



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

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

**SPECIAL MEETING OF THE
SETA GOVERNING BOARD**

DATE: Monday, April 29, 2013

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.

**R E V I S E D
A G E N D A**

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

II. Consent Items

- A. Minutes of the April 4, 2013 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Appointment of Required Partner Representative to the Sacramento Works, Inc. Board (Kathy Kossick)
- D. Approval to Ratify the Submission of an Application to the Employment Development Department (EDD) for Workforce Investment Act 15% and 25% funds for a Veteran's Employment-Related Assistance Program and Authorize the Executive Director to Execute the Agreement and Any Other Documents Required by the Funding Source (William Walker)
- E. Approval of Resolution to Accept Program Year 2013 Community Services Block Grant (CSBG) Discretionary Targeted Initiative Funds and Authorize the SETA Executive Director to Sign the Agreement and any Amendments to the Agreement (Cindy Sherwood-Green)

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

- F. Approval to Accept Funds from the California Department of Corrections and Rehabilitation to Implement a Transition Program at Folsom State Prison and Authorize the Executive Director to Execute the Agreement and any Modifications to the Agreement (William Walker)
- G. Approval of Annual Self-Assessment for 2013-2014 and Resulting Program Improvement Plan SETA-Operated Program (Denise Lee)
- H. *Approval of Staff Recommendation for the Adult Vendor Services (VS) List (Marianne Sphar)***

III. Action Items

A. GENERAL ADMINISTRATION/SETA

- 1. Approval to Contract for Participant Payroll Services (Christine Welsch)
- 2. Approval to Submit a Proposal to the U.S. Department of Labor for Face Forward-Serving Juvenile Offenders Grant and Authorize the SETA Executive Director to Execute the Subgrant Agreements, Modifications and any Other Documents Required by the Funding Source (Christine Welsch)
- 3. **TIMED ITEM 10:00 A.M. AND PUBLIC HEARING**: Approval to Adjust the Salary Range for the Classification of Executive Assistant (Kathy Kossick)
- 4. *Approval to Hire a Labor Relations Consultant (Rod Nishi)***

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services: None.

Community Services Block Grant: None.

One Stop Services

- 1. Reconsideration of Approval to Release WIA Adult/Dislocated Worker Request for Proposals for Sacramento Works Training Centers (Robin Purdy)
- 2. Consideration of Options for the Provision of One-Stop Services in Elk Grove (Robin Purdy)

C. CHILDREN AND FAMILY SERVICES (Denise Lee)

- 1. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Budget
- 2. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Refunding Application
- 3. Approval of Fiscal Year 2013-2014 Head Start/Early Head Start Training/Technical Assistance Grant Application to be in Alignment with Established Three-Year Goals
- 4. Approval of Fiscal 2013-2014 Sacramento County Program Options/Grantee and Delegate Agencies

IV. Information Items

- A. Fiscal Monitoring Report (Roy Kim)
- B. Employer Success Stories and Activity Report (William Walker)
- C. Dislocated Worker Update (William Walker)
- D. Unemployment Update/Press Release from the Employment Development Department (Robin Purdy)
- E. Unemployment Rate by Selected Sacramento County ZIP Codes February 2013
- F. Head Start Reports
 - Fiscal Report
 - Policy Council Minutes
 - Program Report

V. Reports to the Board

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

VI. CLOSED SESSION: CONFERENCE WITH LABOR NEGOTIATOR

Pursuant to Government Code Section 54957.6

Agency Negotiator: Ed Takach

Employee Organization: AFSCME Local 146

VII. Adjournment

DISTRIBUTION DATE: MONDAY, APRIL 22, 2013

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, APRIL 26, 2013

ITEM II-H - CONSENT

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

BACKGROUND:

In April, 2013 the SETA Governing Board approved release of the *Revised* Vendor Services (VS) Request for Qualifications (RFQ). Vendor services are off-the-shelf, vendorized activities that provide additional options for adults and youth who face a myriad of challenges to academic success and/or gainful employment.

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

Staff is seeking approval of the attached recommendation.

RECOMMENDATION:

Approve the attached recommendation for the Adult VS List.

