



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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**REGULAR MEETING OF THE
SETA GOVERNING BOARD**

DATE: Thursday, August 7, 2014

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.

**REVISED
AGENDA**

PAGE NUMBER

- I. Call to Order/Roll Call/Pledge of Allegiance**
- II. Consent Items**
 - A. Minutes of the July 17, 2014 Special Board Meeting 1-7
 - B. Approval of Claims and Warrants 8
 - C. Approval of Staff Recommendation for the Adult Vendor Services (VS) List (Marianne Sphar) 9-10
 - D. Appointment of One Required Partner Member to the Sacramento Works, Inc. Board (Kathy Kossick) 11
 - E. Approval to Amend Appendix A of the Conflict of Interest Code for the Sacramento Employment and Training Agency (Legal Counsel) 12-15

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

F.	Appointment of Member to the Community Action Board (Cindy Sherwood-Green)	16
G.	Approve the Acceptance of Proposition 39 Funding from the California Workforce Investment Board (CWIB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source, and Allocate Funding to Subrecipients (Robin Purdy)	17
H.	Approval of Resolution to Accept Program Year (PY) 2014-15 CalWORKS Funds from the County of Sacramento, Department of Human Assistance (DHA) and Authorize the SETA Executive Director to Sign Agreement No. DHA-CW-233-15 and any Amendments to the Agreement (Robin Purdy)	18-19
I.	<i>Ratification of Payroll Services Contract Extension (Loretta Su)</i>	
III.	<u>Action Items</u>	
A.	GENERAL ADMINISTRATION/SETA	
1.	<u>TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:</u> Final Reading and Approval of the Sacramento Employment and Training Agency Budget for Fiscal Year 2014-2015 (Loretta Su)	20-22
2.	<u>TIMED ITEM: 10:00 A.M. AND PUBLIC HEARING:</u> Ratification of Revisions to the Salary Schedule for Head Start Parent Intern and Head Start Substitute Teacher Assistant (Roy Kim)	23
3.	Approval to Authorize Lease Negotiations for South Sacramento Job Center Office and Classroom Space (Robin Purdy)	24
B.	WORKFORCE DEVELOPMENT DEPARTMENT	
	<u>Refugee Services:</u> None.	
	<u>Community Services Block Grant:</u> None.	
	<u>One Stop Services</u> (all Robin Purdy)	
1.	Approve the Acceptance of Regional Industry Cluster of Opportunity (RICO) Funding from the California Workforce Investment Board (CWIB), Authorize the Executive Director to Execute the Funding Agreement, Modifications, or Other Documents Required by the Funding Source, and Allocate Funding to RICO Collaborating Entities	25

2.	Approval to Augment Sacramento Works Training Center (SWTC) and On-the-Job Training/Subsidized Employment (OJT/SE) Providers	26-27
3.	Approval to Augment Existing Workforce Investment Act (WIA), Title I, Youth Program Providers to Cover Additional Costs Due to an Increase in California's Minimum Wage (Robin Purdy)	28
C.	CHILDREN AND FAMILY SERVICES:	
1.	Approval of the Submission of the Early Head Start (EHS)-Child Care Partnership and Expansion Application to the Office of Head Start (Denise Lee)	29-31
V.	<u>Information Items</u>	
A.	Review of 2013-14 Workforce Investment Act Report (Ralph Giddings)	32-34
B.	Report on American Express Corporate Account Rewards Points Program, FY 2014 (Loretta Su)	35-36
C.	Fiscal Monitoring Reports	37-41
	➤ Sacramento Chinese Community Service	
	➤ Southeast Asian Assistance Center	
D.	Employer Success Stories and Activity Report (William Walker)	42-44
E.	Dislocated Worker Update (William Walker)	45-46
VI.	<u>Reports to the Board</u>	47
A.	Chair	
B.	Executive Director	
C.	Deputy Directors	
D.	Counsel	
E.	Members of the Board	
F.	Public	
VII.	<u>Adjournment</u>	

DISTRIBUTION DATE: WEDNESDAY, JULY 30, 2014

REVISED AGENDA DISTRIBUTION DATE: THURSDAY, JULY 31, 2014

ITEM II-A - CONSENT

MINUTES OF THE JULY 17, 2014 SPECIAL BOARD MEETING

BACKGROUND:

Attached are the minutes of the July 17, 2014 Governing Board meeting for your review.

RECOMMENDATION:

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

STAFF PRESENTER: Kathy Kossick

**SPECIAL 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, July 17, 2014
10:00 a.m.

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

Members Present:

Allen Warren, Chair, Governing Board; Councilmember, City of Sacramento
Jimmie Yee, Member, Board of Supervisors
Sophia Scherman, Public Representative
Don Nottoli, Vice Chair, Governing Board; Member, Board of Supervisors

Member Absent:

Jay Schenirer, Councilmember, City of Sacramento

II. Consent Items

- A. Minutes of the June 5, 2014 Regular Board Meeting
- B. Approval of Claims and Warrants
- C. Approval to Fund the Community Link Capital Region 2-1-1 Sacramento Human Services Database
- D. Ratification of the Submission of the Regional Industry Cluster of Opportunity (RICO) Applications to the California Workforce Investment Board
- E. Appointment of Three Required Partner Members and One Economic Development Member to the Sacramento Works, Inc. Board
- F. Ratification of the Submission of the Workforce Accelerator Application to the California Workforce Investment Board
- G. Approval of Staff Recommendation for the Adult Vendor Services (VS) List
- H. Ratification of Participation in the California Employment Development Department's Application to the U.S. Department of Labor for Disability Employment Initiative Grant Funding and Authorize the Executive Director to Execute the Funding Agreement and any Modifications or Documents Required by the Funding Source
- I. Approval of Out-of-State Travel to Attend the AARP Foundation BACK TO WORK 50+ Grant Training Workshop

Ms. Kossick was pleased to announce that for Item II-F, SETA's application was one of 120 applications submitted and 18 funded for the Workforce Accelerator Application.

The consent items were reviewed; no questions or corrections.

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

- A. Approve the June 5, 2014 minutes
- B. Approve the claims and warrants for the period 5/30/14 through 7/10/14.
- C. Approve \$103,396 for Community Link to update and maintain the 2-1-1 Sacramento Human Services Database for a three-year period. The funding would be administered through a County of Sacramento Master Contract.
- D. Ratify the submission of the RICO grant applications requesting \$400,000 to the California Workforce Investment Board and authorize the executive Director to accept the funds, negotiate the agreements, execute the contracts and make any necessary modification to the agreements.
- E. Appoint Dr. Jenni Murphy, Ms. Joycelynn Brown, and Ms. Ann Edwards to the vacant Required Partner seats, and Dr. William Karns to the vacant Economic Development seat on the Sacramento Works, Inc. Board of Directors.
- F. Ratify the submission of the Workforce Accelerator grant application requesting \$150,000 to the California Workforce Investment Board and authorize the Executive Director to accept the funds, negotiate the agreement, execute the contract and make any necessary modification to the agreement.
- G. Approve the addition of On My Own Community Services to the Adult VS list.
- H. Ratify the submission of SETA's proposal in the amount of \$600,000 to the EDD for inclusion in its application to the DOL for the new Disability Employment Initiative Grant opportunity, and authorize SETA's Executive Director to execute the funding agreement, modifications and any other documents required by the funding source.
- I. Approve out-of-state travel to the AARP Foundation BACK TO WORK 50+ Training Workshop in Washington D.C. at an approximate cost of \$1,800.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

III. Action Items

A. GENERAL ADMINISTRATION/SETA

1. Approval of Compensation Package for Executive Director

Ms. Hogan read the resolution into the record. The recommendation is for a salary increase to \$158,760 annually effective July 17, 2014, with the Executive Director contributing 5.18% of salary to the pension plan, and a \$2,500 one-time payment in December, 2014.

