workforce System Analyst supports the SacWorks System, system users (Staff and partners), and is responsible for meeting the system's reporting requirements.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent assists with the oversight function with regard to the use and operation of the SacWorks System and the training on its use with multiple agencies, including subgrantees, workforce development, education, economic development partners, and government agencies.

### **EXAMPLES OF ESSENTIAL DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Effectively use computer software, general applications and software;
2. Function as the primary point of contact for SacWorks questions and problems (Help Desk Functions);
3. Ensure accurate and timely transfer of SacWorks data to the California State System;
4. Monitor system operation and performance statistics. Report any anomalies to management;
5. Provide a wide variety of technical assistance to staff, partners and program providers;
6. Assist with the usage of the SacWorks system by staff and partners;
7. Prepare, test and distribute "desk procedures" for staff reference;
8. Maintain all system parameters. Update as necessary;
9. Assist testing of SacWorks functionality and coordinate resolution of problems with the vendor;
10. Analyze staff reporting needs and requirements. Work with IT staff to prepare report specifications;
11. Run reports on an as needed, scheduled or ad-hoc basis;
12. Analyze performance statistics and data for compliance with performance measures and make recommendations to management;
13. Assist with training of staff and partners on the use of the SacWorks system.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

- Basic knowledge of workforce development programs, functions, and procedures;
- Experience with the use of Microsoft Windows based personal computers, word processing and spreadsheet software;
- Geographic Solutions VOS system is highly desirable;
- Experience with the use of the State of California's automated tracking system.

## **ABILITIES**

### **Ability to:**

- Develop and prepare a variety of reports;
- Assist with developing and conducting informational workshops;
- Effectively represent SETA's workforce development functions;
- Establish and maintain cooperative working relationships;
- Assist with SETA long range planning efforts;
- Assist with the mentoring and training of assigned personnel;
- Present board items and project plans to SETA management and boards.

## **TRAINING AND EXPERIENCE**

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. Two (2) years of broad and extensive work experience with Workforce tracking and management systems.

## **PHYSICAL DEMANDS/QUALIFICATIONS**

### **Essential Physical Attributes:**

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

### **Non-essential Physical Attributes:**

1. Ability to Taste.
2. Ability to Smell.

**WORKFORCE SYSTEM ADMINISTRATOR**

**ORGANIZATIONAL RESPONSIBILITY**

The Workforce System Administrator is responsible to the Information Technology Department Chief, the Deputy Director Workforce Development or designee.

**DEFINITION**

Under general direction, the Workforce System Administrator oversees, coordinates, and supervises the general administration of the SacWorks System.

**DISTINGUISHING CHARACTERISTICS**

This is a specialized classification which has responsibility for multiple functions, staff and computer program utilization and operation. Incumbent has a high degree of delegated authority and considerable interaction with workforce staff, career center staff and partner agencies. The incumbent supervises and oversees the use and operation of the SacWorks System and coordinates its use with multiple agencies, including subgrantees, workforce development, education, economic development partners, and government agencies.

**EXAMPLES OF ESSENTIAL DUTIES**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other related duties may be assigned.

1. Plans, organizes, assigns and supervises the work of assigned staff;
2. Directs and coordinates multiple analytical functions and/or activities;
3. Oversees the usage of the SacWorks System by staff and partners;
4. Assesses and prioritizes needs according to plans and guidelines;
5. Provides a wide variety of technical assistance to staff, partners and program providers;
6. Prepares and presents training to staff and partners for all aspects of the system. Trains staff trainers and assists with their training;
7. Prepares, tests and distributes "desk procedures" for staff reference;
8. Determines, sets-up and maintains all system parameters. Ensures parameters support accurate reporting;
9. Ensures a timely and accurate transfer of SacWorks data to the California State system;
10. Oversees testing of SacWorks functionality and coordinates resolution of problems with the vendor;
11. Reviews vendor upgrades and enhancements for consistency with SETA's operational processes and procedures;
12. Analyzes staff reporting requirements and works with IT staff to prepare report specifications;
13. Oversees and supervises the functions of the Workforce System Analyst;
14. Coordinates, supervises and monitors the customer tracking and reporting system with other SETA departments to ensure reporting and accountability for department programs;
15. Supervises, trains and evaluates staff;
16. Oversees WIA, WIA discretionary and non-WIA grant set-up in the system;
17. Provides back-up support for the SacWorks Help Desk;
18. Prepares reports;
19. Analyzes system operational and performance statistics.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

- Principles of organization and management;
- Principles of staff development and training;
- Principles of supervision and effective personnel practices;
- Comprehensive knowledge of SETA funded employment and training programs, functions and procedures;
- Rules and regulations affecting the use of grants and enrollments;
- Experience with the use of Microsoft Windows based personal computers, word processing and spreadsheet software;
- Geographic Solutions VOS system experience is highly desirable.

### **Ability to:**

- Plan, organize and supervise the work of subordinate staff;
- Analyze situations accurately and adopt an effective course of action;
- Develop clear and comprehensive procedures;
- Establish and maintain cooperative working relationships with other department/program heads and/or frontline staff from public and private agencies;
- Communicate clearly and concisely, both orally and in writing,
- Organize, manage and control workflow, and prioritize, organize and schedule work assignments/projects and meet deadlines;
- Assist with SETA long range planning.

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain these knowledge and abilities would be:

- I. Four (4) years of broad and extensive work experience with Workforce tracking and management systems including one (1) year in a supervisory/administrative capacity.

## **PHYSICAL DEMANDS QUALIFICATIONS**

### **Essential Physical Attributes:**

The tasks which appear under each attribute are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Sufficient Speech to:
  - Engage in conversation both in person and on the phone.
2. Sufficient Hearing to:
  - Understand conversation in person or on the phone.
3. Sufficient Vision to:
  - Operate a personal computer.
4. Sufficient Sensitivity of Touch to:
  - Operate a personal computer.
5. Sufficient Strength and Conditioning to:
  - Sit for long periods of time throughout the day;
  - Operate a personal computer throughout the day without experiencing abnormal hand wrist or eye strain;
  - Exert a small amount of effort in moving papers, binders, desk supplies and files in a sedentary or light work environment;
  - Move from one area in the workplace to another.

Non-essential Physical Attributes:

1. Ability to Taste.
2. Ability to Smell.



ITEM III-A – 4 – ACTION

APPROVAL OF 2011-2012 COMPENSATION RECOMMENDATIONS FOR UNREPRESENTATED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND THE PERSONNEL RESOLUTION COVERING UNREPRESENTED EMPLOYEES

BACKGROUND:

On a periodic basis, the Governing Board reviews a report containing recommendations of the Executive Director for salary and benefit improvements for unrepresented confidential and management personnel. The board last acted on July 1, 2010. The current report is being sent under separate cover.

RECOMMENDATION:

Review and approve the report, and adopt the resolution to authorize the implementation of the proposed 2011-2012 one-time lump sum payment for unrepresented confidential and management employees on the effective date given in the report.

STAFF PRESENTER: Kathy Kossick

**RESOLUTION NO. 2011-\***

Adopted by the Sacramento Employment and Training Agency Governing Board on the  
Date of

July 7, 2011

A RESOLUTION APPROVING THE DIRECTOR'S REPORT DATED JUNE 29,  
2011, RELATING TO 2011-2012 COMPENSATION RECOMMENDATION FOR  
UNREPRESENTED CONFIDENTIAL AND MANAGEMENT PERSONNEL AND  
ESTABLISHING A PERSONNEL RESOLUTION COVERING UNREPRESENTED  
EMPLOYEES

BE IT RESOLVED BY THE GOVERNING BOARD OF THE SACRAMENTO  
EMPLOYMENT AND TRAINING AGENCY that:

The report dated June 29, 2011 relating to 2011-2012 compensation  
recommendation for the unrepresented confidential and management personnel and  
establishing a personnel resolution covering unrepresented employees, a copy of which  
is attached hereto, is hereby approved in full.

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Don Nottoli, Chair

ATTEST:

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Nancy L. Hogan  
Clerk of the Boards

ITEM III-B - 1 - ACTION

APPROVAL TO ACCEPT SACRAMENTO COUNTY FUNDS, APPROVAL TO AUGMENT SOUTH COUNTY SERVICES, INC. FOR CONTINUATION OF SERVICES, AND AUTHORIZE THE EXECUTIVE DIRECTOR TO SIGN ANY REQUIRED CONTRACT, MODIFICATION, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE

BACKGROUND:

South County Services, Inc. (SCS) has been the only comprehensive service provider for low-income and vulnerable families in south Sacramento County for 34 years. Its service area includes the cities of Galt, Elk Grove, Walnut Grove, Hood, Franklin, Isleton, Locke and Ryde. It provides approximately 28,000 safety-net services to residents of these communities each year.

SCS has been a SETA CSBG service provider since the mid-1980s. Funding levels have ranged from \$20,000 to \$61,000. Until 2010, its primary source of funding was through a subcontract with Sacramento County Department of Human Assistance (DHA) and one-time funding from the Sacramento Housing and Redevelopment Agency (SHRA) and the City of Galt. DHA, SHRA, and City of Galt funding ended in 2010.

In August, 2010, the SETA Governing Board approved an augmentation of \$188,000 for SCS with CSBG funding made available through a One-Stop Share of Cost Agreement with DHA. A condition of the agreement was to ensure continuation of services to the Galt and River Delta communities through the 2011 program year. Because of reduced funding from other sources, the augmentation was insufficient to enable SCS to remain operational after July, 2011.

