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**Sacramento Employment  
and  
Training Agency**  
Representing  
**County of Sacramento      City of Sacramento**

CITY MANAGER'S OFFICE  
**RECEIVED**  
APR 8 1980

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**2020 'J' Street    Sacramento, CA 95814    (916) 447-6961**

April 7, 1980

For Agenda of:  
April 15, 1980

City Council  
Sacramento, California

**APPROVED**  
BY THE CITY COUNCIL

APR 15 1980

Honorable Members in Session

OFFICE OF THE  
CITY CLERK

**SUBJECT: Approval of SETA Governing Board Actions**

SUMMARY

The Sacramento Employment and Training Agency Governing Board has approved three separate actions that require the review and approval of your body before such actions are considered final and authorized.

BACKGROUND INFORMATION

The Joint Exercise of Powers Agreement calls for the review and approval of a number of specific actions that the Governing Board has taken. The three actions fall within the following review areas: (1) Travel reimbursement for SETA Director finalists; (2) General Assistance - CETA; (3) SEATAC Recommendation - SYEP Funding.

The Governing Board took the following actions: (1) Approved authorization of \$1,500 for the travel expenses of the finalists for the Director's position (Attachment A); (2) Approved the General Assistance - CETA program, directing that a staff person be designated to work directly with the GA staff on operations and administration. Further, that monitoring by the Sacramento County, Special Employment staff be conducted and that monthly reports be presented to the Governing Board the first Wednesday of each month (Attachment B); (3) Approved the SEATAC recommendation to allocate \$396,785 to the SYEP programs with the remainder of the unallocated funds prorated to each of the regular summer programs funded, as well as the innovative programs funded. The Chairperson of the Governing Board will send a letter to those organizations directing them to focus on areas not currently being served. Further, that the organizations should submit an acceptable budget before receiving funding.

FINANCIAL DATA

Item number one, the travel reimbursement, involves the allocation of \$1,500 to pay for the travel expenses for the SETA Director finalist candidates.

Item number two, General Assistance - CETA, involves a total budget allocation of \$525,000 for the period 4-1-80 through 9-30-80.

Item number three, SYEP funding, encompasses the allocation of \$396,785 to the following programs:

|   |               |
|---|---------------|
| Sacramento Ballet                       | \$66,635      |
| Chinese Community Service<br>Center WEX | 32,642        |
| Chinese Community Service<br>Center CRT | 50,899        |
| San Juan                                | 108,497       |
| Elk Grove                               | 81,986        |
| Grant Adult                             | 51,513        |
| Los Rios-Sacramento<br>City             | <u>46,013</u> |
| TOTAL                                   | \$396,785     |

An additional \$458,822 will be allocated to all of the regular summer programs funded plus the innovative programs funded (listed above) on a prorated basis to each program with the provision that the organizations focus on areas not currently being served and that a budget be submitted prior to receipt of funds.

The complete background information for these items is on file at the Clerk of the City Council's office. It is the SETA Governing Board agenda package for April 2, 1980. If you wish any additional information or have any questions, please feel free to contact Janet Keyes at 447-6961.

RECOMMENDATION

It is recommended that the City Council approve the three (3) actions of the SETA Governing Board.

Respectfully submitted,



JANET KEYES  
Acting Director

APPROVAL RECOMMENDED:



WALTER SLIPE City Manager



# COUNTY OF SACRAMENTO

BRIAN RICHTER  
County Executive

DEPARTMENT OF PERSONNEL MANAGEMENT  
GERALD M. PAULY, Director

Telephone (916) 440-7097

Governing Board  
Sacramento Employment and Training Agency

OFF AGENDA: April 2, 1980

Re: Travel Reimbursement for SETA Director finalists

The assessment center selection screening process for a position of Director of Sacramento Employment and Training Agency has been completed. The assessment center panel has selected and recommended five finalists for interview by the City Manager and County Executive, in accordance with the selection procedure established in the Joint Powers Agreement. The interviews are scheduled for April 11.

On behalf of the City Manager and the County Executive, I am asking your Board to authorize reimbursement of travel expenses to candidates to come to Sacramento for the interviews. You will recall that at the request of members of your Board recruiting for the position was done on a nationwide basis.

No travel reimbursement was provided to candidates who were invited to the assessment center. However, the City Manager and the County Executive did inform candidates that reimbursement would be sought for those finalists who were invited to the April 11 interviews. Only one of the five finalists is from the eastern part of the United States, the other four are from Sacramento or other parts of California.