Mr. Yee thanked Ms. Kossick for seven years that she has not had a raise. Mr. Yee reviewed the employee raises over the years. Mr. Yee stated that Ms.

Kossick will now start paying part of her pension. Mr. Yee explained that employee pension payments has been a huge problem for the city and the county and both are asking employees to start contributing. It is crucial that all employees contribute to their pension. Eventually, labor and management will sit down to come up with a fair pension contributions policy. He supports the salary recommendation for the Executive Director.

Mr. Nottoli thanked the chair for communicating with the City Manager and County Executive during the review of the Executive Director's salary. Mr. Nottoli stated that the board action accurately reflects the recommendation of the City Council and the Board of Supervisors.

Moved/Yee, second/Scherman, to adopt resolution 2014-3 approving the compensation package for the Executive Director.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

B. WORKFORCE DEVELOPMENT DEPARTMENT

Refugee Services

1. Approval to Augment Supportive Services Funding to Refugee Social Services (RSS), Targeted Assistance (TA) and TA Discretionary Refugee Program Service Providers

Ms. Mary Jennings reviewed this item and explained why Bach Viet has expended its supportive services allocation. Mr. Nottoli questioned the adequacy of the recommended \$5,000 to meet the needs of the clients. Staff is actively monitoring the situation and will come to the board to determine if additional funding will be needed to ensure the provision of services to refugees. Ms. Michelle O'Camb reviewed the reason for the influx of refugees; staff is following the situation closely. Ms. Scherman feels uncomfortable with the \$5,000 and would urge staff to acquire more funds. Ms. O'Camb explained that this affects just the refugee cash assistance customers, which is a smaller number than the CalWORKS customers.

Moved/Yee, second/Nottoli, to approve augmenting Bach Viet Association, Inc. \$5,000 in supportive services funding utilizing RSS and TA funds to ensure the provision of supportive services to enrolled refugees enrolled in its program.

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

Community Services Block Grant: None.

One Stop Services

- 2. Approval to Augment Sacramento Works Training Centers to Transfer Responsibility for Information Technology Infrastructure Costs

Ms. Robin Purdy stated that this item requests approval for a one-time reimbursement for four centers that transitioned from job to training centers. As part of the transition, the responsibility of maintaining the IT infrastructure will be transferred to the training center.

Moved/Yee, second/Scherman, to approve a one-time reimbursement based on actual costs for each career center for up to the following amounts:

SWTC	Description	Augmentation
Crossroads Diversified Services	Licenses and software,	\$15,000
Asian Resources, Inc.	Routers	\$15,000
La Familia Counseling Center	T1 Internet Connectivity	\$15,000
Greater Sacramento Urban League	IT contractor and staff Computers	\$15,000
Total		\$60,000

Roll Call Vote:

Aye: 4 (Nottoli, Scherman, Warren, Yee)

Nay: 0

Abstention: 0

- C. **CHILDREN AND FAMILY SERVICES**: None.

IV. Information Items

- A. 2013-14 Community Services Block Grant Discretionary Project Summary: Ms. Scherman asked about ArtBeast. Ms. Cindy Sherwood Green explained the background behind this program which is a training program for the residents. The children's studio provides services to children 0-7 years of age; it has been a very successful program.
- B. Fiscal Monitoring Reports: No questions.
- C. Employer Success Stories and Activity Report: Mr. Walker reported that the number of new hires outnumbered the number of dislocations. Sloan Industry came into town; this company provides apprenticeship jobs and has a contract with the State of California to build fences around the prisons.
- D. Dislocated Worker Update: A WARN notice from Intuit was received.
- E. Unemployment Update/Press Release from the Employment Development Department: The unemployment rate has continued to decline. Mr. Nottoli

expressed concern with the data being presented; Mr. George Marley from EDD will be invited to provide a detailed explanation regarding the data.

F. Summary of Workforce Innovation and Opportunity Act: Ms. Kossick reported that this legislation was just passed by the House and Senate. It eliminates 15 programs but most of the eliminated programs are national discretionary programs. It will change our performance measures. There will be more focus on credentials and degrees and getting youth into secondary education and long-term employment. The required partner members will be reduced on the WIB and there will be more focus on out-of-school youth. Over the course of the next year, regulations will be written and staff will provide reports as more is learned. Ms. Kossick stated that regulation development takes 12-15 months so it will take a while before implementation.

G. Administration for Children and Families Monitoring Report: Mr. Warren received a letter informing him of a couple of issues from the Federal Review. Ms. Denise Lee stated that staff received the report on July 8 and was pleased with the outcome. There were three areas of noncompliance that the Agency must fully remedy by November 6, 2014. There will be a follow-up review by the regional office as well as assigned training and technical assistance prior to the deadline. Along with refining current safety and supervision procedures, management is working with the union to develop intensive and interactive training to be provided in August to enhance the understanding of policies and procedures. From that point, re-training will be provided twice a year. In addition, there will be an increase of unannounced monitoring visits to each center, including delegate agencies.

Mr. Warren asked Ms. Lee to explain what happened. Ms. Kossick explained that there was a child left unattended for approximately 1 ½ minutes in the playground. The Board was informed of the incident on May 2 and Ms. Kossick provided an e-mail update regarding the situation. The child was hiding behind a large structure in the playground during transition from outside back to the classroom.

Mr. Nottoli asked Ms. Lee about the CLASS scores and how it measure quality in the program. Ms. Lee explained the tool is used nationally by programs and is the measurement by which the OHS monitoring reviewer measures teacher-child interactions.

Ms. Lee stated that the reviewers left knowing this program provides incredibly high quality service to children and families in Sacramento County. There were two strengths noted when the review team left SETA: the Quality Assurance system was great, and school readiness to ensure children are engaged and being prepared for kindergarten.

H. Head Start Reports: No additional report.

V. Reports to the Board

- A. Chair: No report.
- B. Executive Director: Ms. Kossick notified the board that Ms. Robin Purdy will be retiring in December. The transition process is beginning and Mr. Roy Kim will be transitioning over to Ms. Purdy's position. This will be happening in the fall.
- C. Deputy Directors: Ms. Purdy announced two internal candidates to workforce development managers, Ms. Terri Carpenter and Ms. Michelle O'Camb.
- D. Counsel: No report.
- E. Members of the Board: Ms. Scherman wishes Mr. Warren a Happy Birthday. Mr. Warren reported that he turned 50 years old on June 30.
- F. Public: No comments.