Sacramento County has requested SETA to accept \$63,000 in funds to support SCS for up to four months after the receipt of the funds. SETA will retain \$3,000 of the funds for administrative purposes such as monitoring, contracting, and processing fiscal claims, and will augment the existing SCS subcontract for \$60,000 to continue the provision of safety-net services in South Sacramento County through December 31, 2011.

RECOMMENDATION:

Approve the acceptance of funds from Sacramento County, approve the augmentation of \$60,000 for South County Services to continue the provision of services in South Sacramento County, and authorize the Executive Director to sign any required contract, modification, or other documents required by the funding source.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 2 - ACTION

APPROVAL TO MODIFY SACRAMENTO CITY UNIFIED SCHOOL DISTRICT -  
SKILLS AND BUSINESS EDUCATION CENTER'S YOUTH VENDOR SERVICES  
CONTRACT

BACKGROUND:

In 2006 the SETA Governing Board approved the Sacramento City Unified School District – Skills and Business Education Center to become a contracted vendor under SETA's fee-for-service Youth Vendor Services List offering Alternative Secondary School Services and Leadership Development Opportunities.

Due to budget cutbacks and reduced funding from other sources for its GED preparation classes, Sacramento City Unified School District – Skills and Business Education Center has increased its fee for the GED preparation class. As a result, a formal modification request was submitted to SETA to modify its Youth Vendor Services contract to increase the fee charged under its Alternative Secondary School Services activity.

A team comprised of youth program and contracting staff reviewed and evaluated Sacramento City Unified School District's request and determined that the request is justified and the new proposed fee is reasonable in cost.

Staff is seeking approval of the attached recommendation for modification.

RECOMMENDATION:

Approve the attached recommendation for modification of the Sacramento City Unified School District – Skills and Business Education Center's Youth Vendor Services contract.

STAFF PRESENTER: Marianne Sphar

## Modification of Youth Vendor Services (VS) List Contract

### Staff Recommendation

**Vendor: Sacramento City Unified School District  
Skills and Business Education Center**

**Location: 5451 Lemon Hill Avenue, Sacramento, CA 95824**

### **Vendor's Background:**

The Sacramento City Unified School District (SCUSD) Skills and Business Education Center (now known as the Charles A. Jones Career and Education Center) has served the Sacramento community for over 40 years by offering a wide variety of career training programs to meet the ever-changing demands of the local and regional labor market, while providing the skills so critically needed for livable wage jobs.

The Skills Center has been providing GED (General Education Development) examination preparation for over 30 years. The instructors are credentialed by the California Commission on Teacher Credentialing and are currently teaching for SCUSD. The instructors, who facilitate the GED preparation, have from six to twenty years of experience in teaching GED preparation.

<b>Activity</b>	<b>Current Rate</b>	<b>New Rate</b>
<b>Alternative Secondary School Services</b>	\$150 per student	\$314 per student

ITEM IV-A- INFORMATION  
FISCAL MONITORING REPORTS

BACKGROUND:

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

Staff will be available to answer questions.

STAFF PRESENTER: Roy Kim

**MEMORANDUM**

**TO: Mr. Paul Lake** **DATE: June 14, 2011**  
**FROM: Greg P. Tayros, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Department of Human Assistance,  
 County of Sacramento**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA-Title I	One-Stop(Adult)	\$ 258,000	7/1/10-06/30/11	7/1/10-03/31/11
CSBG	Family Self-Sufficiency	26,000	1/1/11-12/31/11	1/1/11-03/31/11
CSBG	Family Self-Sufficiency	26,000	1/1/10-12/31/10	1/1/10-12/31/10

**Monitoring Purpose: Initial   X Final\_X ( CSBG-2010)**  
**Date of review: 5/4/11 and 5/19/11**

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

**Program Operator:** Department of Human Assistance  
County of Sacramento

**Findings and General Observations:**

- 1) The total costs as reported to SETA from July 1, 2010 to March 31, 2011 for WIA, January 1, 2011 to March 31, 2011 for the 2011 CSBG and from January 1, 2010 to December 31, 2010 for the 2010 CSBG have been traced to the subgrantee's records. The records were verified and appeared to be in order.
- 2) There are no findings.

**Recommendations for Corrective Action:**

- 1) There are no corrective actions required.

cc: Kathy Kossick  
Governing Board



**MEMORANDUM**

**TO: Mr. Chaosarn Chao** **DATE: June 6, 2011**  
**FROM: D’et Patterson, SETA Fiscal Monitor**  
**RE: On-Site Fiscal Monitoring of Lao Family Community Development, Inc.**

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA/ARRA	In-School Youth	\$120,550	10/1/09-6/30/10	12/1/09-6/30/10
WIA/ARRA	Summer Youth	\$25,970	5/1/10-9/30/10	5/1/10-9/30/10
WIA/ARRA	Summer Youth TANF-ECF	\$11,540	5/1/10-9/30/10	5/1/10-9/30/10
WIA/ARRA	OJT – Adult	\$72,430	7/1/09-9/30/10	12/1/09-9/30/10
WIA/ARRA	OJT – Dislocated Worker	\$34,558	7/1/09-9/30/10	12/1/09-9/30/10
WIA/ARRA	OJT – TANF-ECF	\$142,110	7/1/09-9/30/10	12/1/09-9/30/10
WIA	OJT – CalWORKS	\$144,000	10/1/10-6/30/11	10/1/10-4/30/11
WIA	OJT – NEG	\$71,171	10/1/10-6/30/11	10/1/10-4/30/11
WIA	OJT – Adult	\$50,000	10/1/10-6/30/11	10/1/10-4/30/11

Monitoring Purpose: Initial  Follow-up Special Final   
 Date of review: 2/10-11/2011 & various follow ups

	<b>AREAS EXAMINED</b>	<b>SATISFACTORY</b>		<b>COMMENTS/RECOMMENDATIONS</b>	
		<b>YES</b>	<b>NO</b>	<b>YES</b>	<b>NO</b>
1	Accounting Systems/Records	X			
2	Internal Control	X			
3	Bank Reconciliation’s	X			
4	Disbursement Control	X		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		X	
11	In-Kind Contribution	X			
12	Equipment Records	N/A			

**Program Operator: Lao Family Community Development, Inc.**

**Findings and General Observations:**

- 1) The total costs as reported to SETA from December 1, 2009 to June 30, 2010 for the WIA In-School Youth program, from May 1, 2010 to September 30, 2010 for the WIA Summer Youth programs, and from December 1, 2009 to September 30, 2010 for the WIA OJT programs have been traced to the delegate agency records. The records were verified and appear to be in order.
- 2) The expenses reported for the OJT Dislocated Worker program exceeded the actual expenses by \$135.79.
- 3) The expenses reported for the OJT TANF-ECF program exceeded the actual expenses by \$545.83.
- 4) On September 30, 2010, the last day of the OJT TANF-ECF program, a purchase was made for office equipment in the amount of \$5,857.79. Due to the timing of the purchase and the nature of what was purchased the cost did not benefit the program. We are disallowing the amount of \$5,857.79 pursuant to Section A.4.a of Attachment A, OMB Circular A-122, which states, "A cost is allocable to a particular cost objective, such as a grant, contract, project, service or other activity, in accordance with the relative benefits received."

**Recommendations for Corrective Action:**

- 1) Reimburse SETA the amount of \$6,539.41.

cc: Kathy Kossick  
Governing Board



**Program Operator: Roberts Family Development Center**

**Findings and General Observations:**

- 5) We have reviewed the WIA/ARRA Summer Youth Employment program from August 1, 2010 to September 30, 2010. The costs reported for this program have been traced to the subgrantee's 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



**Program Operator:** Sacramento City Unified School District

**Findings and General Observations:**

1) The total costs as reported to SETA from August 1, 2009 to Sept. 29, 2010 have been traced to the delegate's records. The records were verified and appeared to be in order.

2) The total expenses reported to and reimbursed by SETA exceeded the actual expenses by \$ 3,620.48 due to over-statement of encumbrances as follows:

Program	Amt. Encumbered	Amt Paid	Variance
a) HS Prog. Impv.	\$ 73,511.02	\$ 70,164.16	\$ 3,346.86
b) HS ARRA Expansion	4,856.09	4,630.37	225.72
c) EHS COLA	<u>7,350.06</u>	<u>7,302.16</u>	<u>47.90</u>
Total	<u>\$ 85,717.17</u>	<u>\$ 82,096.69</u>	<u>\$ 3,620.48</u>

3) In our review of the records for compliance with the Davis Bacon Act as required by the HS and EHS Special Conditions, we noticed that two projects exceeding \$2,000, which involved either; a construction, alteration or repair (including painting) did not submit documents to show that they complied with the Davis Bacon Act.

**Recommendations for Corrective Action:**

1) Reimburse SETA from non-SETA funds the amount of \$3,620.48.