Since the candidates paid for one trip to Sacramento on their own, we believe that it is reasonable that we pay for this trip. The total expected cost is expected to be less than \$1,500.

### Recommendation

Approve travel expense reimbursement for SETA Director finalist candidates.

Respectfully submitted,

GERALD M. PAULY  
Director of Personnel Management

GMP:pag

cc: City Manager  
County Executive  
Auditor-Controller  
Acting SETA Director

**Sacramento Employment  
and  
Training Agency**  
Representing  
**County of Sacramento    City of Sacramento**

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**2020 'J' Street    Sacramento, CA 95814    (916) 447-6961**

March 31, 1980

TO:            SETA Governing Board  
  
FROM:         SEATAC  
  
RE:            GA-CETA

At their meeting of March 28, 1980 the SEATAC voted to allow the County Welfare department to proceed with the concept of the program but that the proposal as currently written is not acceptable.

The SEATAC Chair will appoint a special Task Force of the planning committee to meet with staff for committee direction to the program, and that the project be rescheduled before the SEATAC prior to any funding allocation.

ACTION:  
Motion: Whitehead/Cox to recommend that the SETA Governing Board approve the above action.

:CS

March 20, 1980  
Gary Mead

### GA CETA/NARRATIVE

General Assistance (GA) is a county-funded relief program to provide financial aid to indigent county residents, 18 years of age or older, who do not qualify for other forms of public assistance and whose needs are not being met through other resources. GA is intended to provide short-term subsistence to people until they can avail themselves of some other means of support, usually Employment, Unemployment Insurance, or Disability Compensation. Sacramento County provides General Assistance payments to some 2,500 persons; aid payments currently range from a minimum of \$46.80 to a maximum of \$169.50, amounts based on formulae which consider varying housing costs and standard allowances for food, transportation, and personal needs. (These amounts are due to increase March 1980, when new grant standards become effective.)

Of 2,500 total recipients, 1,400 are employable: 660 are long-term or permanently disabled and considered unemployable; and 440 are categorized as "limited employable": Potentially able to work but facing severe employment barriers such as age, physical and/or mental health handicaps (either undocumented or not totally disabling)--including alcoholism and drug abuse, educational handicaps, e.g., illiteracy, language barriers, and legal problems. New cases are granted aid at an average rate of 457 per month. Cases are discontinued at an equivalent rate. Of the new intake 366 are employable and relate to the 1,400 figure.

General Assistance clients comprise a broad spectrum of personal circumstances as indicated by an intake profile. Ages range from 13 to 65 and over, with a heavy concentration (40%) under 31 and 23% over 50. Over half are Caucasian, while Blacks comprise over 25%, Hispanics over 12%, and the rest of the population in various other minority groups. Thirty percent are female and 67% are male. More than 51% are long-term (7 years or more) Sacramento residents; but over 20% have lived here 3 months or less. Nearly 30% are residents of the City of Sacramento, while the remainder live in other areas of the County. Over 50% are single, about 5% currently married, 16% separated, and about 23% divorced. One third claim to be high school graduates only, 4% have education beyond high school--2% having a four year degree, while 18% have 8 or fewer years of education. Over 25% indicate their usual employment as unskilled labor, while slightly over 10% claim to be highly skilled in their usual work; most lack sufficient job skills and work experience to be highly competitive in the labor market. GA clients also represent all but two (special disabled veterans and single parents) of the specific target groups identified by CETA (sec. 103 (b) (3) of the Act). All are economically disadvantaged and are either immediately or potentially CETA-eligible under one or several Titles of the Act.

FLOW PROCESS

The flow process estimating timing and numbers of participants is as follows:

| <u>Days</u> | <u>Employable Only</u>  | <u>Individuals Monthly</u> |
|-------------|---|----------------------------|
| Day 1       | Application and referral to Employment Orientation (Job Review Meeting)   | 1,000                      |
| Day 2       | Job Review Meeting: (Completion of work history and profile of barriers to employment.)<br>Referral to jobs - training - OJT - CETA unsubsidized employment.                                  | 600                        |
| Day 4 - 7   | GA Intake appointment and initial aid grant for 30 day period.  | 366                        |
| Day 25 - 30 | Second Employability Assessment and Employment Planning Meeting.  | 500                        |
|             | Each employable GA client is required to attend a monthly job review meeting. At the second job review the client will be reassessed for job placement or referral to other CETA program etc. | 600                        |
|             | GA clients who have been unsuccessful in obtaining employment, will be selected for the GA - CETA program EDP - certification and enrollment completed.                                       | 100                        |
| Day 30 - 40 | Employment plan implementation<br>Client starts in training or WEX assignment.  | 90                         |

Sacramento County Welfare Department (SCWD) will perform intake, orientation, and eligibility determination for all GA applicants.