VI. Adjournment: The meeting was adjourned at 11:13 a.m.

ITEM II-B – CONSENT

APPROVAL OF CLAIMS AND WARRANTS

BACKGROUND:

Kathy Kossick, Executive Director, has reviewed the claims for the period 7/10/14 through 7/31/14, and all expenses appear to be appropriate.

RECOMMENDATION:

Approve the claims and warrants for the period 7/10/14 through 7/31/14.

STAFF PRESENTER: Kathy Kossick

ITEM II-C - CONSENT

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

BACKGROUND:

In November, 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: Creative Careers, LLC

**Location: 3665 Bleckely Street
Mather, CA 95655**

Applicant's Background:

Creative Careers was formed in November 2013 by Dan Sofia and Laurie Gallo who have worked together providing employment support services to clients of the Department of Rehabilitation (DOR) and the Sacramento Alta California Regional Center. The staffs' combined 30 plus years of training, experience, and education in providing human services and public instruction assist individuals with disabilities in learning job search techniques and strategies, resume writing, interview preparation and techniques, and in exploring career and advancement opportunities.

As an approved Vendor, Creative Careers proposed to provide Job Readiness/Pre-Employment Skills Training, and Career Exploration to individuals with disabilities.

Creative Careers, LLC	Individual Rate	Group/Workshop Rate
Job Readiness/Pre-Employment Skills Training	\$200 per client (5 hour session)	6 – 16 clients \$125 per client (5 hour session) \$750 minimum to \$2,000 maximum
Career Exploration	\$160 per client per session (5 sessions maximum) \$160 minimum to \$800 maximum	6 – 16 clients \$100 per client per session (5 sessions maximum) \$3,000 minimum to \$8,000 maximum

ITEM II-D - CONSENT

APPOINTMENT OF ONE REQUIRED PARTNER MEMBER TO THE
SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

The Sacramento Works, Inc. Board is a 41-member board comprised of representatives from the private sector, education, economic development, labor, and required partners. The required partners represent public employment service, rehabilitation agency, and public assistance agency. One required partner seat was recently vacated and an application has been received.

- Ms. Pam Miller, Executive Director, Area 4 Agency on Aging, will be replacing JoAnne Mahaney-Buehler on the WIB.

Ms. Miller's application has been reviewed by legal counsel and will be sent under separate cover.

Staff will be available to answer questions.

RECOMMENDATION:

Appoint Ms. Pam Miller to the vacant Required Partner seat on the Sacramento Works, Inc. Board of Directors.

STAFF PRESENTER: Kathy Kossick

ITEM II- E - CONSENT

APPROVAL TO AMEND APPENDIX A OF THE CONFLICT OF INTEREST CODE FOR THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

BACKGROUND:

Pursuant to the Political Reform Act, SETA is required to adopt, maintain and amend, as appropriate, a Conflict of Interest Code. The last modification was approved by the board on September 5, 2013. Appendix A to the Conflict of Interest Code identifies by classification the designated employees of SETA required to file conflict of interest statements.

From time to time, modifications are required to revise the list of designated employees set forth in Appendix A. At this time, three new classifications need to be added to Appendix A:

- Senior Accountant
- Web Innovation Engineer
- Children and Family Services Program Specialist

No other revisions to the Conflict of Interest Code are being proposed at this time.

If your Board approves the revised Appendix A of the Conflict of Interest Code, it will then be forwarded to the Sacramento County Board of Supervisors for ratification pursuant to its responsibility as the Code Reviewing Body under the Political Reform Act. The revised Conflict of Interest Code will become effective thirty (30) days after its ratification by the Sacramento County Board of Supervisors. The proposed revised Appendix A of the Conflict of Interest Code is attached.

RECOMMENDATION:

Approve the revised Appendix A of the Conflict of Interest Code and direct Legal Counsel to forward it to the Sacramento County Board of Supervisors for ratification.

STAFF PRESENTER: Legal Counsel

**CONFLICT OF INTEREST CODE
FOR THE
SACRAMENTO EMPLOYMENT AND TRAINING AGENCY**

Pursuant to the Political Reform Act, Government Code Section(s) 81000, et. seq. (“PRA”) the Sacramento Employment and Training Agency (“SETA”) has adopted a Conflict of Interest Code. The PRA requires conforming amendments to be made in Conflict of Interest Codes adopted and promulgated pursuant to the provisions of the PRA.

The Fair Political Practices Commission (“FPPC”) has adopted a regulation, Cal. Adm. Code Section 18730, which contains the terms of a standard model Conflict of Interest Code, which can be incorporated by reference, and which will be amended to conform to amendments in the PRA after public notice and hearings conducted by the FPPC.

Incorporation by reference in terms of the aforementioned regulation and amendments to it in SETA’s Conflict of Interest Code will save SETA time and money by minimizing the actions required by SETA to keep the Code in conformity with the PRA.

SETA’s current Conflict of Interest Code as adopted pursuant to Resolution No. 2008-1010 is hereby repealed. The terms of Cal. Adm. Code Section 18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, together with the attached APPENDIX, shall constitute the Conflict of Interest Code for SETA.

The designation of SETA employees and the applicable disclosure categories are identified in the attached APPENDIX.

This amended Conflict of Interest Code will become effective upon the date of its adoption by the Sacramento County Board of Supervisors.

APPENDIX

Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Quality Control Supervisor
Members of the Workforce Investment Board (WIB) and Youth Council	Workforce Development Manager
Members of the Head Start Policy Council (PC)	Training/Staff Development Officer
Members of the Head Start Parent Advisory Committee (PAC)	Facilities Coordinator
Members of the Community Action Board (CAB)	Children and Family Services Education Program Officer
WIB Legal Counsel	Children and Family Services Support Services Program Officer
SETA Legal Counsel	Children and Family Services Administrative Program Officer
Clerk of the Boards	Workforce Development Analytical Program Officer
Executive Director	Workforce Development Operational Program Officer
Administrative Services Deputy Director	Purchasing Analyst
Children and Family Services Deputy Director	Staff Support Officer
Workforce Development Deputy Director	Workforce Development Professional I, II, III
Administration Department Chief	Head Start Site Director
Fiscal Department Chief	Head Start Coordinator (Education)
Information Systems Department Chief	Head Start Coordinator (Food Service)
Senior Personnel Analyst**	Head Start Coordinator (Social Services/Parent Involvement Services)
Accountant I	Head Start Courier/Maintenance
Accountant II**	Head Start Education Specialist**
Accountant III	Network Engineer
Senior Accountant	Web Innovation Engineer
Public Information Officer	Wellness Specialist
Programmer Analyst	Head Start Facilities Analyst
Workforce Development Professional Supervisor	Head Start Facilities Specialist
Human Resources Manager	Head Start Head Cook
Information Technology Analyst I and II	Head Start Social Services/Parent Involvement Specialist**
Information Technology Services Facilitator	Head Start Manager
Information Technology Engineering Analyst	Head Start Clinical Social Worker**
Workforce Development Analyst Supervisor	Children and Family Services Program Specialist
Workforce System Administrator	
Workforce Development Analyst II and III	

** Includes both supervisory and non-supervisory staff

**Sacramento Employment and Training Agency
Conflict of Interest Disclosure Categories**

All persons holding positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
 - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103 and 87206.
 - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103 and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeably may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

ITEM II-F – CONSENT

APPOINTMENT OF MEMBER TO THE COMMUNITY ACTION BOARD

BACKGROUND:

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

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

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

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

One application for Private Sector membership has been received from California Community Credit Union and is sent under separate cover.