2) Submit certified payrolls from the Landmark Construction for the replacement of the HVAC system at Washington Elementary School and from E. Rozakis Restoration for the painting at the American Legion EHS Center.

cc: Kathy Kossick  
Governing Board  
Policy Council

**MEMORANDUM**

**TO:** Ms. Bridget Alexander **DATE:** June 13, 2011  
**FROM:** Tammi L. Kerch, SETA Fiscal Monitor  
**RE:** On-Site Fiscal Monitoring of Waking the Village (Tubman House)

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
CSBG	FSS	\$ 36,400	1/1/09-12/31/09	1/1/09-12/31/09
CSBG	ARRA/FSS	\$ 16,560	7/1/09-12/31/09	7/1/09-12/31/09
CSBG	FSS	\$ 37,000	1/1/10-12/31/10	1/1/10-12/31/10
Monitoring Purpose: Initial ___ Follow-Up ___ Special ___ Final <u>X</u>				
CSBG	FSS	\$ 37,000	1/1/11-12/31/11	1/1/11-3/31/11
Monitoring Purpose: Initial <u>X</u> Follow-Up ___ Special ___ Final ___				

**Date of review: April 21, 2011**

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

Memorandum  
Fiscal Monitoring Findings  
Page 2

**Program Operator:** Waking the Village (Tubman House)

**Findings and General Observations:**

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

**Recommendations for Corrective Action:**

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

cc: Kathy Kossick  
Governing Board



ITEM IV-B – INFORMATION

EMPLOYER SUCCESS STORIES AND 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 Recruitment Activity Report

Employer	Jobs	No of Positions
AccentCare	Caregivers	9
Acrobat Staffing	Cooks, Servers, Dishwashers	13
ACS Roofing	Online Marketing Assistant	1
Advance Call Center Technologies	Call Center Technical	70
Advance Kids	Behavior Consultant	1
Advantage Sales and Marketing, LLC	Assembly Person	10
Aeis Solutions	Data Entry Specialist	27
Aerotek	Loan Modification Representative	1
Agile 1	PG&E Test Administrators	3
Agilent Technologies	Manufacturing Engineer Supervisor	1
ALSCO, Inc.	Maintenance Worker	1
Amerikit	Warehouse, Administrative Asst.	3
AppleOne Employment Services	Various Positions	38
AppleOne Employment Services	Bilingual Call Center Reps	10
Benefit & Risk Management Services, Inc.	Group Billing Representative	1
Beutler Corporation	Consolitrades/Flash Cool	70
California Energy Savers	Telemarketing	4
California Redevelopment Association	Member Service Associate	1
Campbell Soup	Maintenance Mechanics	67
Capital Autism Services	Behavioral Tutors	1
Capital Public Radio	Reporter	2
Cenveo	VH Adjuster	1
Child Abuse Prevention Center	Community Ed Training Mgr	1
Child Care Careers	Child Care Aide	10
Comcast	Facilities Coordinator	1
Comcast	Residential Sales Representatives	25
Comfort City	HVAC Installer I	1
Community Services Planning Council	Program Associate	1
Corestaff Services	Medical Collector	2
Crestwood Behavioral Health	Payroll & Accounting Assistant	1
Crossroads Diversified Services	Pipe Fitter	2
Crossroads Diversified Services	Journeyman Refrigeration Technician	1
CSSC-Janitorial	Janitors	2
Delta Dental of California	Workforce Management Coordinator	1
Dome Printing	Truck Driver	1
Effie Yeaw Nature Center	Executive Director	1

## Employer Recruitment Activity Report

Employer	Jobs	No of Positions
Energy	Tier I Rater	10
Fairytale Town	Guest Services Representative	1
Fairytale Town	Program Assistant	1
Gemco Mineral, Inc.	Accountant	1
General Produce Company	Outside Sales Representative, Retail Merchandiser	2
Goodwill	Manager Trainee	9
Grocery Outlet	Deli, Clerk, Cashier, Produce etc.	20
H & R Block	Office Managers	3
Hands-On Executive Services	Janitor Custodian	3
HMS Host	Cashiers, Cook, Attendants	12
Indecare in Home Care and Living Assistance	Caregivers	1
Insight Center for Community Economic Development	Workforce Director	1
Insulfoam	Factory Worker	5
Intelligrated	Product Support Engineers	5
JB Radiator Specialties, Inc.	Welder	1
Kustum Steel Fabricators	Welders/ Welder Helper	3
Lewis Group of Companies	Grounds Keeper	1
Los Rios Community College District	College to Career Cordinator/Counselor (DSP&S)	1
Los Rios Community College District	Counseling Clerk I	1
Los Rios Community College District	Dean, Financial Aid and Student Services	
Los Rios Community College District	Administrative Assistant I	1
Mainstay Business Solutions	Customer Service Manager	1
Manpower	Warehouse/Maintenance	10
N Solar Inc	Green Jobs	150
NAMI California	Administrative Assistant	1
Nelson Staffing	General Laborers/Production Workers	40
North Highlands Pharmacy Inc.	Pharmacy Clerk	2
North Western Mutual Financial Network	Assistant to Wealth Management Advisor	1
Oak Park Preschool	Teacher Associate	1
OPDE	Solar Photovoltaic	150
Opening Doors Inc	Slavic Microenterprise Program Manager	1
Pacific Crest Trail Assn.	Development Assistant	1
Pacific Gas and Electric Company	Utility Equipment Mechanics	31

## Employer Recruitment Activity Report

<b>Employer</b>	<b>Jobs</b>	<b>No of Positions</b>
Pacific Gas and Electric Company	Utility Worker	30
Panda Restaurant Group Inc.	Restaurant Manager	1
Paramount Equity	Insurance Customer Service Rep.	1
Planned Parenthood Affiliates of California	Administrative Assistant	1
PRIDE Industries	Custodial Supervisor	1
PRIDE Industries	Janitor	6
Ranstad	Bilingual Customer Service Reps	15
Relationship Skills Center	Program Manager	1
Right at Home in Home Care & Assistance	Caregiver	1
Sacramento Business Journal	Advertising Sales Executive	10
Sacramento Children's Home	Tutor	2
Sacramento Children's Home	On call Child Care Worker	1
Sacramento Children's Home	Home Visitor	1
Sacramento Container Corporation	Maintenance Mechanic	1
Sacramento Public Library	On-Call Custodians	5
Sacramento Region Community Foundation	Administrative Coordinator	1
Salvation Army Emergency Shelter	Case Manager & Housing Specialist	2
Salvation Army Sac Metro	On-Call Personal Care Attendant	1
Salvation Army Sac Metro	On-Call Kitchen Aide	1
School Innovations & Advocacy, Inc.	Regional Account Manager	1
School Innovations & Advocacy, Inc.	Executive Assistant	1
Sears	Seasonal Sales Associates/ Cashiers	12
Select Staffing	Customer Service Representative	25
Service Company	Kitchen Staff	15
Solar Power Inc	Solar Photovoltaic	50
St. John Shelter Program	Administrative Assistant	1
St. Johns	Development Associate	1
Staffing Network	Various Positions	13
Stanford Home for Children	Juvenile Justice Crime Prevention Program Practitioner	1
Stanford Home for Children	Behavioral Analyst	1
Stanford Home for Children	Wraparound Specialist	1
Support for Home	Caregivers	10
TeleDirect Call Centers	Customer Service Representative (CSR)	65
Turning Point Christian School	Pre-School Teacher	1

### Employer Recruitment Activity Report

Employer	Jobs	No of Positions
United Animal Nations	Administrative Assistants	1
United Animal Nations	Development Manager	1
US Census Bureau	Bilingual Census Enumerator	30
Utility Partners of America	SmartMeter Installers	40
Vacuum Process Engineering	Drafter/Designer & Technicians	10
Visiting Angels Senior Home Care	Caregivers	10
Volt Staffing Services	Materials Handler	20
Volt Staffing Services	Materials Handler/Rework Technician	20
Volt Workforce Solutions	Bilingual Spanish Customer Service	6
WEAVE, Inc.	Bilingual Counselor	2
Wedding & Event Solutions	Event Specialist	2
Westtec Construction	Skilled Laborer, Welders, Carpenters, Operators	160
<b>TOTAL</b>		<b>1438</b>

ITEM IV-C- 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 2010/2011

The following is an update of information as of June 23, 2011 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	5/26/2010	<b>HAVI Logistics</b> 826 National Drive Sacramento, CA 95834	7/28/2010	103	Retained jobs
Official	6/4/2010	<b>Child Action</b> Sacramento, CA	7/28/2010	85	8/9/2010
Official	6/28/2010	<b>McDonough Holland &amp; Allen PC's</b> 500 Capitol Mall Sacramento, CA	8/31/2010	106	Declined Services
Unofficial	7/1/2010	<b>U.S. Census</b> Sacramento, CA	8/31/2010	50	8/3/2010
Official	7/1/2010	<b>EdFund</b> 10370 Peter A McCuen Blvd Mather, CA 95655	8/27/2010	18	Declined Services
Official	7/1/2010	<b>Zip Realty</b> Emeryville, CA	8/31/2010	39	Declined Services
Official	8/13/2010	<b>O1 Communications, Inc.</b> 1515 K street, Ste. 100 Sacramento, CA	9/30/2010	52	Declined Services
Official	9/7/2010	<b>Beanstalk</b> Sacramento, CA	11/1/2010	82	11/11/2010
Official	9/8/2010	<b>HomeEq Servicing (Ocwen)</b> 4837 Watt Ave North Highlands, CA	11/19/2010	902	10/25-27/2010
Official	9/8/2010	<b>CLARCOR Air Filtration Products</b> 3800 Pell Circle Sacramento, CA 95838	11/22/2010	80	9/28/2010
Official	9/15/2010	<b>Freedom Debt Relief</b> 3947 Lennane Drive Sacramento, CA 95838	3/15/2011	123	10/21/2010 1/4/11 3/2/11
Official	10/4/2010	<b>Cost-U-Less Insurance Center, Inc</b> 2721 Citrus Rd, Ste. B Rancho Cordova, CA 95742	11/30/2010	91	11/15-16/2010
Official	10/8/2010	<b>Wells Fargo</b> 11000 White Rock Rd Rancho Cordova, CA 95670	12/5/2010	123	11/10/2010
Official	10/8/2010	<b>Child Action</b> 9800 Old Winery Rd Sacramento	12/5/2010	80	Retained jobs
Official	11/29/2010	<b>FedEx</b> 9119 Elkmont Way Elk Grove, Ca 95624	1/29/2011	85	Declined Services
Official	12/9/2010	<b>Sutter Medical Center-Sacramento</b> Sacramento, CA	2/4/2011	112	Declined Services
Official	1/25/2011	<b>JCPenney</b> Sacramento, CA	3/28/2011	356	2/2-3/11 2/8 -9/11
Unofficial	2/3/2011	<b>CSEA/Alliance Printing</b> 3947 Lennane Dr Sacramento, CA	2/3/2011	15	2/17/2011
Official	3/30/2011	<b>Child Action</b> Sacramento, CA	6/10/2011	65	4/19/11 4/20/11 4/21/11
Unofficial	4/15/2011	<b>AT&amp;T</b> 2700 Watt Ave Sacramento, CA	5/25/2011	244	4/26-29/11 5/2/11
Official	4/6/2011	<b>Beanstalk</b> 3735 Stephen Dr North Highlands, CA	6/30/2011	78	6/2/2011
Unofficial	5/2/2011	<b>City of Sacramento</b>	6/30/2011	232	5/19/11, 5/25/11 6/2/11, 6/8/11, 6/22/11
Unofficial	5/9/2011	<b>First Data</b>	8/31/2011	145	6/9/11 6/16/11
Unofficial	5/23/2011	<b>County of Sacramento</b>	7/1/2011	275	6/22-23/11 6/29-30/11
Official	6/2/2011	<b>First Banks, Inc.</b> 110 Woodmere Rd, Ste. 150 Folsom, CA 95630	9/30/2011	20	Pending
Unofficial	6/11/2011	<b>CSAA</b>	7/30/2011	25	7/14/2011
			<b>Total # of Affected Workers</b>	3,586	