## Participant Intake and Assessment

The assessment of past education and employment will form the basis for the development of an Employability Plan. The E.P. will be the most efficient path of activities that will move a GA-CETA enrollee into unsubsidized employment.

As indicated in the preceding Flow Process, only selected individuals will be screened into the GA/CETA WEX program. The majority of participants will be brought into the program from the recertification job orientation meeting that occurs at least 25 days after the client has been granted GA. Many clients will have been on GA for several years.

The purpose of delaying an immediate introduction into the GA/CETA WEX program is to allow at least one month to work with the new GA recipient towards employment in Unsubsidized Jobs and/or acceptance of the client into other CETA opportunities.

The long term GA recipient--the one with the most severe barriers to employment is the recipient who attends the required recertification meetings month after month. And it is this client that we want to reach for the GA/CETA WEX program.

Observation of the recertification job orientation meeting indicates a higher minority representation than initial intake statistics cited earlier. As high as 50% of this population appear to be of minority status in some meetings.

## ACTIVITIES

The GA-CETA Employment Project will provide a combination of activities to GA recipients, designed to provide work experience and employment services needed to prepare and place participants in unsubsidized employment.

This process of multiple referral opportunities was designed into the project to stress referral to unsubsidized jobs at the earliest opportunity. This process also allows participants to become successful at more than one exit point in the project. This flexibility in project design is the key to efficient service provision, since it allows placement in unsubsidized employment after a minimum of service or training.

## Participant Training

Three types of specific training will be available: skill, pre-employment, and job-search. Flexibility in assignment will allow participants to be assigned to the type of training most appropriate to move them into unsubsidized jobs. Where possible, participants will be referred to existing C.B.O.'s to receive the following services. Title II B funds allocated for use by the project will be used to contract slots for short term training from C.B.O.'s.

The participant will remain in II D WEX for short term training. Training expected to last two months or more will be considered under other titles, ie. II B.

- a. Skill or Brush-Up Training - designed to provide a participant with brush-up or entry-level training in specific job skills.
- b. Pre-Employment Training - training and coaching in the basic requirements of successful performance on the job.
- c. Intensive Job Search Training - training in how to find unsubsidized job openings and how to compete for them successfully.

Of the 103 slots budgeted for the 6 month period, 24 slots or 6,992 hours representing 15% of the total budget will be directed toward training in the above areas ie. skill - pre-employment or job search.

### Work Experience

The Work Experience component will place participants in public service jobs in local units of general purpose government and in special districts. Placement in these positions will allow participants to acquire job experience and become reacquainted and/or initially acquainted with the normal requirements of employment. Participants in work experience will be employees of the GA-CETA project operator, but will be outstationed to the job sites.

Special Project Employment sites will be solicited from units of local general purpose government and from special districts. Sites will be screened and chosen by GA-CETA staff and special orientation will be provided to supervisors at special project sites by GA-CETA staff. Contracts will be negotiated with each special project site.

Participants enrolled in Work Experience will receive a wage equal to the minimum wage per hour (\$3.10) times the hours worked.

Project staff will review participant attendance in training and Work Experience program activities to ensure that project enrollees are participating. Failure to attend training activities or to report for work at assigned sites will result in loss of pay. If a pattern of non-attendance occurs, the participant will be terminated from the project.

Enrollment in Work Experience will be limited to six months maximum. However, each participant's enrollment in work experience will be for an initial term of eight weeks, that time being sufficient to evaluate the participant's capabilities and provide the participant with enhanced work habits, self-reliance, and motivation.

At the end of the work experience assignment, some participants will be enrolled in a program of pre-employment training coupled



with intensive job search assistance. If still unable to find unsubsidized employment at the end of this training, the participant may be enrolled in public service employment (PSE), referred to other SETA supported programs, or other services through SCWD.

### Services to Participants

During enrollment in any activity of the GA-CETA project, participants will be eligible to receive social services from the GA-CETA staff. Employment counselors will review each month, participants' progress toward successful competition for unsubsidized employment and for any social service needs.

### Outreach and Intake

Employable GA applicants will be screened for possible enrollment in the GA-CETA project, and those selected will have an Employability Development Plan prepared. Those not eligible for CETA and those not selected will be referred to GA services provided by SCWD.

The employability plan will contain a detailed participant assessment, including: education attainment, work history, and personal status, and will provide a plan for moving the participant into unsubsidized employment at the earliest opportunity. GA clients who can readily compete for employment will not be selected for this project.