RECOMMENDATION:

Appoint California Community Credit Union to represent the Private Sector on the SETA Community Action Board.

STAFF PRESENTER: Cindy Sherwood-Green

II-G - CONSENT

APPROVE THE ACCEPTANCE OF PROPOSITION 39 FUNDING FROM THE CALIFORNIA WORKFORCE INVESTMENT BOARD (CWIB), AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE, AND ALLOCATE FUNDING TO SUBRECIPIENTS

BACKGROUND:

In June, 2014, the California Workforce Investment Board (CWIB) funded SETA's Proposition 39 Clean Energy Job Creation proposal to implement and support energy efficiency-focused "earn-and-learn" job training and placement programs targeting disadvantaged job seekers.

SETA and Golden Sierra Job Training Agency joined together to submit a regional proposal in partnership with community colleges, community-based organizations, labor organizations, industry associations and employers to provide training, "earn and learn" activities, support services, and job placement assistance. The Capitol Region Multi-Craft Core Curriculum (CRMC3) will serve 45 youth, veterans, and/or other disconnected/disadvantaged adults with at least 60% enrollments from veterans and/or opportunity youth (ages 18 to 25).

SETA received \$500,000 to support pre-apprenticeship training provided by Northern California Construction Training, American River STRIPE Pre-Apprenticeship program and Sierra College pre-construction program, combined with on-the-job-training provided by North State Building Industry Foundation and case-management provided by SETA and Golden Sierra. The subrecipients include:

Organization	Amount
Golden Sierra Job Training Agency (case-management and Sierra College pre-construction training)	\$103,950
American River College	69,000
Northern California Construction Training	45,000
North State Building Industry Foundation	103,417
TOTAL	\$321,367

RECOMMENDATION:

Approve the acceptance of the Proposition 39 grant funding from the CWIB in the amount of \$500,000 and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.

STAFF PRESENTER: Robin Purdy

ITEM II-H - CONSENT

APPROVAL OF RESOLUTION TO ACCEPT PROGRAM YEAR (PY) 2014-15
CALWORKS FUNDS FROM THE COUNTY OF SACRAMENTO, DEPARTMENT
OF HUMAN ASSISTANCE (DHA) AND AUTHORIZE THE SETA EXECUTIVE
DIRECTOR TO SIGN AGREEMENT NO. DHA-CW-233-15 AND ANY
AMENDMENTS TO THE AGREEMENT

BACKGROUND:

SETA has been issued Agreement No. DHA-CW-233-15 for the 2014 program year by the County of Sacramento, Department of Human Assistance (DHA) for the provision of On-the-Job Training/Subsidized Employment (OJT/SE), Expanded Subsidized Employment (ESE), Adult Basic Education, General Education Diploma (GED) Prep, High Completion Services, and Vocational English-as-a-Second Language (VESL). The agreement term is from July 1, 2014 through June 30, 2015. The total grant award is \$3,968,177.

The County of Sacramento DHA requires a resolution from the SETA Governing Board identifying individuals authorized by the Board to negotiate and execute the agreement, including any and all documents pertaining to the agreement, and those authorized to submit claims for reimbursement and other financial reports required by the agreement.

RECOMMENDATION:

Review and approve the attached resolution, and authorize the Executive Director to sign the agreement and any amendments to the agreement.

STAFF PRESENTER: Robin Purdy

ITEM II-I - CONSENT

RATIFICATION OF PAYROLL SERVICES CONTRACT EXTENSION

BACKGROUND:

On June 7, 2012, the SETA Governing Board approved a payroll services contract with High Line Corporation for an initial term of July 1, 2012 – June 30, 2014, with multiple year extensions, at a monthly cost of \$5,075.

High Line Corporation has been SETA's current payroll services vendor since July 2010.

Staff is recommending to extend the agreement, for an additional two (2) year term, through June 30, 2016, at the same monthly cost.

RECOMMENDATION:

Ratify the extension of the services contract with High Line Corporation, for an additional two (2) year term, through June 30, 2016, and authorize the Executive Director to negotiate and make any necessary modifications to the agreement.

STAFF PRESENTER: Loretta Su

**RESOLUTION NO: 2014-4
BY THE GOVERNING BOARD**

WHEREAS, a proposed Agreement DHA-CW-233-15 with the COUNTY OF SACRAMENTO for the delivery of services by this organization has been determined to be in the best interest of the Sacramento Employment and Training Agency (SETA) by its duly constituted Governing Board;

NOW, THEREFORE, BE IT RESOLVED that the persons named below are authorized to negotiate and execute on behalf of this corporation, said Agreement and any and all documents pertaining to this Agreement, and to submit claims for reimbursement and other financial reports required by said Agreement;

AND FURTHERMORE, that the signatures recorded below are the true and correct signatures of the designated individuals.

AUTHORIZED TO EXECUTE CONTRACT:

Executive Director
TITLE

Kathy Kossick
NAME (Please print)

SIGNATURE

AUTHORIZED TO SUBMIT CLAIMS:

Chief, Fiscal Department
TITLE

Loretta Su
NAME (Please print)

SIGNATURE

CERTIFICATION

I certify that I am the duly qualified and acting Clerk of the Boards for SETA, a duly organized and existing California public entity. The foregoing is a true copy of a resolution adopted by the Governing Board of said public entity, at a meeting legally held on, August 7, 2014 and entered into the minutes of such meeting, and is now in full force and effect. Normally scheduled meetings of the Governing Board are held the first Thursday of every month.

DATE: _____

Nancy Hogan
NAME (PLEASE PRINT)

SIGNATURE

ITEM III-A – 1 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: FINAL READING AND APPROVAL OF THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY BUDGET FOR FISCAL YEAR 2014-2015

BACKGROUND:

In June 2014 the Board took action to open a public hearing on the 2014-2015 proposed agency budget. At that time, the public hearing was scheduled to close August 7, 2014.

The final budget for the fiscal year 2014-2015 will be sent under separate cover. Staff will be available to answer questions. The final approved budget will also be submitted to the County and City for approval.

RECOMMENDATION:

Hear testimony, close the public hearing and approve the SETA budget for 2014-2015.

STAFF PRESENTER: Loretta Su

RESOLUTION NO.: 2014-05

APPROVAL OF FISCAL YEAR 2014-2015 SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA) BUDGET

WHEREAS, all necessary estimates of revenues, expenditures and reserves for the 2014-2015 Fiscal Year were prepared and filed, the proposed budget was adopted and printed, and hearings thereon were noticed and held as required by Chapter 1 of Division 3, Title 2 of the Government Code (29,000 et. seq.), and

WHEREAS, all proceedings required by law have been duly had and regularly taken concerning the adoption of the final budget for the Sacramento Employment and Training Agency for the Fiscal Year commencing July 1, 2014 and ending June 30, 2015,

NOW, THEREFORE, IT IS RESOLVED AND ORDERED, that the amounts set forth in the attached SCHEDULES for expenditures, revenues, reserves and interfund transfers are the adopted final budget for the Sacramento Employment and Training Agency for the Fiscal Year 2014-2015.