## ITEM IV-D - INFORMATION

### AUDIT REPORT FROM THE EMPLOYMENT TRAINING PANEL

#### BACKGROUND:

In October 2002, the Sacramento Employment and Training Agency (SETA) in partnership with Tech Skills collaborated on a grant from the Employment Training Panel (ETP) which provided training to over 2,000 incumbent workers and invested over \$3.8 million in training funds in the region. SETA and Tech Skills have met the training needs of 36 local employers, which included Federal Express, Freight Systems, Intel, TASQ Technology, Western Blue and Schools Financial Credit Union. These training courses focused on basic, intermediate and advanced technology for IT Technicians, IT Security Specialists, Computer Support Specialists, Database Administrators and Help Desk Support Staff.

ETP grants are performance based, with outcome payments being made as participants complete training and are retained in full-time employment for at least ninety (90) consecutive days at a specified wage. SETA claims payments from ETP based on outcomes submitted by TechSkills and ETP conducts audits to verify that benchmark payments have been documented. Over the past several years, ETP has conducted several audits of this grant. ETP conducted its most recent audit during the period of June 22, 2010 through August 12, 2010 for the ETP contract period of September 25, 2006 through September 24, 2008. On April 27, 2011, ETP informed SETA, that while SETA and Tech Skills was reimbursed \$1,823,090 on the contract only \$1,793,577 would be allowed. The primary concerns were around follow-up with employers, post-training retention, training hours and wage rates. The audit report is being sent under separate cover. The \$29,513 of costs not earned from this contract will be returned to the Employment Training Panel.

STAFF PRESENTER: Roy Kim



ITEM IV-E - INFORMATION

FUNDING FOR WORKFORCE INVESTMENT ACT, TITLE I, ADULT/DISLOCATED  
WORKER SETA-OPERATED ONE STOP CAREER CENTERS FOR PROGRAM  
YEAR 2011-2012

BACKGROUND:

On June 2, 1011, the Sacramento Employment and Training Agency (SETA) Governing Board approved an extension of funding for the 7 Sacramento Works One Stop Career Centers (SWCC) 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

SETA Governing Board Member Scherman requested that staff provide the board with the budgets for the five Career Centers (Mark Sanders, Franklin, Rancho Cordova, Hillsdale and Galt) that 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.

Attached is the matrix of the WIA Adult/Dislocated Worker funding allocated to the SETA-operated Sacramento Works One Stop Career Centers.

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 2011 - 2012**

Sacramento Works One Stop Career Center	WIA Base Funding PY2010-2011			WIA Funding PY2011-2012				
	One-Stop Services	Talent Development Scholarships	Total Funding	One-Stop Services	Talent Development Scholarships	Total Funding	Cost per Customer	Number to be Served
<b>SETA hosted Sacramento Works One Stop Career Centers</b>								
Sacramento Works CC - Franklin	\$435,812	\$145,000	\$580,812	\$444,528	\$145,000	\$589,528	118	5,000
Sacramento Works CC - Galt	168,000	75,000	243,000	171,360	75,000	246,360	123	2,000
Sacramento Works CC- Hillsdale	300,812	190,000	490,812	306,828	190,000	496,828	104	4,800
Sacramento Works CC - Mark Sanders	498,812	170,000	668,812	508,788	170,000	678,788	113	6,000
Sacramento Works CC - Rancho Cordova	248,000	220,000	468,000	252,960	220,000	472,960	135	3,500
<b>Total SETA hosted</b>	<b>\$1,651,436</b>	<b>\$800,000</b>	<b>\$2,451,436</b>	<b>\$1,684,465</b>	<b>\$800,000</b>	<b>\$2,484,465</b>	<b>118.5708666</b>	<b>21,300</b>
<i>* Numbers to be served are universal access goals; staff assisted and training goals will be negotiated</i>								

ITEM IV-F – INFORMATION

UNEMPLOYMENT UPDATE/PRESS RELEASE FROM THE EMPLOYMENT  
DEVELOPMENT DEPARTMENT

BACKGROUND:

The unemployment rate for Sacramento County for the month of May is 11.7 %.

Attached is a copy of a press release from the Employment Development Department breaking down the job losses and job creations for the regional area.

Staff will be available to answer questions.

STAFF PRESENTER: Robin Purdy

**Monthly Labor Force Data for Cities and Census Designated Places (CDP)  
 May 2011 - Preliminary  
 Data Not Seasonally Adjusted**

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios Emp</b>	<b>Census Ratios Unemp</b>
Sacramento County	658,600	581,000	77,500	11.8%	1.000000	1.000000
Arden Arcade CDP	54,800	48,400	6,400	11.7%	0.083249	0.082638
Carmichael CDP	28,300	25,700	2,600	9.2%	0.044196	0.033389
Citrus Heights city	48,700	44,600	4,000	8.3%	0.076838	0.052031
Elk Grove CDP	34,100	30,800	3,300	9.6%	0.052995	0.042014
Fair Oaks CDP	16,600	15,500	1,100	6.4%	0.026690	0.013634
Florin CDP	12,400	10,100	2,300	18.3%	0.017414	0.029215
Folsom city	26,100	24,700	1,400	5.4%	0.042525	0.018086
Foothill Farms CDP	9,400	7,900	1,500	16.0%	0.013648	0.019477
Galt city	10,600	8,600	2,000	18.9%	0.014787	0.025876
Gold River CDP	4,600	4,500	100	2.3%	0.007807	0.001391
Isleton city	400	400	100	15.6%	0.000606	0.000835
La Riviera CDP	6,700	6,300	500	7.1%	0.010764	0.006121
Laguna CDP	19,800	18,500	1,300	6.4%	0.031834	0.016416
Laguna West Lakeside CDP	5,100	4,700	400	8.4%	0.008082	0.005565
North Highlands CDP	22,000	18,000	4,000	18.2%	0.030952	0.051475
Orangevale CDP	15,300	14,100	1,200	8.0%	0.024229	0.015860
Parkway South Sacramento CD	15,600	12,400	3,200	20.4%	0.021400	0.041180
Rancho Cordova City	30,000	25,900	4,000	13.5%	0.044619	0.052031
Rancho Murieta CDP	2,200	2,100	100	3.9%	0.003619	0.001113
Rio Linda CDP	5,600	4,600	1,000	18.4%	0.007917	0.013356
Rosemont CDP	13,500	12,100	1,300	9.9%	0.020867	0.017251
Sacramento city	209,300	180,500	28,800	13.8%	0.310678	0.371731
Vineyard CDP	5,700	5,300	300	6.1%	0.009185	0.004452
Walnut Grove CDP	500	300	100	28.0%	0.000569	0.001669
Wilton CDP	2,700	2,500	200	8.1%	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

<b>Area Name</b>	<b>Labor Force</b>	<b>Employment</b>	<b>Unemployment Number</b>	<b>Unemployment Rate</b>	<b>Census Ratios</b>	
					<b>Emp</b>	<b>Unemp</b>

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.