A GA-CETA project employment counselor will prepare the employability plan and assign the participant to a specific service. Services provided by the project will be used in whatever sequence will lead to the earliest placement of the participant in unsubsidized employment.

### Employment and Training Sessions

Participants will receive a group orientation to the work world, individual employment directed counseling, and employability assessment. Referral and coordination with existing CETA services in the community to provide an integrated employment opportunity will receive high priority.

Coordination agreements with existing SETA supported skill, pre-employment, and self-directed job search training programs will be developed and maintained. Costs of training, paid for by the GA-CETA project, will be agreed upon and a billing process developed. A daily attendance certification system will be developed and used to ensure participant attendance.

Participants will be referred to existing jobs and or training-- expected to make application for available jobs, required to attend pre-test training when offered and prepare for job interviews.

Unsubsidized job listings and available unsubsidized jobs will be collected daily and reviewed for possible referral of GA-CETA participants. Participants who are ready will be referred to appropriate unsubsidized job openings.

Participants eligible to T.J.T.C. will be provided appropriate documentation to assist them in job search.

### Supportive Services

Barriers to employment that requires legal - medical - financial - etc. will be dealt with by the professional GA/CETA staff.

### Success Projections

It is hoped that we can view this project proposal as an exploratory process to seek answers to a basic question: Can the GA recipient make use of a brief WEX program as a catapult toward employment and eventual self support?

We will be selecting the unmotivated - the unskilled - the depressed - the functionally deprived - clearly labeled as unsuccessful persons. To imagine that any great percentage of this population will be able to make a direct transition into employment would be to deny the dynamics of human behavior.

Therefore we must view success in a relative sense. Most of this population has never worked - received a check for working - followed structured supervision - etc. The projects measure of success is in "providing a positive work experience to as many as possible."

The drop out rate may exceed 50% before the 8 week WEX ends - We are planning for a 5 week average meaning that 20 new participants per week can be enrolled.

If the drop out causes a participation of less than 5 week average then more participants can be enrolled. Over a 6 month period, 500 24/enrolled should enter the program.

Enrollees, entering after August 1 will be reduced in time to equal the remainder of the contract.

The following are statistical projections of what will occur to the 500 participants:

- 200 Will drop out within 2 weeks. Of these drop outs 75% may not be trackable by our system. 25% will return to 31 within 3 months.
- 200 Others will drop out within 6 weeks. This group may well be the group that produces those who find unsubsidized employment.
- 100 Others will complete the full 8 weeks.

**U.S. DEPARTMENT OF LABOR**  
 Employment and Training Administration  
**CETA PROGRAM**  
**PLANNING**  
**SUMMARY**

**A. Subgrantee NAME AND ADDRESS**  
 GA-CSTA  
 COUNTY WELFARE DEPARTMENT

**B. GRANT NUMBER**  
**C. PERIOD OF GRANT**  
 From 4-1-80 To 9-30-80

**FOR REGIONAL OFFICE USE ONLY**

**D. TYPE OF PROGRAM ("X" appropriate box(es))**

| CONTRACT KEY |                |            |          |    |    |    |   |   |    |    |    |    |    |    |    |    |    |    |    | MOD. DATE |    |    | Mod. Type |    |    |    |    |    |    |
|--------------|----------------|------------|----------|----|----|----|---|---|----|----|----|----|----|----|----|----|----|----|----|-----------|----|----|-----------|----|----|----|----|----|----|
| Proj. No.    | Sub. Proj. No. | Comp. Code | Mod. No. | MM | DD | YY |   |   |    |    |    |    |    |    |    |    |    |    |    |           |    |    |           |    |    |    |    |    |    |
| 1            | 2              | 3          | 4        | 5  | 6  | 7  | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21        | 22 | 23 | 24        | 25 | 26 | 27 | 28 | 29 | 30 |

- II-B/C
- II-D
- VI
- VII
- III (Specify) \_\_\_\_\_
- IV (Specify) \_\_\_\_\_
- Other (Specify) \_\_\_\_\_