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.

It is recommended that the Sacramento Employment and Training Agency Governing Board approve the Fiscal Year 2014-2015 budget for the Sacramento Employment and Training Agency.

On a motion by _____, seconded by
_____, the foregoing resolution is passed and adopted by the
Sacramento Employment and Training Agency Governing Board, this seventh day of
August, 2014 by the following vote, to wit:

Ayes:

Noes:

Absent:

Abstain:

Chair of the SETA Governing Board

ATTEST: _____
Clerk of the SETA Governing Board

ITEM III-A - 2 - ACTION

TIMED ITEM 10:00 A.M. AND PUBLIC HEARING: RATIFICATION OF REVISIONS TO THE SALARY SCHEDULE FOR HEAD START PARENT INTERN AND HEAD START SUBSTITUTE TEACHER ASSISTANT

BACKGROUND:

New legislation (AB10), passed in 2013, raised California's minimum wage to \$9.00 per hour effective July 1, 2014, requiring revisions to two (2) Agency job classifications: Head Start Parent Intern and Head Start Substitute Teacher Assistant.

The previous pay ranges were as follows:

Head Start Parent Intern

Step A	Step B	Step C	Step D	Step E
\$ 8.57	\$ 8.99	\$ 9.45	\$ 9.94	\$10.43

Head Start Substitute Teacher Assistant

Step A
\$ 8.62

The new pay ranges are as follows:

Head Start Parent Intern

Step A	Step B	Step C	Step D	Step E
\$ 9.00	\$ 9.45	\$ 9.92	\$10.42	\$10.94

Head Start Substitute Teacher Assistant

Step A
\$ 9.00

The Head Start Policy Council reviewed and approved this modification at their July 29 meeting; staff will be available to answer questions.

RECOMMENDATION:

Open a public hearing, receive input, close the public hearing and approve the new pay ranges for the Head Start Parent Intern and Head Start Substitute Teacher Assistant.

STAFF PRESENTER: Roy Kim

ITEM III-A – 3 - ACTION

APPROVAL TO AUTHORIZE LEASE NEGOTIATIONS FOR SOUTH SACRAMENTO JOB CENTER OFFICE AND CLASSROOM SPACE

BACKGROUND

On March 6, 2014 the Board approved the release of a Request for Proposals (RFP) to seek office and classroom space to continue to provide Job Center services in the South Sacramento area. The deadline for the submission of a proposal in response to the RFP was April 18, 2014. No proposals were received by the deadline. As a result, the Board authorized the extension of the RFP at its April 24th meeting with an extended deadline of May 30, 2014. Only one proposal was submitted by the extended deadline, which failed to meet the minimum number of proposal submissions required for procurement. As a result, the Board authorized an additional extension of the RFP at its June 5, 2014 meeting with an extended deadline of July 31, 2014.

Staff will review and rank the proposals prior to the Board's August 7, 2014 meeting. An oral report and related materials will be provided at the meeting.

RECOMMENDATION

Review the staff report of the proposals received, and authorize staff to enter into lease negotiations with representatives of the top ranked proposal. If unsuccessful, staff will negotiate with the proposal ranked second. Upon successful negotiations, staff will return to the board for action to approve a lease agreement.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 1 - ACTION

APPROVE THE ACCEPTANCE OF REGIONAL INDUSTRY CLUSTER OF OPPORTUNITY (RICO) FUNDING FROM THE CALIFORNIA WORKFORCE INVESTMENT BOARD (CWIB), AUTHORIZE THE EXECUTIVE DIRECTOR TO EXECUTE THE FUNDING AGREEMENT, MODIFICATIONS, OR OTHER DOCUMENTS REQUIRED BY THE FUNDING SOURCE, AND ALLOCATE FUNDING TO RICO COLLABORATING ENTITIES

BACKGROUND:

The California Workforce Investment Board (CWIB) and California Energy Commission released a solicitation for grant applications for the Regional Industry Cluster of Opportunity. The CWIB has allocated Alternative and Renewable Fuel and Vehicle Technology Program (AB118) funds to implement and support projects that develop the talent pipeline and support sustainability.

SETA, on behalf of the RICO partners, submitted two proposals in response to the RICO solicitation focusing on planning and implementing initiatives related to Plug-In Electric Vehicle (PEV) adoption and expanded projection and use of Renewable Natural Gas (RNG) using waste-to-fuel technologies. SETA requested funding for:

✓ Talent Pipeline: \$225,000 ✓ Sustainability: \$175,000

The partnership includes Valley Vision, Sacramento Area Council of Governments (SACOG), Greenwise Joint Venture, Sacramento Clean Cities Coalition, Los Rios Community College District, Sacramento Regional Technology Alliance and the Sacramento Area Electrical Training Center.

On June 11, 2014 SETA was notified that it was awarded \$175,000 to fund its Talent Pipeline project and \$125,000 to fund its Sustainability project over a 21-month project period. The final budget included funding for the following organizations:

Organization	Talent Pipeline	Sustainability
Valley Vision	\$30,000	\$62,500
American River College	50,000	0
SARTA	5,000	30,000
Sacramento Clean Cities Coalition	25,000	20,000
Total	\$110,000	\$112,500

RECOMMENDATION:

Approve the acceptance of the RICO grant funding from the CWIB in the amounts of \$175,000 for the Talent Pipeline project and \$125,000 for the Sustainability project and authorize the Executive Director to execute the funding agreement, any modifications, or other documents required by the funding source, and enter into subcontracts with collaborating organizations.

ITEM III-B – 2 - ACTION

APPROVAL TO AUGMENT SACRAMENTO WORKS TRAINING CENTER (SWTC) AND ON-THE-JOB TRAINING/SUBSIDIZED EMPLOYMENT (OJT/SE) PROVIDERS

BACKGROUND:

On June 5, 2014 the SETA Governing Board approved the funding extensions for nine Sacramento Works Training Centers (SWTCs) offering training services including OJT/SE, six OJT/SE providers, and eight Expanded Subsidized Employment (ESE) providers for Program Year 2014-15. The purpose of this item is to request the SETA Governing Board approve the augmentation of WIA and CalWORKs funding for the SWTC operated by Crossroads Diversified Services for additional OJT opportunities for its SWTC customers, and to allocate additional CalWORKs funds to SETA's On-the-Job Training/Subsidized Employment Providers to expand participation in the ESE program.

The OJT/SE activity is intended to engage prospective employers in providing appropriate and meaningful training opportunities to low income individuals, dislocated workers, and eligible CalWORKs recipients. It is designed to place customers into full-time jobs in high skill, high growth occupations. OJT/SE is a "hire first" activity that provides up to 100% reimbursement of the wages paid by an employer to an employee during the training period. The percentage of the wage reimbursement and the length of training are based on the occupation, the elements of training, the experience and work readiness of the trainee, and the difficulty of the job.