**REPORT 400 C**  
**Monthly Labor Force Data for Counties**  
**May 2011 - Preliminary**  
 Data Not Seasonally Adjusted

COUNTY	RANK BY RATE	LABOR FORCE	EMPLOYMENT	UNEMPLOYMENT	RATE
<b>STATE TOTAL</b>	---	<b>17,993,300</b>	<b>15,938,200</b>	<b>2,055,100</b>	<b>11.4%</b>
ALAMEDA	13	738,700	663,300	75,400	10.2%
ALPINE	56	430	350	90	19.6%
AMADOR	26	16,970	14,920	2,060	12.1%
BUTTE	30	104,000	90,600	13,400	12.9%
CALAVERAS	37	19,380	16,530	2,850	14.7%
COLUSA	55	11,610	9,480	2,120	18.3%
CONTRA COSTA	14	511,700	459,000	52,600	10.3%
DEL NORTE	29	11,500	10,030	1,480	12.8%
EL DORADO	27	89,600	78,300	11,300	12.6%
FRESNO	45	437,700	367,900	69,800	16.0%
GLENN	43	12,620	10,700	1,920	15.2%
HUMBOLDT	16	60,700	54,100	6,600	10.8%
IMPERIAL	58	75,000	54,200	20,700	27.7%
INYO	12	9,150	8,260	890	9.8%
KERN	40	363,300	308,800	54,500	15.0%
KINGS	43	61,600	52,200	9,400	15.2%
LAKE	50	24,810	20,640	4,180	16.8%
LASSEN	30	13,310	11,590	1,720	12.9%
LOS ANGELES	24	4,861,700	4,284,800	577,000	11.9%
MADERA	36	67,100	57,400	9,700	14.5%
MARIN	1	129,300	119,800	9,500	7.4%
MARIPOSA	24	9,000	7,930	1,070	11.9%
MENDOCINO	15	41,890	37,460	4,430	10.6%
MERCED	53	107,300	88,200	19,100	17.8%
MODOC	33	4,030	3,500	540	13.3%
MONO	28	7,440	6,490	940	12.7%
MONTEREY	18	219,900	196,000	23,900	10.9%
NAPA	6	74,000	67,600	6,400	8.7%
NEVADA	19	49,200	43,780	5,420	11.0%
ORANGE	5	1,561,500	1,428,500	133,000	8.5%
PLACER	16	173,500	154,700	18,700	10.8%
PLUMAS	39	10,020	8,520	1,500	14.9%
RIVERSIDE	33	890,500	772,500	118,000	13.3%
SACRAMENTO	22	658,600	581,000	77,500	11.8%
SAN BENITO	50	25,700	21,400	4,300	16.8%
SAN BERNARDINO	32	837,400	727,200	110,200	13.2%
SAN DIEGO	10	1,554,400	1,404,800	149,500	9.6%
SAN FRANCISCO	4	449,400	411,800	37,600	8.4%
SAN JOAQUIN	47	295,700	247,900	47,800	16.2%
SAN LUIS OBISPO	7	137,400	125,100	12,300	9.0%
SAN MATEO	2	366,700	337,100	29,600	8.1%
SANTA BARBARA	2	223,100	205,100	18,000	8.1%
SANTA CLARA	11	866,100	782,200	84,000	9.7%
SANTA CRUZ	21	148,700	131,800	16,900	11.4%
SHASTA	37	81,900	69,900	12,000	14.7%
SIERRA	45	1,510	1,270	240	16.0%
SISKIYOU	48	18,790	15,710	3,080	16.4%
SOLANO	20	209,800	186,100	23,700	11.3%
SONOMA	8	254,400	230,500	24,000	9.4%
STANISLAUS	49	233,900	194,900	39,100	16.7%
SUTTER	57	42,100	33,600	8,500	20.3%
TEHAMA	41	24,490	20,790	3,690	15.1%
TRINITY	54	5,050	4,150	910	17.9%
TULARE	41	212,100	180,100	32,000	15.1%
TUOLUMNE	35	24,780	21,460	3,310	13.4%
VENTURA	9	430,100	389,300	40,700	9.5%
YOLO	22	95,500	84,200	11,300	11.8%
YUBA	52	27,200	22,600	4,600	17.0%

Notes

- 1) Data may not add due to rounding. The unemployment rate is calculated using unrounded data.
- 2) Labor force data for all geographic areas now reflect the March 2010 benchmark and Census 2000 population controls at the state level.

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2010 Benchmark

Data Not Seasonally Adjusted

	May 10	Mar 11	Apr 11 Revised	May 11 Prelim	Percent Change	
					Month	Year
Civilian Labor Force (1)	1,038,200	1,022,100	1,017,300	1,017,200	0.0%	-2.0%
Civilian Employment	913,000	892,500	895,700	898,400	0.3%	-1.6%
Civilian Unemployment	125,200	129,500	121,600	118,900	-2.2%	-5.0%
Civilian Unemployment Rate (CA Unemployment Rate)	12.1%	12.7%	12.0%	11.7%		
(U.S. Unemployment Rate)	9.3%	9.2%	8.7%	8.7%		

Total, All Industries (2)	825,700	802,100	808,100	813,400	0.7%	-1.5%
Total Farm	9,300	7,600	8,500	9,700	14.1%	4.3%
Total Nonfarm	816,400	794,500	799,600	803,700	0.5%	-1.6%
Total Private	578,100	566,200	570,600	573,300	0.5%	-0.8%
Goods Producing	71,200	66,900	68,500	70,500	2.9%	-1.0%
Mining and Logging	400	300	300	300	0.0%	-25.0%
Construction	38,400	34,200	35,600	38,000	6.7%	-1.0%
Construction of Buildings	8,800	8,100	8,100	8,100	0.0%	-8.0%
Construction - Residual	4,400	3,100	3,700	6,100	64.9%	38.6%
Specialty Trade Contractors	25,200	23,000	23,800	23,800	0.0%	-5.6%
Building Foundation & Exterior Contractors	5,600	5,600	5,700	5,800	1.8%	3.6%
Building Equipment Contractors	10,200	9,800	9,900	10,000	1.0%	-2.0%
Building Finishing Contractors	5,800	4,800	4,900	4,900	0.0%	-15.5%
Specialty Trade Contractors - Residual	3,600	2,800	3,300	3,100	-6.1%	-13.9%
Manufacturing	32,400	32,400	32,600	32,200	-1.2%	-0.6%
Durable Goods	21,700	21,600	21,700	21,400	-1.4%	-1.4%
Computer & Electronic Product Manufacturing	6,800	6,900	6,900	6,900	0.0%	1.5%
Durable Goods - Residual	14,900	14,700	14,800	14,500	-2.0%	-2.7%
Nondurable Goods	10,700	10,800	10,900	10,800	-0.9%	0.9%
Food Manufacturing	4,100	4,400	4,400	4,400	0.0%	7.3%
Non-Durable Goods - Residual	6,600	6,400	6,500	6,400	-1.5%	-3.0%
Service Providing	745,200	727,600	731,100	733,200	0.3%	-1.6%
Private Service Producing	506,900	499,300	502,100	502,800	0.1%	-0.8%
Trade, Transportation & Utilities	131,900	128,600	128,100	127,800	-0.2%	-3.1%
Wholesale Trade	22,900	21,900	21,900	22,000	0.5%	-3.9%
Merchant Wholesalers, Durable Goods	11,800	11,500	11,500	11,500	0.0%	-2.5%
Merchant Wholesalers, Nondurable Goods	8,700	8,300	8,400	8,400	0.0%	-3.4%
Wholesale Trade - Residual	2,400	2,100	2,000	2,100	5.0%	-12.5%
Retail Trade	86,600	84,800	84,200	83,700	-0.6%	-3.3%
Motor Vehicle & Parts Dealer	10,100	9,900	10,000	10,100	1.0%	0.0%
Building Material & Garden Equipment Stores	7,500	7,100	7,300	7,200	-1.4%	-4.0%
Grocery Stores	16,400	16,300	16,400	16,500	0.6%	0.6%
Health & Personal Care Stores	5,400	5,000	5,000	5,000	0.0%	-7.4%
Clothing & Clothing Accessories Stores	6,600	6,500	6,400	6,400	0.0%	-3.0%
Sporting Goods, Hobby, Book & Music Stores	4,300	4,500	4,400	4,300	-2.3%	0.0%
General Merchandise Stores	18,900	18,700	18,500	18,400	-0.5%	-2.6%
Retail Trade - Residual	33,800	33,100	32,600	32,300	-0.9%	-4.4%
Transportation, Warehousing & Utilities	22,400	21,900	22,000	22,100	0.5%	-1.3%
Information	17,200	16,600	16,600	16,600	0.0%	-3.5%
Publishing Industries (except Internet)	3,000	2,900	2,900	2,900	0.0%	-3.3%
Telecommunications	9,400	9,000	8,800	8,900	1.1%	-5.3%
Information - Residual	4,800	4,700	4,900	4,800	-2.0%	0.0%
Financial Activities	48,800	46,000	46,400	47,000	1.3%	-3.7%
Finance & Insurance	36,600	34,400	34,700	35,100	1.2%	-4.1%
Credit Intermediation & Related Activities	13,600	12,300	12,400	12,500	0.8%	-8.1%
Depository Credit Intermediation	8,500	8,300	8,400	8,400	0.0%	-1.2%
Nondepository Credit Intermediation	3,100	2,200	2,200	2,200	0.0%	-29.0%
Credit Intermediation and Related Activities -	2,000	1,800	1,800	1,900	5.6%	-5.0%
Finance and Insurance - Residual	5,100	4,500	4,500	4,700	4.4%	-7.8%
Insurance Carriers & Related	17,900	17,600	17,800	17,900	0.6%	0.0%

**Sacramento Arden Arcade Roseville MSA**  
**(El Dorado, Placer, Sacramento, and Yolo Counties)**  
Industry Employment & Labor Force  
March 2010 Benchmark