STAFF PRESENTER: Marianne Sphar

Adult Vendor Services (VS) List

Staff Recommendation

APPLICANT: **Los Rios Community College District (LRCCD)**

Location: **1410 Ethan Way, Sacramento, CA 95825**

Applicant's Background:

Los Rios Community College District supports the social and economic development of our region by providing programs, services, and activities that address the educational and economic environment in the Sacramento region and in the state of California. The LRCCD Mission Statement commits dedication to students' success by providing diverse educational programs, counseling and support services and opportunities for involvement in college and community life. Their colleges enable students to earn associate degrees, transfer to senior institutions, pursue occupational and career success, build basic skills, engage in life-long learning and conduct their general education. Because of their commitment to the region's workforce and economic development, LRCCD offers small businesses and emerging entrepreneurs training, workshops, and individual counseling in all aspects of business management.

As an approved Vendor, LRCCD will provide Small Business Development Workshops to assist meeting the needs of SETA participants who are business owners and emerging entrepreneurs with the tools and guidance needed to become successful.

| Activity | Individual Rate | Workshop Rate |
|---|---|--|
| Small Business Development | | |
| Core Business Workshops - <ul style="list-style-type: none"> • Business Basics • Financial Management • Marketing • Quickbooks I | \$40 per workshop per participant (4 workshop max, or \$160) | |
| Intensive Business Training - | \$480 per participant (3 workshops/8 hours each @ \$20 per hour) | 10-20 participants per workshop \$480 per participant (\$4,800 min, \$9,600 max) |
| Business Boot Camp - | \$1,320 per participant (60 hours @ \$22 per hour) | 10-20 participant per Boot Camp \$1,320 per participant (\$13,200 min, \$26,400 max) |

ITEM III-A – 4 - ACTION

APPROVAL TO CONTRACT FOR A LABOR RELATIONS CONSULTANT

BACKGROUND:

The City of Sacramento Labor Relations Department acted as SETA's Chief Negotiator from 1990 through 2011. The City consolidated departments in 2010, and Ed Takach, the City staff person most familiar with SETA operations subsequently retired from the department. In June, 2011, the Agency terminated its agreement with the City and the SETA Governing Board approved the hiring of Mr. Takach as the SETA Labor Relations Consultant. Mr. Takach had previously been the SETA labor relations representative under the contract with the City of Sacramento. Effective April 25, 2013, Mr. Takach suddenly and unexpectedly resigned as SETA's Labor Relations Consultant.

The Agency and the union have recently begun the negotiation process for the labor contracts that are set to expire on June 30, 2013. The Agency is in immediate need of a consultant with expertise in labor relations and a full understanding of Agency operations.

Ms. Dee Contreras, formerly the Director of the City Labor Relations Department, is available to provide these services. Ms. Contreras has previously provided many years of labor relations services for the Agency in the same manner as had Mr. Takach and she is intimately familiar with Agency operations. Given Ms. Contreras' background, staff believes that she is uniquely qualified to provide immediate and on-going assistance to the Agency as a labor relations consultant. Staff has contacted Ms. Contreras regarding this matter and she has advised staff that she is available and willing to contract with the Agency to provide labor relations consulting services on a contract basis.

The SETA Procurement Policies authorize procurement by noncompetitive proposals when other procurement methods are infeasible and, among other things, the item is available only from a single source. In order for SETA to enter into a consulting contract with Ms. Contreras, the Governing Board should make the following sole source findings: that noncompetitive procurement of consulting services from Ms. Dee Contreras is justified because she is uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations.

STAFF PRESENTER: Rod Nishi

The scope of services for the consultant includes:

- * Represent SETA as Chief Negotiator during labor negotiations;
- * Participate in developing SETA's position on matters within the scope of bargaining;
- * Advise management staff regarding interpretation and application of provisions of agreements dealing with employee relations;
- * Such other services related to employee relations as requested by SETA

RECOMMENDATION:

Hear the report of staff, find that noncompetitive procurement of consulting services from Ms. Dee Contreras is justified because she is uniquely qualified to provide labor relations consulting services to the Agency based upon her previous experience in representing the Agency with respect to its labor relations and authorize the Executive Director to contract with Ms. Dee Contreras as a Labor Relations consultant at a rate of \$100 per hour not to exceed \$60,000 per year.

STAFF PRESENTER: Rod Nishi