The ESE program allows for a combination of customized classroom training and on-the-job subsidized employment to ensure that individuals receiving public assistance obtain specific skills and experience relevant to unsubsidized employment in a particular field. Currently, the customized training providers utilized for the ESE grant are accessed from the California Eligible Training Provider List (ETPL) and are paid on a tuition reimbursement basis. The ESE customized classroom training providers include Elk Grove Unified School District, Sacramento City Unified School District, Northern California Construction Training (NCCT), American River College, Folsom-Cordova Unified School District, and the Greater Sacramento Urban League. All individuals completing the customized training coursework transition into subsidized employment opportunities.

SWTC OJT/SE Augmentation Recommendation –

Staff is recommending augmenting the Crossroads Diversified Services SWTC agreement \$58,280 in WIA Adult and CalWORKs funds for an additional 10 OJT/SE slots (3 WIA Adult; 7 CalWORKs). This augmentation will increase Crossroads Diversified's total SWTC OJT/SE slots from 11 to 21. With this approval, Crossroads Diversified's total SWTC funding will increase to \$311,038 to serve 254 customers.

STAFF PRESENTER: Robin Purdy

ITEM III-B – 3 - ACTION

APPROVAL TO AUGMENT EXISTING WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM PROVIDERS TO COVER ADDITIONAL COSTS DUE TO AN INCREASE IN CALIFORNIA'S MINIMUM WAGE

BACKGROUND:

On June 5, 2014 the SETA Governing Board approved extension of WIA, Title I, Youth Program provider subgrant agreements for Program Year (PY) 2014-15. A condition of SETA's Youth Program Subgrant Agreements is that all youth must be provided a paid Work Experience (WEX) opportunity during the Program Year. On July 1, 2014 California's minimum wage was increased from \$8.00 to \$9.00 per hour. As a result, most of the Youth Program providers experienced a budget shortfall. To offset the additional cost, most of the providers reduced the average number of hours available to youth participants during paid Work Experience, or shifted costs from other budget line items.

To address the issue, SETA staff has identified additional WIA Youth funding resulting from PY 2013-14 fiscal closeout and seeks approval to augment the affected WIA Youth providers to cover the costs associated with the increase in the minimum wage.

Staff is recommending an augmentation of WIA, Title I, Youth funds to the WIA Youth providers reflected below in the following amounts:

	PY 2014-15 Allocations	Recommended Augmentation	Recommended Revised PY 2014-15 Allocations
Out-of-School Youth			
Asian Resources, Inc.	\$245,728	\$7,233	\$252,961
La Familia Counseling Center, Inc.	293,940	10,851	304,791
North State Building Industry Foundation	160,380	5,651	112,031
Sacramento City Unified School District	150,800	4,306	155,106
In-School Youth			
City of Sacramento Department of Parks and Recreation	228,000	10,980	238,980
Crossroads Diversified Services, Inc.	194,250	11,626	205,876
Sacramento Chinese Community Services Center, Inc.	362,880	11,195	374,075
Total		\$61,842	

RECOMMENDATION:

Approve the augmentation recommendation for the WIA, Title I, Youth Program providers for PY 2014-15 as reflected in the chart above.

ITEM III-C – 1- ACTION

APPROVAL OF THE SUBMISSION OF THE EARLY HEAD START (EHS)-
CHILD CARE PARTNERSHIP AND EXPANSION APPLICATION TO THE
OFFICE OF HEAD START

BACKGROUND:

This agenda item provides an opportunity for the Governing Board to approve the submission of an application to the Office of Head Start in the amount of \$1,664,460 (\$1,540,179 in Basic funds; \$34,281 in Training and Technical Assistance and \$90,000 for One-time Start-Up Costs funds) to serve an additional 108 infants/toddlers in full day, year-round Early Head Start-Child Care Partnerships and Expansion.

On June 6, 2014, the Office of Head Start/Administration for Children and Families released a Funding Opportunity Announcement for Early Head Start-Child Care Partnerships and Expansion Grants. Funds will be used to partner with local child care providers to provide comprehensive, high-quality services to eligible infants and toddlers through EHS-Child Care Partnerships. These partnerships will enhance and support early learning settings to provide full-day, full-year comprehensive services that meet the needs of low-income working families; enhance access to high-quality, full-time child care; support the development of infants and toddlers through strong relationship-based experiences; and prepare them for the transition into preschool.

SETA will submit an application for a combination of the EHS-Child Care Partnerships and EHS Expansion. Funding requests are as follows:

EHS-Child Care Partnership	\$1,371,259	(100 infants/toddlers)
EHS Expansion	\$ 168,920	(8 infants/toddlers)
Training/Technical Assistance	\$ 34,281	
One-time Start-Up Costs	<u>\$ 90,000</u>	
	\$1,664,460	

EHS-Child Care Partnerships: (96 infants/toddlers)

SETA has a long-standing working relationship with the Sacramento County Office of Education (SCOE) which currently serves Early Head Start infants, toddlers and pregnant women in a home base partnership with SETA. SCOE also operates several programs targeted toward high-quality improvement; access for children with high needs; and professional development for child development staff (i.e., *Race to the Top/Early Learning Challenge, Preschool Bridging Model Plus, California Preschool Instructional Network*, etc.).

STAFF PRESENTER: Denise Lee

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

SCOE, along with the four (4) high-quality child care providers have approached SETA to apply for this funding opportunity. Providers include *Arista, KinderWorld, Only Love and National Human Development Foundation* (NHDF). All providers currently serve in high-need, under-served service areas of Sacramento. This partnership model will serve 68 EHS eligible infants and toddlers in full day (up to 10 hours), 5 days per week, year round services.

Program	Site Name	ZIP Code	# of EHS Eligible Children	Infants/toddlers receiving subsidized care	% Unserved	Proposed # of new slots
SCUSD	Elder Creek	95824	2,314	151	93.5%	8
SCUSD	American Legion	95817	896	51	94.3%	8
SCUSD	Hiram Johnson	95820	2,483	137	94.5%	24
SCOE	KinderWorld	95822	4,134	193	95.3%	24
SCOE	Arista	95624	4,641	200	95.7%	8
SCOE	Only Love	95821	2,258	158	93.0%	28
SCOE	NHDF	95632	1,544	47	97.0%	8

Other providers may be identified through the SETA procurement/vendor services process as necessary

The EHS-CC Partnership funds will leverage current investments through state/federal funds to enhance the overall program services for children and families. Partnership sites will benefit from facilities that are licensed and meet Early Head Start facility safety requirements. Children in classrooms with EHS-CC Partnership will benefit from low ratios and class size, qualifications of their teachers including their on-going supervision and coaching, curriculum and broad-scale parent engagement activities.

Sacramento City Unified School District, a SETA delegate agency, will also provide EHS-Child Care Partnership services to 32 infants/toddlers enrolled in child care through collaborations with the California Department of Education/Early Education and Development Services. Services will be provided on two elementary school campuses – Hiram Johnson (24 children) and American Legion (8 children). Both campuses are in high need, under-served service areas of Sacramento.