Data Not Seasonally Adjusted

	May 10	Mar 11	Apr 11 Revised	May 11 Prelim	Percent Change	
					Month	Year
Real Estate & Rental & Leasing	12,200	11,600	11,700	11,900	1.7%	-2.5%
Real Estate	9,100	8,900	8,900	9,000	1.1%	-1.1%
Real Estate and Rental and Leasing - Residual	3,100	2,700	2,800	2,900	3.6%	-6.5%
Professional & Business Services	101,500	100,600	101,600	101,200	-0.4%	-0.3%
Professional, Scientific & Technical Services	51,500	51,000	50,700	50,700	0.0%	-1.6%
Architectural, Engineering & Related Services	8,700	8,400	8,400	8,400	0.0%	-3.4%
Professional, Scientific, and Technical Services	42,800	42,600	42,300	42,300	0.0%	-1.2%
Management of Companies & Enterprises	9,600	9,600	9,500	9,500	0.0%	-1.0%
Administrative & Support & Waste Services	40,400	40,000	41,400	41,000	-1.0%	1.5%
Administrative & Support Services	38,500	38,200	39,500	39,100	-1.0%	1.6%
Employment Services	14,100	14,100	14,100	14,000	-0.7%	-0.7%
Services to Buildings & Dwellings	10,500	10,100	10,300	10,400	1.0%	-1.0%
Administrative and Support Services - Residual	13,900	14,000	15,100	14,700	-2.6%	5.8%
Administrative and Support and Waste Management	1,900	1,800	1,900	1,900	0.0%	0.0%
Educational & Health Services	100,400	99,200	100,600	99,400	-1.2%	-1.0%
Education and Health Services - Residual	13,000	12,300	12,400	12,200	-1.6%	-6.2%
Health Care & Social Assistance	87,400	86,900	88,200	87,200	-1.1%	-0.2%
Ambulatory Health Care Services	37,500	37,800	37,900	37,900	0.0%	1.1%
Hospitals	22,200	22,800	22,800	22,800	0.0%	2.7%
Nursing & Residential Care Facilities	14,300	14,500	14,500	14,500	0.0%	1.4%
Health Care and Social Assistance - Residual	13,400	11,800	13,000	12,000	-7.7%	-10.4%
Leisure & Hospitality	78,800	80,700	81,100	82,800	2.1%	5.1%
Arts, Entertainment & Recreation	12,200	12,900	12,400	12,600	1.6%	3.3%
Accommodation & Food Services	66,600	67,800	68,700	70,200	2.2%	5.4%
Accommodation	7,700	8,400	8,500	8,700	2.4%	13.0%
Food Services & Drinking Places	58,900	59,400	60,200	61,500	2.2%	4.4%
Full-Service Restaurants	27,100	26,700	27,400	28,200	2.9%	4.1%
Limited-Service Eating Places	28,800	29,000	29,500	30,200	2.4%	4.9%
Food Services and Drinking Places - Residual	3,000	3,700	3,300	3,100	-6.1%	3.3%
Other Services	28,300	27,600	27,700	28,000	1.1%	-1.1%
Repair & Maintenance	7,800	7,700	7,800	7,800	0.0%	0.0%
Other Services - Residual	20,500	19,900	19,900	20,200	1.5%	-1.5%
Government	238,300	228,300	229,000	230,400	0.6%	-3.3%
Federal Government	17,100	13,600	13,700	13,800	0.7%	-19.3%
Department of Defense	1,800	1,700	1,700	1,700	0.0%	-5.6%
Federal Government excluding Department of Defense	15,300	11,900	12,000	12,100	0.8%	-20.9%
State & Local Government	221,200	214,700	215,300	216,600	0.6%	-2.1%
State Government	112,300	111,600	112,100	112,700	0.5%	0.4%
State Government Education	28,000	27,800	28,300	28,800	1.8%	2.9%
State Government Excluding Education	84,300	83,800	83,800	83,900	0.1%	-0.5%
Local Government	108,900	103,100	103,200	103,900	0.7%	-4.6%
Local Government Education	63,400	60,400	60,400	60,600	0.3%	-4.4%
County	19,600	18,400	18,300	18,300	0.0%	-6.6%
City	10,800	9,700	9,800	10,100	3.1%	-6.5%
Special Districts plus Indian Tribes	15,100	14,600	14,700	14,900	1.4%	-1.3%

**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.



June 17, 2011  
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 2010 Benchmark

Data Not Seasonally Adjusted

	May 10	Mar 11	Apr 11 Revised	May 11 Prelim	Percent Change Month    Year
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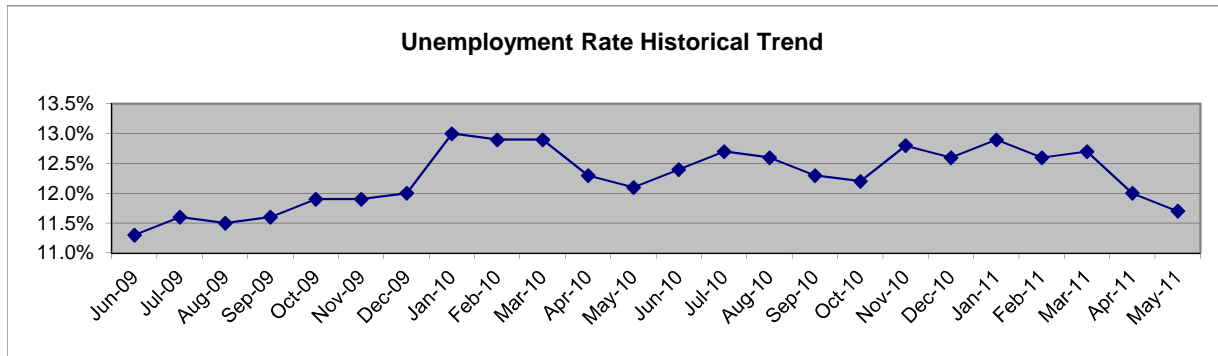
These data are produced by the Labor Market Information Division of the California  
Employment Development Department (EDD). Questions should be directed to:  
Justin Wehner 916/227-0298 or Diane Patterson 916/262-2286

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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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 11.7 percent in May 2011, down from a revised 12.0 percent in April 2011, and below the year-ago estimate of 12.1 percent. This compares with an unadjusted unemployment rate of 11.4 percent for California and 8.7 percent for the nation during the same period. The unemployment rate was 12.6 percent in El Dorado County, 10.8 percent in Placer County, 11.8 percent in Sacramento County, and 11.8 percent in Yolo County.



Industry	Apr-2011	May-2011	Change		May-2010	May-2011	Change
	Revised	Prelim				Prelim	
Total, All Industries	808,100	813,400	5,300		825,700	813,400	(12,300)
Total Farm	8,500	9,700	1,200		9,300	9,700	400
Total Nonfarm	799,600	803,700	4,100		816,400	803,700	(12,700)
Mining and Logging	300	300	0		400	300	(100)
Construction	35,600	38,000	2,400		38,400	38,000	(400)
Manufacturing	32,600	32,200	(400)		32,400	32,200	(200)
Trade, Transportation & Utilities	128,100	127,800	(300)		131,900	127,800	(4,100)
Information	16,600	16,600	0		17,200	16,600	(600)
Financial Activities	46,400	47,000	600		48,800	47,000	(1,800)
Professional & Business Services	101,600	101,200	(400)		101,500	101,200	(300)
Educational & Health Services	100,600	99,400	(1,200)		100,400	99,400	(1,000)
Leisure & Hospitality	81,100	82,800	1,700		78,800	82,800	4,000
Other Services	27,700	28,000	300		28,300	28,000	(300)
Government	229,000	230,400	1,400		238,300	230,400	(7,900)

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](http://www.labormarketinfo.edd.ca.gov)

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

**Construction leads month-over job gains**

The unemployment rate in the Sacramento-Arden Arcade-Roseville MSA was 11.7 percent in May 2011, down from a revised 12.0 percent in April 2011, and below the year-ago estimate of 12.1 percent. This compares with an unadjusted unemployment rate of 11.4 percent for California and 8.7 percent for the nation during the same period. The unemployment rate was 12.6 percent in El Dorado County, 10.8 percent in Placer County, 11.8 percent in Sacramento County, and 11.8 percent in Yolo County.

**Between April 2011 and May 2011**, the total number of jobs located in the counties of El Dorado, Placer, Sacramento, and Yolo increased by 5,300 to reach 813,400 jobs.

- Construction gained 2,400 jobs, above its average 1,700-job increase from April to May over the last 21 years.
- Leisure and hospitality increased by 1,700 jobs, counter to its typical 400-job decrease from April to May over the last 21 years. Accommodation and food services (up 1,500 jobs) accounted for the bulk of the increase.
- Government expanded by 1,400 jobs with increases in local government (up 700 jobs), state government (up 600 jobs), and federal government (up 100 jobs).
- On the downside, educational and health services lost 1,200 jobs; professional and business services and manufacturing each declined by 400 jobs each; and trade, transportation, and utilities cut back 300 jobs.

**Between May 2010 and May 2011**, total wage and salary employment in the region decreased by 12,300 jobs or 1.5 percent.

- Government lost 7,900 jobs. Declines in local government (down 5,000 jobs) and federal government (down 3,300 jobs) offset a 400-job gain in state government.
- Trade, transportation, and utilities shrank by 4,100 jobs. Retail trade (down 2,900 jobs), wholesale trade (down 900 jobs), and transportation, warehousing, and utilities (down 300 jobs) accounted for the decrease.
- Financial activities contracted by 1,800 jobs, largely in finance and insurance (down 1,500 jobs).
- On the upside, leisure and hospitality increased by 4,000 jobs. Accommodation and food services (up 3,600 jobs) and arts, entertainment, and recreation (up 400 jobs) accounted for the increase.

## ITEM IV-G – INFORMATION

### HEAD START REPORTS

#### BACKGROUND:

This agenda item provides an opportunity for the Governing Board to review the following Head Start items:

- Fiscal Report (sent under separate cover)
- Policy Council Minutes
- Program Report

Staff will be available to answer questions.