**L PARTICIPATION AND TERMINATION SUMMARY**

|   | 1  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 |  |
|---|----|---|---|---|---|---|---|---|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|--|
| <b>A. TOTAL PARTICIPANTS</b>                          | 96 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 1. New Participants                                   | 91 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 2. Transfers from other Subjects                      | 96 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 3. Participants Carried Over                          | 41 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| <b>B. TOTAL TERMINATIONS</b>                          | 46 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 1. Entered Unsub. Employ.                             | 51 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| a. Direct Placement                                   | 56 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| b. Indirect Placement: (1) Thru Sponsor               | 61 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| (2) Other Indirect                                    | 66 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 2. Transfers to other Subjects                        | 71 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 3. Additional Positive Terminations                   | 76 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| a. Rel. to/Continue Full-Time School                  | 26 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| b. Other Terminations                                 | 31 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| <b>C. TOTAL CURRENT PARTICIPANTS (End of Quarter)</b> | 36 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |
| 1. Active Non-PSE Participants (II-D or VI)           | 41 |   |   |   |   |   |   |   |   |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |    |  |

**II. SPECIAL CATEGORIES**

|  |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|--|----|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
| <b>A. UNSUB. PRIVATE SECTOR PLACEMENTS</b> | 46 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>B. TITLE II - C:</b>                    |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) Upgrading                              | 81 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (2) Retraining                             | 86 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>C. TITLE IV:</b>                        |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) GED Certificate                        | 61 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (2) Academic Credit                        | 66 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (3) Special Mixture Component (YETP)       | 71 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (4) Limited Services (YETP)                | 76 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>D. SYEP:</b>                            |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (1) Vocation Exploration Program           | 26 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (2) Summer Entitlement Program             | 31 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (3) Concurrent Participation in:           |    |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (a) Title II-B/C                           | 36 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (b) YETP                                   | 41 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| (c) YCCIP                                  | 46 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**III. PARTICIPATION IN PROGRAM ACTIVITIES**

|  | a. Total |   | b. Current |   | a. Total |   | b. Current |   | a. Total |   | b. Current |   |
|--|----------|---|------------|---|----------|---|------------|---|----------|---|------------|---|
|  | D        | B | D          | B | D        | B | D          | B | D        | B | D          | B |
| A. Classroom Training (Occup. Skills)  | 26       |   |            |   |          |   |            |   |          |   |            |   |
| B. Classroom Training (Other)          | 31       |   |            |   |          |   |            |   |          |   |            |   |
| C. On-the-Job Training                 | 36       |   |            |   |          |   |            |   |          |   |            |   |
| D. Work Experience (In School)         | 41       |   |            |   |          |   |            |   |          |   |            |   |
| E. Work Experience (Other)             | 46       |   |            |   |          |   |            |   |          |   |            |   |
| F. Pub. Srv. Employ. (II-D or VI)      | 51       |   |            |   |          |   |            |   | 240      |   | 80         |   |
| 1. PSE Participants in Trans./Services | 56       |   |            |   |          |   |            |   |          |   |            |   |
| G. Career Employ. Experience (YETP)    | 61       |   |            |   |          |   |            |   |          |   |            |   |
| H. Transition Services (YETP)          | 66       |   |            |   |          |   |            |   |          |   |            |   |

**IV. OTHER ACTIVITIES:** Indicate other activities or special programs on attachments. Describe their objectives and list intentions toward their achievement in a quantitative or narrative presentation.

**V. SIGNIFICANT SEGMENTS (Program Year-to-Date Plan)**

|        | 0 1 2 |   |  | 0 3 |   |     | 0 4         |    |  | 0 5 |     |  | 0 6 |   |  | 0 7 |   |  | 0 8 |   |  | 0 9 |   |  |  |
|--------|-------|---|--|-----|---|-----|-------------|----|--|-----|-----|--|-----|---|--|-----|---|--|-----|---|--|-----|---|--|--|
|        | D     | B |  | D   | B |     | D           | B  |  | D   | B   |  | D   | B |  | D   | B |  | D   | B |  | D   | B |  |  |
| Male   | 26    |   |  | 160 |   | 333 | e. Hdcp.    | 26 |  |     | 0   |  |     | 0 |  |     | 0 |  |     | 0 |  |     | 0 |  |  |
| Female | 31    |   |  | 80  |   | 167 | f. X-Off.   | 31 |  |     | 26  |  | 51  |   |  |     |   |  |     |   |  |     |   |  |  |
| - 22   | 36    |   |  | 26  |   | 55  | g. Black    | 36 |  |     | 84  |  | 175 |   |  |     |   |  |     |   |  |     |   |  |  |
| 22-54  | 41    |   |  | 187 |   | 390 | h. Hispanic | 41 |  |     | 36  |  | 75  |   |  |     |   |  |     |   |  |     |   |  |  |
| 54+    | 46    |   |  | 27  |   | 55  | i. White    | 46 |  |     | 103 |  | 215 |   |  |     |   |  |     |   |  |     |   |  |  |
| Vet.   | 51    |   |  | 26  |   | 55  | j. Other    | 51 |  |     | 17  |  | 35  |   |  |     |   |  |     |   |  |     |   |  |  |