EHS Expansion: (8 children)

As part of the funding opportunity, the Office of Head Start has identified high poverty priority ZIP codes to be targeted in this solicitation. Sacramento County has one ZIP

STAFF PRESENTER: Denise Lee

ITEM III-C – 1 – ACTION (continued)

Page 3

code identified (95824) which is within the Sacramento City Unified School District boundaries. Through expansion, services will be expanded by 8 infants/toddlers at the Elder Creek Elementary School. Services will be provided 7 hours/day, 5 days per week for 48 weeks per year.

Ms. Denise Lee, Deputy Director, will be available to answer questions. The application due date is August 20, 2014. The Policy Council reviewed and approved this on July 29, 2014.

RECOMMENDATION:

Approve the submission of the Early Head Start-Child Care Partnership and EHS Expansion application to the Office of Head Start in the amount of \$1,664,460, including Basic, Training/Technical Assistance and One-time Start-Up funds, to expand services to 108 infant/toddlers in Sacramento County.

STAFF PRESENTER: Denise Lee

ITEM IV-A - INFORMATION

REVIEW OF 2013-14 WORKFORCE INVESTMENT ACT REPORT

BACKGROUND:

Staff will review the Workforce Investment Act program results for the period July 1, 2013 - June 30, 2014. The chart is attached and staff will be available to answer questions.

STAFF PRESENTER: Ralph Giddings

Sacramento Works System Annual Report (7/1/2013- 6/30/2014)

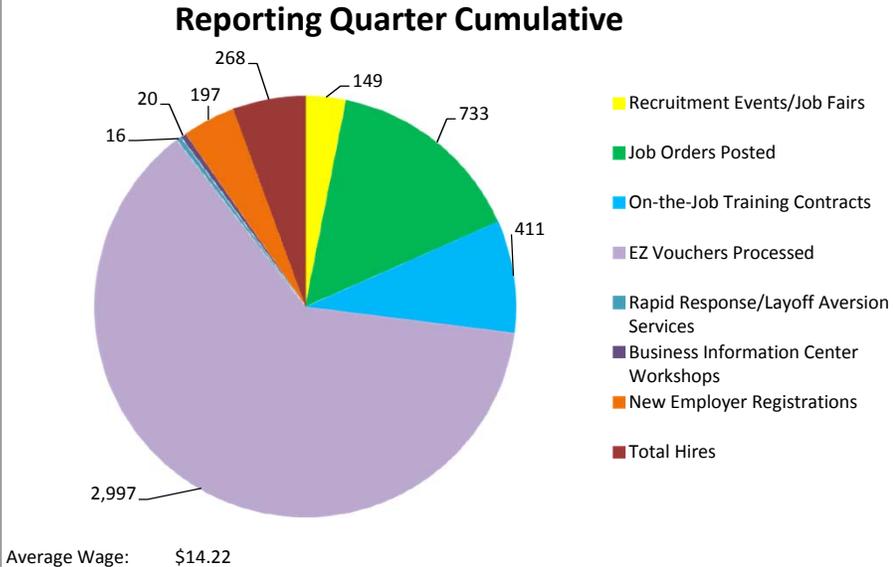
Dashboard Question	Answer
<p>Sacramento Works Job & Training Center Universal Access: Is the Sacramento Works system meeting the goal of providing universal access services to 35,000 job seekers per year? Yes 104% of plan</p>	<p>Reporting Quarter: 36,520 Benchmark: 35,000 47,800 total registered as unemployed and looking for work.</p>
<p>Intensive & Training Services: Adult/Dislocated Worker Services: Is the Sacramento Works system meeting the enrollment? No, 76% of plan due to slow start up of Sacramento Works Training Center system</p>	<p>Total Customers, Who Received Intensive Services, Percent Enrolled of Plan: 76% Benchmark: 76%</p>
<p>Youth Services: Is the Sacramento Works system meeting the enrollment? Yes, 108% of plan for in-school youth and 118% of plan for out of school youth</p>	<p># of New Enrollments Year End Goal (OS Youth): 283 (Benchmark: 261) # of New Enrollments Year End Goal (IS Youth): 224 (Benchmark: 190)</p>
<p>Common Measures: Did the Sacramento Works system meet common measure performance goals for customers completing services? Yes, exceeded all performance measures</p>	<p>DW % Employment Retention: 87% (Benchmark: 80%) Adult % Employment Retention: 81% (Benchmark: 78%) DW % Entered Employment: 71% (Benchmark: 58%) Adult % Entered Employment: 57% (Benchmark: 51%)</p> <p>DW Average Six-Months Earnings: \$17,892 (Benchmark: \$15,500) Adult Average Six-Months Earnings: \$14,853 (Benchmark: \$11,500)</p> <p>Literacy/Numeracy Gains: 70% (Benchmark: 55%) Youth % Attained Degree/Certificate: 81% (Benchmark: 61%) Youth % Entered Employment or Education: 81% (Benchmark: 64%)</p>

Job Seeker Customer Satisfaction Survey:
 Are customers satisfied with the services received? (On a scale from 1-5 with 5 being the highest) **Yes, customer satisfaction increased over last year**



- Number of Surveys Completed
- Minimum Average Rating
- Collective Job Center Average Satisfaction Rating

Employer Services:
 Is the Sacramento Works system meeting the needs of the region's employers? **New reporting platform being used, annual outcomes will be used to establish benchmarks for next year. EZ Vouchering program will end November, 2014.**



ITEM IV-B - INFORMATION

REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM, FY 2014

BACKGROUND:

Since 2003, SETA has maintained an American Express (AMEX) Corporate Account used for travel, online payments, and miscellaneous purchases. The AMEX account has allowed staff to more timely pay invoices and reduced the volume of transactions that flow through the County Department of Finance.

In January, 2010 SETA added the Membership Rewards program to its AMEX account, which allows SETA to accrue one point for every dollar charged on its AMEX account. In January, 2011 the SETA Governing Board approved the implementation of the American Express Corporate Account Policy and Procedure, including the use of the AMEX points to defray Agency travel and other costs, provide supportive services and incentives to enrolled customers, and provide employee recognition, board recognition and employee health and wellness activities.

Attached for your information is the annual report on the American Express Corporate Account Rewards Points Program for the fiscal year ending June 30, 2014.

Staff will be available to answer questions.

STAFF PRESENTER: Loretta Su

SACRAMENTO EMPLOYMENT AND TRAINING AGENCY

**REPORT ON AMERICAN EXPRESS CORPORATE ACCOUNT
REWARDS POINTS PROGRAM
FOR THE FISCAL YEAR ENDING JUNE 30, 2014**

Total REWARDS points at the end of the last reporting period		1,014,259
REWARDS points accumulated since the last reporting period		404,747
REWARDS points used for:		
Supplies, travel and miscellaneous expenses	-	
Customer supports and incentives	-	
Employee/Board recognition/wellness activities	(32,213)	
Total REWARDS points used since the last reporting period		<u>(32,213)</u>
Total REWARDS points available/remaining		<u><u>1,386,793</u></u>

ITEM IV-C - 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: Loretta Su

MEMORANDUM

TO: Mr. Henry Kloczkowski **DATE:** July 21, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Sacramento Chinese Community Service

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
WIA	OY-US	\$ 86,500	7/1/13-6/30/14	7/1/13-3/31/14
WIA	OY-IS	\$ 362,880	7/1/13-6/30/14	7/1/13-3/31/14

Monitoring Purpose: Initial X Follow-Up Special Final
Date of review: April 21-25, 2014 & July 2014

WIA	OY-US	\$ 86,500	7/1/12-6/30/13	1/1/13-6/30/13
WIA	OY-IS	\$ 362,880	7/1/12-6/30/13	1/1/13-6/30/13

Monitoring Purpose: Initial Follow-Up Special Final X
Date of review: April 21-25, 2014 & follow-up July 2014

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

Program Operator: Sacramento Chinese Community Service Center, Inc.