STAFF PRESENTER: Denise Lee

# SETA Head Start

## Food Service Operations Monthly Report

### \* May 2011

May 6th -Whispering Pines closed due to no water  
Elkhorn Opens a PM Class with 10 children

May 23rd -Whispering Pines closed due to no water

May 23rd to 27th - CACFP Review

Meetings and Trainings:

Leadership Meeting attended by Connie Otwell May 18th

Time Management Self Service Timecard Computer Training  
attended by the Food Service Team - May 19th

**Total Number of Meals and Snacks Prepared for All Kitchens**

Lunch	PM Snack	Breakfast	Field Trips
44,428	26,896	31,006	600

**Total Amount of Meals and Snacks Prepared** **102,930**

**Purchases:**

Food	\$72,325.59
Non - Food	\$17,725.98

**Building Maintenance and Repair:** **\$654.48**

**Kitchen Small Wares and Equipment:** **\$7,306.67**

**Vehicle Maintenance and Repair :** **\$1,471.78**

Vehicle Gas / Fuel:	\$2,157.32
Normal Delivery Days	21

# SPECIAL EDUCATION REPORT

Sacramento County Head Start/Early Head Start  
(As of 05/31/11)

The Special Education Report shows the percentage of enrolled preschool aged children with a diagnosed disability receiving services through an Individualized Education Plan (IEP). For Early Head Start, the Special Education Report shows the number of children ages 0-3 who are receiving early intervention services through an Individualized Family Services Plan (IFSP).

Head Start Program Performance Standards Reference: 1305.6 (c) states that at least 10% of the total number of enrollment in each grantee and delegate agency must be made available to children with disabilities.

<u>Agency/AFE (HS)(EHS)</u>	<u>Head Start #IEP (% AFE)</u>		<u>Early Head Start #IFSP ( % AFE)</u>	
Twin Rivers USD (211)	25	(12%)	N/A	
Elk Grove USD (420)	64	(15%)	N/A	
Sacramento City USD (1292)(147)	172	(13%)	15	(10%)
San Juan USD (700) (161)	80	(11%)	27	(17%)
WCIC (120)	13	(11%)	N/A	
SETA (2796) (345) (1878 Tracks)	246	(13%)	49	(14%)
<b>County (4621)* (653)*</b>	<b>600</b>	<b>(13%)</b>	<b>91</b>	<b>(14%)</b>

\* Totals include ARRA enrollments

AFE = Annual Funded Enrollment

% AFE = Percentage of Annual Funded Enrollment

**Sacramento County Head Start/Early Head Start  
Delegate Monthly Enrollment Report  
May, 2011  
Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Elk Grove USD	380	364	96	107	28
Elk Grove ARRA Expansion	40	39	98	36	90
Sacramento City USD	1,272	1,271	100	1,090	86
Sac City ARRA Expansion	20	20	100	18	90
Sacramento Employment and Training Agency	1,860 (2,778)	1,915	103	1,433	77
Sacramento Employment Training Agency AARA Expansion	18	20	111	10	56
San Juan USD	680	674	99	563	83
San Juan ARRA Expansion	20	20	100	13	65
Twin Rivers USD	179	177	99	174	97
Twin Rivers ARRA Expansion	32	33	103	33	103
WCIC/Playmate Head Start	100	100	100	84	84
WCIC ARRA Expansion	20	20	100	14	70

**Early Head Start**

<b>Agency</b>	<b>Funded Enrollment</b>	<b>(a) Last Day of Month Enrollment</b>	<b>(b) % Actual to Funded</b>	<b>Attendance</b>	<b>(c) % Attend. to Funded</b>
Sacramento City USD	115	115	100	74	64
Sac City ARRA Expansion	32	32	100	22	69
Sacramento Employment and Training Agency	213	210	99	136	64
Sacramento Employment Training Agency AARA Expansion	132	134	102	71	54
San Juan USD	129	130	101	111	86
San Juan ARRA Expansion	32	32	100	24	75

(a) Includes children who have dropped during the month and whose slot will be filled within the 30 days allowable period.

(b) If enrollment is less than 100%, agency must include corrective plan of action.

(c) Attendance on the last day of month

# Monthly Head Start Report

## June 2011

### **SETA Operated Program**

#### **Family Partnership Update:**

In the month of May, a workshop was held for parents enrolled in the HS/EHS countywide programs. The topic was about developing empathy in children, and parenting techniques. Several parents attended with their partners and the topic was lively and informative. The next session will occur in June and the topic will be about the impact of violence on young children. All of the parents from the first session have expressed an interest in attending the series of parenting workshops being held here at Del Paso.

The Male Involvement program held an event at the Gold Rush History Center for families. Over 50 families along with their children attended the event. They were given the opportunity to take a tour of the Discovery Museum and take part on educational activities. Two more Daddy and Me events will be held at the SETA-Operated Early Learning sites in the month of June.

The staff who work directly with parents countywide, were in attendance at a workshop by John Parker, titled, *Thriving and Surviving in the Midst of Chaos and Change*. Not only did it give participants an opportunity to learn strategies to help them keep their equilibrium during these chaotic times, especially when their job involves working with parents, there was much laughter and dancing too! It was a great way to end the year for those staff who work for the school districts who are off for the summer.

#### **Governance Update:**

The SETA Head Start PC/PAC County-wide Annual Parent Leadership Institute was held on Wednesday, May 25, 2011 at the South Natomas Community Center, Sacramento, CA. The purpose of this year's Institute was to provide parents with leadership tools that will assist them in their leadership role as they build positive working relationships. Event theme ***From Follower to Leader: C-ing Your Way to Advocating for Children***, Dr. Tracy Tomasky, Ed.D., Director, Early Childhood Education, San Juan Unified School District, trainer. Dr. Tomasky shared the importance of leadership awareness, taking action and making a difference.

Training focus: Commitment and knowing your message (content), how to communicate it (communication), who to communicate message to (connecting), when/timing (collaboration) and how (communication, caring, clarity, consistency and credibility). Learned that being a follower is just as important as being a leader, one must be a good follower to be an effective leader. The training was well planned (mind provoking), engaging and inspirational.



Thank you Dr. Tomasky for an awesome training!

## **Elk Grove Unified School District**

### **Education Services Update:**

The eight Head Start classes on a traditional calendar have successfully completed the school year. The seven Head Start classes on a modified traditional calendar will end on June 15.

### **Enrollment Update:**

The Head Start program has 374 students enrolled in the regular Head Start classrooms and 40 students in the expansion classrooms. Average Daily Attendance in the regular Head Start classrooms was 89%. Average Daily Attendance in the expansion classrooms was 93%.

### **Disabilities Services and Mental Health Services Update:**

Program educators and clerks have worked closely with the Pre-K special education program specialist and the consulting psychologist to place students with active IEPs into the Head Start program. There are 64 students (15%), with active IEPs in the Head Start program. This number exceeds the 10% minimum required by Head Start.

### **Health Services Update:**

Program Educators are monitoring student files and providing additional support to parents and para educators ensure that children in need of further dental or medical treatment receive those services.

### **Family and Community Partnerships Update:**

“Keep Your Child Fit and Healthy,” a class designed to help parents learn fun physical activities they can do with their children, was held at Prairie Elementary School on May 26. Nine parents attended this class.

### **Recruitment:**

Registrations for the 2011-2012 school year are taking place in each of the three regions. Region I, which includes John Reith Elementary, Herman Leimbach Elementary, Charles Mack Elementary, Union House Elementary and Prairie Elementary Schools, registered 90 families. Region II, which includes Florin Elementary, Isabelle Jackson Elementary, William Daylor High, and Samuel Kennedy Elementary Schools, registered 58 families. Region III, which includes Barbara Comstock Morse Elementary, Maelola Beitzel Elementary, David Reese Elementary, Franklin Elementary, Florence Markofer Elementary, and James McKee Elementary Schools, registered 34 families. A calendar with registration dates for February through June has been created to ensure sufficient time is allotted to have full enrollment by the end of June for the 2011 -2012 school year. Currently there are 894 students registered. This is 95% of the number of students needed for full enrollment.

## **Sacramento City Unified School District**

### **PreK Math:**

Kits are being prepared and resource teachers are going to be trained next month to implement a pilot of it at a limited number of sites in the Fall. CLASS Training will be offered in the summer to resource staff. CPIN completed 6 staff trainings this school year and provided coaching for seven teachers. Two SETA coaches will mentor self-selected teachers in the coming year to support an enriched learning environment.

### **Kindergarten Readiness**

Backpacks and kindergarten transition supplies went out to all children starting kindergarten in the fall to the following Raising a Reader sites: Bowling Green, Bret Harte, Earl Warren, Edward Kemble, Ethel Baker, Ethel Phillips, Father Keith B Kenny, Harkness, Hiram Johnson, Jed Smith, John Sloat, Joseph Bonnheim, Marian Anderson, Mark Hopkins, Oak Ridge, Pacific, SB Anthony, Washington, and Woodbine.

### **Safe & Healthy Environments:**

Dry rot repair and painting is underway at 10 sites.

### **Health:**

The **Dental Varnish Clinics** were completed this month and were very successful. The Dental Hygienists from Smile Keepers observed that dental treatment/restoration had taken place for many children since their fall visit. Our preschool nurses were involved in the dental varnish clinics and continue to follow-up with parents who have children with dental needs.