GA-CETA BUDGET  
FOR THE PERIOD 4-1-80 thru 9-30-80

|   | <u>Administration</u> | <u>Program</u> | <u>Total</u>   |
|---|-----------------------|----------------|----------------|
| <u>Staff</u>  |                       |                |                |
| 1 Director  | 10,674                | 3,558          |                |
| 1 Social Service Sup I                                  |                       | 11,172         |                |
| 5 Social Worker Counselors                              |                       |                |                |
| @ \$1,658 per month                                     |                       | 49,740         |                |
| 1 Accountant III  | 8,725                 |                |                |
| 1 Account Clerk II                                      | 6,146                 |                |                |
| 1 Typist Clerk II                                       | 5,116                 |                |                |
| Fringe Benefits @ 28% Salaries                          | <u>8,585</u>          | <u>18,052</u>  |                |
| Total Salaries and Fringe Benefits                      | 39,246                | 82,522         | 121,768        |
| <br><u>Services and Supplies</u>                        |                       |                |                |
| Space: Admin. 400 sq. ft. @ .53 x 6                     | 1,272                 |                |                |
| Program 800 sq. ft. @ .53 x 6                           |                       | 2,544          |                |
| Equipment   | 528                   | 690            |                |
| Office Supplies: 28% Admin.                             | 1,013                 |                |                |
| 72% Program   |                       | 2,603          |                |
| Travel Local @ 27¢ per mile                             | 702                   | 7,020          |                |
| Travel Out-Of-Town                                      | 700                   | 300            |                |
| Training and Conferences                                | 1,000                 | 800            |                |
| Telephone   | 402                   | 2,000          |                |
| Bus Rental 100 days @ \$130 per day                     |                       | 13,000         |                |
| Safety Equipment & Special Clothing:                    |                       |                |                |
| Boots 150 @ \$25 per pair                               |                       | 3,750          |                |
| Gloves  |                       | 1,200          |                |
| Uniform Rental 20 x 26 wks @ \$2.60                     |                       | 1,352          |                |
| Workmans Compensation Insurance:                        |                       |                |                |
| ((.7 x 336,400)/100) x \$9.82                           |                       | 23,124         |                |
| ((.3 x 336,400)/100) x .43                              |                       | 434            |                |
| Participant Salaries:                                   |                       |                |                |
| 24 Training Positions (40 hrs x 26 wks x \$3.10 per hr) |                       |                |                |
| + \$5,000 tuition cost                                  |                       | 82,376         |                |
| 79 WEX Positions (40 hrs x 26 wks x \$3.10 per hr)      |                       | <u>256,422</u> |                |
| Total Services and Supplies                             | <u>5,617</u>          | 397,615        | <u>403,232</u> |
| Budget Total  | <u>44,863</u>         | <u>480,137</u> | <u>525,000</u> |
|   | 8.5%                  | 91.5%          | 100%           |

**Sacramento Employment  
and  
Training Agency  
Representing  
County of Sacramento City of Sacramento**

**2020 'J' Street Sacramento, CA 95814 (916) 447-6961**

March 31, 1980

TO: SETA Governing Board  
FROM: SEATAC  
RE: SYEP Funding (Item IVF)

At their meeting of March 28, 1980, the SEATAC recommended the following actions regarding the attached SEATAC/YAC Funding Committee recommendations on SYEP funding.

#13 County Office of Education (\$165,988)

MOTION: Green/Cox -- DO NOT FUND (Passed 8-0)

MOTION: Whitehead/Cox -- To recommend funding of the following with stipulations as indicated on Funding Committee reports.

- #14 Sacramento Ballet (\$66,635)
- #15 Chinese Community Service Center WEX (\$32,642)
- #16 Chinese Community Service Center CRT (\$50,899)
- #17 San Juan (\$108,497)
- #18 Elk Grove (\$81,986)
- #19 Grant Adult (\$51,513)

(Passed 8-0)

MOTION: Cox/Green -- To return \$150,000 to Title IIB. (Passed 8-0)

MOTION: Cox/Green -- To not accept the late proposal submitted by the Women's Civic Improvement Center. (Passed 8-0)

MOTION: Fontanoza/Cox -- To recommend funding of #8 Sacramento City College at \$4,613, subject to a ruling by agency counsel on a possible conflict of interest regarding Ms. Fontanoza's employment by the Los Rios Community College District. (Passed 8-0)

Memo, SETA Governing Board  
SYEP Funding (Item IVF)  
March 31, 1980  
Page 2

MOTION: Green/Cox -- To accept the Funding Committee's recommendations to NOT FUND the following programs for the reasons indicated in the Funding Committee's report.