Findings and General Observations:

The total costs as reported to SETA for WIA have been traced to the delegate agency records. The records were verified and appear to be in order, and there are no adjustments required.

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

MEMORANDUM

TO: May Ying Ly **DATE:** July 17, 2014
FROM: Tammi L. Kerch, SETA Fiscal Monitor
RE: On-Site Fiscal Monitoring of Southeast Asian Assistance Center

<u>PROGRAM</u>	<u>ACTIVITY</u>	<u>FUNDING</u>	<u>CONTRACT PERIOD</u>	<u>PERIOD COVERED</u>
ORD	SA & CO	\$ 5,783	10/1/12-9/29/13	10/1/12-9/29/13

Monitoring Purpose: Initial __ __ Follow-Up __ __ Special __ __ Final X
Date of review: March 25, 2014 and follow-up July 16, 2014

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

Memorandum
Fiscal Monitoring Findings
Page 2

Program Operator: Southeast Asian Assistance Center

Findings and General Observations:

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

Recommendations for Corrective Action:

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

cc: Kathy Kossick
Governing Board

ITEM IV-D - INFORMATION

EMPLOYER SUCCESS STORIES AND ACTIVITY REPORT

BACKGROUND:

Staff at Sacramento Works Training 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	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
A+ Pro Cleaning LLC	1	Janitorial/House Cleaner	1
	1	Office Assistant	1
Able Force	1	Customer Service Representative (CSR)	11
	1	Intake Rep III	10
Action Military Surplus	1	eBay Technician	1
	10	Retail Clerk	1
Alchemist Community Development Corporation	1	Administrative Manager	1
All In Energy	1	Account Manager	1
Beutler Corporation	1	Administrative Assistant	1
Breathe California	1	Communications Associate	1
California Special Districts Association	1	Member Services Representative	1
CEVA Logistics US INC	1	Customer Service Representative II	1
Child Action	6	Programmer	1
Community Link Capital Region	6	Database Program Manager	1
Craig Cares	4	Caregiver/ Personal Attendant	10
Creative Living Options	1	General Administrative Assistant	1
Engineered Monitoring Systems	2	Technician Apprentice	2
	2	Journeyman / Lead Tech	2
Excel Managed Care & Disability Services, Inc.	1	Office Clerk	1
FedEx Ground 958	1	Linehaul Coordinator	1
	1	Maintenance Service Manager	1
	1	Operations Manager	1
	9	Package Handler	50
Genesis ATC	10	Resource Recovery Specialist	5
	9	Warehouse Attendant	1
GSI	10	Telemarketing Fundraiser	10
J Williams Staffing	1	Community Manager	1
Kings Arena Limited Partnership, LP	1	Box Office Attendant	10
	10	Security Officer	25
L-3 Narda Microwave-West	1	Program Manager	1
Los Rios Community College District	1	Account Clerk II	1
	1	Administrative Assistant I	2
	1	Admissions/Records Evaluator II	1
	1	Clerk III	1
	1	College Receiving Clerk/Storekeeper	2
	1	Confidential Human Resources Specialist III	1
	1	Director of Institutional Research	1
	1	Disabled Students Programs & Services Coordinator	1
	1	Financial Aid Clerk II	1
	6	Information Technology Specialist I - Microcomputer Support	1
	1	Instructional Assistant - Aeronautics	1
	1	Instructional Assistant - Communication, Visual and Performing Arts	1
	1	Instructional Assistant - Music	1
	1	Laboratory Technician - Science	2
	1	Library Area - Special Project - Instructional Assistant - Library	1
	1	Library/Media Technical Assistant	1
	6	Programmer I	1
	6	Programmer II	1

EMPLOYER	CRITICAL CLUSTERS	JOBS	NO OF POSITIONS
Critical Occupational Clusters Key: 1=Administrative & Support Services; 2=Architecture & Engineering; 3=Construction; 4=Healthcare & Supportive Service; 5=Human Services; 6=Information Technology; 7= Installation, Maintenance & Repair; 8=Tourism/Hospitality; 9=Transportation & Production; 10=Non-Critical Occupations			
Markstein Beverage Co.	9	Class A Commercial Delivery Driver	1
	9	Delivery Helper	1
	10	Merchandiser	1
	9	Night Warehouse Associate	1
Old Dominion Freightlines	9	Short line & Team Drivers	16
Patriot National Insurance Group	1	Senior Claims Adjuster	2
Pennell Consulting, Inc.	6	Low Voltage Security Electronics Engineer	1
PRIDE Industries	1	Custodian	3
Pro Pacific Fresh	9	Class A or B Route Driver	2
Resource Staffing Group	10	Team Leader	1
Sacramento Loaves & Fishes	1	Montessori Preschool And Nap Assistant	1
	1	Teacher	1
Sacramento Regional Transit District	1	Pension and Retirement Administrator	1
Samarrah Independent Living Services	1	Life Skills Educator/ILS	2
SCIS	1	Armed Security Officer	30
Segovia Carehome	4	Direct Care Staff	3
Serenity Respite	4	Respite Caregiver	25
Strategies To Empower People STEP	1	Job Coach	10
	10	Personal Attendant	10
Supply	1	Assistant Manager Retail	1
Tony's Fine Foods, Inc.	9	Class C Delivery Driver	1
	1	Dispatcher	1
	6	IT Support Specialist II	1
	1	Order Selector - Swing Shift	5
	1	Pricing Specialist	1
	9	Regional Route Driver	1
US Solar Distributing	1	Account Manager	1
Wendy's	7	Maintenance Technician	1
Western States Fire Protection	10	Fire Extinguisher Technician	1
Total			302

ITEM IV-D – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

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

This report covers the fiscal year beginning July 1, 2014.

STAFF PRESENTER: William Walker

Dislocated Worker Information PY 2013/2014

The following is an update of information as of July 30, 2014 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	6/6/2014	North Sacramento Chrysler Jeep Dodge, LLC 3610 Fulton Blvd. Sacramento, CA 95821	8/3/2014	66	No Job Loss
Official	7/15/2014	Intuit Inc. 620 Coolidge Dr. Suite 200 Folsom, CA 95630	9/15/2014	15	7/30/2014
Official	7/16/2014	Video Products Distributors Inc. 150 Parkshore Dr. Folsom, CA 95630	10/12/2014	90	8/19/2014 8/20/2014
Unofficial	7/16/2014	Orchard Supply Hardware 3350 Arden Way Sacramento, CA 95825	10/10/2014	50	8/26/2014 8/27/2014
			Total # of Affected Workers	221	

ITEM VI - 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.