The Preschool Nurses were delighted to attend the **California Head Start Association's Health Institute** Conference in Burlingame, California May 3 and 4. The keynote speakers were Susan Wirth, Nature Explore Outreach Director and Ysabel Duron, Senior Weekend Anchor for KRON-4 TV. The workshops covered a wide array of health topics such as attachment disorders, asthma, and dental follow-up and pesticide concerns. Each nurse attended a different workshop and shared with each other the valuable information they received. A number of resources and written materials were gathered from the workshops and are being shared with preschool parents.

The "**Cooking Matters**" classes are continuing through June and are being received with great enthusiasm. These six-week classes are presented at two different sites each week. Lisa Stevens, the Children's Center Nurse, is working closely with Preschool Nutritionist, Karen Ito, to present these classes which include cooking demonstrations using fresh seasonal vegetables from local farmers. A professional chef teaches parents using hands-on demonstrations. Parents then gather together to enjoy the entrée or salad they have learned to make that day. At the end of class, each parent is given a large bag of fresh vegetables so they can re-create the same dish for their families at dinnertime.

SCUSD's nurses continued to present **Parent Education** classes at the preschool sites. The topics have included nutrition, dental health, safety and hand-washing.

Nurses Lisa, Ellen, and Victoria have attended several meetings this past month related to preparation for the **PIR** report. They have participated in finalizing SCUSD's program's Three Year Goals and Objectives that will begin in the 2011-2012 school year. The nurses are working together to prepare for the busy summer registration time and health screenings.

**Disabilities:**

Over thirteen percent of SCUSD's children have been assessed and receive special education services. As of the end of May, the Head Start program had served 172 preschool children and 15 infants with special needs.

In May teachers and support staff attended a staff-development training presented by Dr. Scott Modell on the topics of ADHD, Autism and Sensory Integration Disorders.

**EHS and Home-Base:**

All Early Head Start staff will attend training on June 20 presented by WestEd on supporting children with difficult behaviors. Center-based teachers are gearing up for summer home visits with training on June 17.

Home-based families went to the County Fair on May 27 and experienced sheep, goats, cows, pigs, various fowl and rabbits first hand, building those real life experiences that support and enhance future academics. They will also join staff for an end of the year picnic on June 10 to mark the close of another successful year of home visits, acknowledge parents graduating from High School or college and transitioning students.

**San Juan Unified School District**

**Education Services Update:**

SJUSD is in the midst of planning for the next academic year's staff development topics. The Head Start Goals will guide SJUSD, as well as with teacher input outlining their preferences for future trainings. The CLASS Observation Tool will continue as a focus in the 2011-2012 trainings.

**Disabilities Services Update:**

The Disabilities Content Lead attended a webinar/workshop targeting interagency agreements. The workshop was conducted at SCOE and was very informative. The exercises that the participants worked through provided helpful and clarifying insight in how to work with LEA personnel to attain common goals in regards to special needs students and their families. The screening schedule kicked into high gear at the end of the month, as SJUSD

began re-registering current students for the fall programs. The care management process for reviewing the screening results is also up and running at full speed.

**Mental Health Services Update:**

The Mental Health Therapist has been lending extra support to kindergarten-bound children's parents who have concern for their child's social/emotional development as the year comes to a close. The Therapist spoke to Children's Center staff about how to teach children healthy boundaries.

**Nutrition Services Update:**

SJUSD is proud to announce that Grand Oaks Head Start received the CHSA Garden Grant. The teacher, Stormy Dickens, has already begun planting activities with the children. Artichoke plants were purchased for sites last fall and the globes have begun to sprout. The preparation and eating of this prickly vegetable may be a new experience for many.

**Health Services Update:**

Health completed the second round of dental screenings with Kate Varanelli from Smile Keepers. Staff is following up with children needing dental care. Health staff is continuing to screen children in the centralized screening room one day a week; this will change to three days a week in June for re-registration. Additionally, staff is following up with students on obesity, and lead. The health team is also starting to review and enter information for the PIR report.

**Family and Community Partnerships Update:**

Site visits for Self Assessment were completed in May by representatives of the Policy Committee. Parent surveys were reviewed at the executive board meeting for changes to be implemented next year. Representatives are anticipating the leadership conference at the end of the month with enthusiasm.

**Transitions**

Teachers have focused on support for families enrolling their children in Kindergarten for next year in the form of summer activities. They have also provided individualized activities for children over the summer who may return to us. These activities were shared during the last parent contact of the year.

**Program Support/Staff Training Update:**

John Gunnarson presented on oral language development strategies for preschool students with English as their home language and for dual language learners as well. He shared various strategies through an interactive approach where teachers worked in small groups and

in pairs. The strategies covered include self and parallel talk, repetition and extension, and open-ended questions. A template for differentiated instruction for dual language learners was shared with the group as well.

### **Fiscal Update:**

Many fiscal things were completed in May for Head Start and Early Head Start. The HS/EHS Basic Supplemental Grant Application is completed and has been submitted to SETA. The district budget for HS/EHS and all of the other Early Childhood Education programs has been completed and entered into the districts fiscal system with all final changes being made and the 3<sup>rd</sup> interim is finished. Also, all HS/EHS programs were reconciled and fiscal reports, including ARRA reports, were submitted to SETA. Both HS/EHS are on track with spending trends and spending projections.

### **Early Head Start:**

May is winding down the school year on a positive note. Eight staff, including classroom teachers, attended the Resources for Infant Educators annual conference in Southern California. The staff deepened their understanding of infant attachment. Additionally, ARRA funding has been extended and with it nine staff positions have been reinstated!

## **Twin Rivers Unified School District**

### **Highlights:**

Challenges/successes, enrollment and attendance, on-going monitoring, DRDP-r, self assessment, PIR, program highlights and significant program changes, expansion updates, etc.

### **Events:**

The month of May was filled with continued planning for the upcoming school year and the annual Multicultural Faire Event. This well-attended event included over 400 families, friends and students enjoying cultural performances, festive entertainment, carnival games, educational activities and community resources. Teaching staff manned booths from various cultural backgrounds such as Mexico, Pacific Islands, Soviet Union and the United States. Community service providers also attended the event to provide resources and information to the participants. Attendees were delighted with various cultural foods and truly enjoyed this day of diversity celebration!

### **Professional Development:**

On May 27, all teaching staff participated in professional development on the implementation of Creative Curriculum. Staff were introduced to the goals and philosophy of the curriculum. Additional training is scheduled for August 9, 2011.

The Summer Activities Training in collaboration with the SETA Training Unit was held on May 10. The event provided parents with information on how to entertain their children during the hot summer months with free and low cost activities. Parents enjoyed the training and the great information provided!

**Components:**

The Component Leaders at provided assistance to our students and families. The Speech Language Pathologist provided speech services to 32 students at Morey Avenue and additional services to five students within the district boundaries.

The School Social Worker continued the final follow-up on the Family Partnership Agreements and completed the final sessions of their Friendship Group.

The Health and Nutrition Components finished their final follow-up and send out reminder notices to parents for medical information for students returning in the fall.

The Enrollment Component Leader continued enrolling for the 2011-2012 school year. The State preschool program is fully enrolled and the Head Start program has approximately 65 slots remaining to fill. Enrollment will continue until June 10 and then resume again in August 2011.

The Education Coordinator and School Social Worker facilitated a Transition Event for all students entering kindergarten for the 2011-2012. Parents were provided information on kindergarten standards, visited kindergarten classrooms and met the kindergarten teachers.

**Policy and parent Committees:**

Parent Committees meetings held at both Kohler and Woodridge school sites. Policy Committee meeting held on May 17 at Woodridge Elementary School. Members approved the previous minutes, new preschool teacher Tiffany Dennis and postponed action item for the program option change. Next meeting will be May 31 at Morey Avenue.

**Fiscal:**

Any information on recent audits, overview of projects and expenditures of ARRA funds as well as basic funds. Supply and materials orders for 2011-2012 school year have been completed.

**WCIC**

**Special Events:**

Ms. Davis, Executive Director/Head Start celebrated with the Sacramento Observer Newspaper as a past honoree at the Women of Inspiration Luncheon on May 21, 2011 at the Sacramento Radisson Hotel.

WCIC's 75th Anniversary Celebration Planning Committee met on May 24, 2011. The weeklong (August 1 through August 6, 2011) celebration includes: Diverse Artists Show, Children's Literacy Program, Poetry/Spoken Word, House Party/Dress Attire theme from the 1930's, and Banquet Gala. Monthly updates will continue. The entire weeklong activities are scheduled at WCIC, 3555 3<sup>rd</sup> Avenue.

**Early Childhood Education:**

WCIC/Playmate Head Start Programs will graduate/transition 75 children to Kindergarten in 2011-2012. **CONGRATULATIONS SACRAMENTO HEAD START PROGRAMS!!!**

WCIC/Playmate Head Start Programs Annual Transition to Kindergarten Field Trip to Father Keith B. Kenny Elementary School took place on May 26, 2011.

**Family and Community Partnerships:**

WCIC/Playmate Head Start Programs 26 Annual Fathers' Barbeque was a success on May 6, 2011 at WCIC. Fathers/males had the opportunity to show off their barbecue/cook-offs expertise.

The Annual Awards presentations were presented as a part of the barbeque activities. Awards were presented to parent volunteers, community partners, and staff; over 50 presentations were made. The Annual Awards provide an opportunity to express appreciation in a special way to parent volunteers, community partners, and staff. Parents and community partners shared again this year that "this is the first and only time they have ever received an award;" they are always very appreciative and motivated to do more. Therefore, these parent activities are excellent incentives for recruiting parent and community volunteers, as well as provide a positive life changing experience for many.

## 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.