- #1 Sacramento Urban League (\$87,230)
- #2 La Familia (\$73,002)
- #3 Oak Park Methodist--Youth Alternative Center (\$96,214)
- #4 Visions Unlimited (\$81,190)
- #5 Diogenes (\$67,777)
- #6 Sacramento Indian Center (\$86,400)
- #7 Stanford Lathrop (\$28,442)
- #9 Sherwin-Williams (\$19,221)
- #10 Capitol Area Mesa (\$106,665)
- #11 SFACC (\$80,520)
- #12 PBAEP (\$24,991)

(Passed 8-0)

MOTION: Cox/Green -- To proportionately allocate the remaining unallocated SYEP funds to all SYEP programs recommended for funding, including the non-RFP programs (School Consortium, Concilio and SAEOC) in the same programmatic proportion as the current proposal and without additional allocation for administrative costs. (Passed 8-0)

**Sacramento Employment  
and  
Training Agency**  
Representing  
**County of Sacramento    City of Sacramento**

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**2020 'J' Street    Sacramento, CA 95814    (916) 447-6961**

TO:            SEATAC

FROM:        SEATAC/YAC Funding Committee

RE:           SYEP 1980 Recommendations

ACTIONS:

Motion: Cox/Blair (Passed 3-2-0)

To not accept the late proposal submitted by the Womens Civic Improvement Center.

1. Motion: Cox/Vallencourt (Passed 5-0)

SACRAMENTO URBAN LEAGUE - DO NOT FUND for the following reasons:

1. Summer school concept serving in-school youth - duplication of school district on-going curriculum.
2. No Quantifiable Objectives
3. Non-responsive to RFP
  - a. No Job Descriptions
4. Not job skill oriented
5. Curriculum is lecture and discussion only.

2. Motion: Cox/Blair (Passed 6-0)

LA FAMILIA - DO NOT FUND for the following reasons:

1. Program is basically counseling
2. Proposal is substantially identical to one's previously submitted and rejected as not a CETA program.
3. Fiscal discrepancy from previous program still not resolved.
4. Cannot recommend program as designed
5. Audio/visual project not cost effective.

3. Motion: Cox/Fontanoza (Passed 6-0)

OAK PARK METHODIST - YOUTH ALTERNATIVE CENTER - DO NOT FUND for the following reasons:

1. Inadequate PPPS
2. Program staff is budgeted for 6½ months for a 12 week program.
3. Administrative Costs 22.5%
4. Cost per participant \$2749 (excessive)
5. PET is not acceptable activity for in-school youth.
6. \$5375 for lease and purchase of equipment (2 vans)
7. \$1200 for T/shirts and hats
8. \$700 for food
9. Question: Budget for accountant and auditor/controller appears unrealistic.
10. Building alterations are questionable, and are not cost effective.
11. Retreats are questionable in terms of effectiveness.

4. Motion: Cox/Fontanoza (Passed 6-0)

VISIONS UNLIMITED - DO NOT FUND for the following reasons:

1. Inadequate response to RFP
  - a. Inadequate financial data
  - b. Some job descriptions not provided
2. No provision for Insurance Liability re: field trips
3. Questionable consultant fee for guest speakers.

5. Motion: Blair/Fontanoza (Passed 6-0)

DIODENES - DO NOT FUND for the following reasons:

1. More counseling oriented than employment and training activity
2. Using participants at Diogenes work site
3. No job development - participant is supposed to develop their own alternative work site.



6. Motion: Blair/Fontanoza (Passed 6-0)

SACRAMENTO INDIAN CENTER - DO NOT FUND for the following reasons:

1. Inadequate response to RFP
  - a. No budget salary (rate) by length of position
2. Supplemental Services for food questionable (\$1200)
3. Effectiveness of three day summer camp questionable.
4. Did not demonstrate availability of worksites.

7. Motion: Cox/Blair (Passed 6-0)

CATHOLIC COMMUNITY SERVICE - STANFORD LANTHROP - DO NOT FUND for the following reasons:

1. Proposal speaks to benefit of agency not benefit to participants. Participants used at Stanford-Lathrop site (augmentation rather than supplementation)
2. No training outline for participants
3. Equipment purchases at \$1600 not cost effective
4. Personnel not specified in budget - No job description
5. Significant Program Income Problem
6. Program narrative not responsive to RFP
7. Inadequate PPS.

8. Motion: Cox/Blair (Passed 5-0-1 (Fontanoza))

SACRAMENTO CITY COLLEGE - DO NOT FUND for the following reasons:

1. Non responsive to RFP
  - a. No outreach
  - b. No formal linkages
  - c. No program design
2. 53.7% Administrative Costs - Zero % to participants
3. Services only component - No skills training
4. One staff to 420 participants

5. Personnel costs too high (excessive salaries)

9. Motion: Cox/Blair (Passed 6-0)

SHERWIN WILLIAMS - DO NOT FUND for the following reasons:

1. Not responsive to RFP.

- a. No staff specified in proposal
- b. No personnel costs budgeted
- c. No financial information
- d. No program design for recruitment - outreach.

2. 12 hours per week for 6 weeks too short for SYEP participant

3. Appropriate as PIC activity.

10. Motion: Blair/Cox (Passed 6-0)

CAPITOL AREA MESA - DO NOT FUND for the following reasons:

1. Non-responsive to RFP

- a. No PPS
- b. No budget

2. Eligibility criteria not CETA criteria

3. Excessive staff costs.

11. Motion: Cox/Blair (Passed 5-1-0 (Fontanoza))

S.F.A.C.C. - DO NOT FUND for the following reasons:

1. Present Youth program performance not adequate to support another program.

- a. Late startup
- b. Initial staffing problems
- c. Underexpended: 26% of funds expended in 42% of the fiscal year. (5 months).

12. Motion: Cox/Blair (Passed 6-0)

P.B.A.E.P. - DO NOT FUND for the following reasons:

1. Participants to work for proposing agency - Proposal speaks to benefit for program not benefit to participant

2. Non responsive to RFP

a. No staff job descriptions

b. No Financial or Administrative statements submitted

3. Program more suitable to be a PSE "Special Project."

4. Staff to participant ratio too high (5:12)

5. Duplication of services.

13. Motion: Blair/Vallencourt (Passed 4-2-0 No: Perez/Cox)

COUNTY OFFICE OF EDUCATION - REFER to SEATAC without recommendation due to the following unresolved issues:

1. Percentage to participants is only 53.4% of total budget.

2. Conflicting information regarding budget detail inadequacy.

14. Motion: Blair/Atkins (Passed 6-0)

SACRAMENTO BALLET - FUND with the following stipulations:

1. Program income requirements for detailed accounting to allow calculation of SETA share must be resolved prior to contract.

2. That permanent fiscal staff be identified prior to contract.

15. Motion: Cox/Blair (Passed 5-0)

CHINESE COMMUNITY SERVICE CENTER - WEX - FUND with the following stipulations:

1. Charging day-care students - Program Income issue be resolved prior to contract.

2. Insurance liability for trainees tutoring 6-13 year olds be resolved prior to contract.

16. Motion: Blair/Vallencourt (Passed 6-0)

CHINESE COMMUNITY SERVICE CENTER - CRT - FUND with the following stipulations:

1. That the student/teacher ratio be reduced without reducing the number of participants.

2. That the program expand recruitment to community at large.

17. Motion: Blair/Cox (Passed 6-0)

SAN JUAN - FUND with the following stipulations:

1. That assurances be provided to safeguard against profit in the private sector for VEP - prior to contract.
  2. That the PPPS be revised to eliminate (+'s).
  3. That program attempt to achieve 30/30/30/10 significant segments.
- ( Perez relinquished the chair )

18. Motion: Perez/Cox (Passed 5-0-1 ab:Fontanoza)

ELK GROVE - FUND with the following stipulation:

1. That the program attempt to bring significant segments in line with the Prime Sponsor goals.

19. Motion: Cox/Blair (Passed 6-0)

GRANT ADULT - FUND with the following stipulation:

1. In-kind staff requires written confirmation from superintendent-# of positions, job descriptions, amount of time to program, etc. be submitted prior to contract.

Motion: Cox/Vallencourt (Passed 5-1-0 No: Fontanoza)

To return \$150,000 to Title II B and to proportionately allocate the remaining unallocated SYEP funds to all SYEP programs recommended for funding including the non-RFP Programs (School Consortium, Concilio, & SAEOC) at the same ratio.

In addition, Ms. Perez emphasized that there is an identified need for programmatic services in the Hispanic community and requested that staff provide technical assistance to La Familia to assist their staff in understanding the CETA regulations and the Primes RFP requirements.