



# REPORT TO COUNCIL

## City of Sacramento

# 25

915 I Street, Sacramento, CA 95814-2671  
www. CityofSacramento.org

CONSENT  
January 10, 2006

Honorable Mayor and  
Members of the City Council

**Subject:** Approval of Sacramento Employment and Training Agency (SETA) Governing Board Action to Accept Funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds

**Location/Council District:** Citywide

**Recommendation:**

Adopt a resolution approving the acceptance of \$20,000 in funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

**Contact:** Robin Purdy, 263-3860

**Presenters:** None

**Department:** Finance

**Division:** Budget

**Organization No:** 1140

**Summary:**

This item requests authorization pursuant to the Joint Powers Agreement between the County of Sacramento and the City of Sacramento to permit the Sacramento Employment and Training Agency to accept funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

**Committee/Commission Action:** None.

**Background Information:**

The Sacramento Employment and Training Agency (SETA) Governing Board, at its December 1, 2005 meeting, approved an action that required the review and approval of the City Council and the Board of Supervisors. Under the Joint Powers Agreement, SETA is required to request authority from the Parties (The City of Sacramento and the

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County of Sacramento) to accept any new form of financial assistance in the operation and administration by the Agency of any human service program other than those specifically authorized pursuant to the Agreement.

The Sacramento Employment and Training Agency is the designated grantee for a number of grants to provide services to Sacramento City and County residents. In the last year, SETA has concentrated on outreach to the business community to identify the skills that local employers are seeking in new hires, publicize the recruitment, screening and applicant referral services of the Sacramento Works One Stop Career Center system and target training to occupations and industries that are in high demand in the region.

SETA was awarded \$20,000 from the Los Rios Community College District to conduct a research project consisting of the employer surveys and focus group meetings with local businesses in demand occupations and industries including, healthcare and support services, construction, administrative and support services, tourism/hospitality, Information Technology and Telecommunications, Maintenance, Repair and Installation, and transportation and production. SETA will summarize the results of the employer surveys and focus group and integrate them into a single, "Sacramento Model" of required basic work success skills. This model will be used to drive the development of Sacramento's Success Skills Institute to meet employer expectations and needs while preparing today's workforce for success.

### **Financial Considerations:**

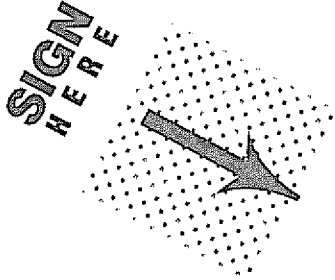
Under the Joint Powers Agreement, SETA is required to request authority from the Parties (The City of Sacramento and the County of Sacramento) to accept any new form of financial assistance in the operation and administration by the Agency of any human service program other than those specifically authorized pursuant to the Agreement.

**Environmental Considerations:** None

**Policy Considerations:** None

**Emerging Small Business Development (ESBD):** None

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Respectfully Submitted by: Kathy Kossick  
Kathy Kossick, Executive Director  
Sacramento Employment and Training Agency

Recommendation Approved:

*for* Ray Kerridge  
RAY KERRIDGE  
Interim City Manager

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## ATTACHMENT 1

### Employer Survey Proposal To Los Rios Community College District

The Sacramento Employment & Training Agency (SETA) will conduct a research project consisting of Employer Surveys and Focus Group meetings with the top local industry clusters: Healthcare and Support Services, Construction, Administrative and Support Services, Tourism/Hospitality, Information Technology and Telecommunications, Maintenance, Repair and Installation, and Transportation and Production. SETA will summarize the results of the Employer Surveys and Focus Group and integrate them into a single, "Sacramento Model" of required basic work success skills. This model will be used to drive the development of Sacramento's Success Skills Institute to meet employer expectations and needs while preparing today's workforce for success .

SETA will subcontract with a local survey firm to conduct Employer Surveys and Focus Groups to further refine employer needs regarding the soft skills identified in a recent Sacramento Regional Research Institute report. These soft skills are listed in order of average importance to employers in the Sacramento region:

- Speaking
- Reading Comprehension
- Active Listening
- Writing
- Mathematics
- Judgment and Decision Making
- Monitoring
- Critical Thinking
- Coordination
- Complex Problem Solving
- Social Perceptiveness
- Active Learning
- Service Orientations
- Equipment Selection
- Time Management

Overall, employers indicate a strong need for mathematics, English language, speaking, reading comprehension, and listening skills for job success across all job types in their firms. All of these aspects were at the top of the list of the regional employers' most important knowledge and skill sets for successful performance across the entire workforce.

Overall cost for this project will be \$20,000. SETA will start conducting research November 21, 2005 with a projected completion date of December 28, 2005. We anticipate a full summary of the project by January 16, 2006.

## ATTACHMENT 2

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

#### Minutes/Synopsis

SETA Board Room Thursday, December 1, 2005  
925 Del Paso Blvd. 10:00 a.m.  
Sacramento, CA 95815

**I. Call to Order/Roll Call/Pledge of Allegiance:** Ms. Collin called the meeting to order at 10:06 a.m.

#### Members Present:

Illa Collin, Chair, SETA Governing Board; Member, Board of Supervisors  
Sophia Scherman, Vice Chair, SETA Governing Board; SETA Governing Board;  
Public Representative  
Bonnie Pannell, Councilmember, City of Sacramento  
Don Nottoli, Member, Board of Supervisors  
Robbie Waters, Councilmember, City of Sacramento

□ Recognition of Long-Term Employees: Mr. William Walker was presented with a gift in recognition of his 20 years of service to SETA.

#### II. Consent Items

The consent calendar included approval of the minutes of the November 21, 2005 special board meeting, and approval of claims and warrants for the period 10/27/05 – 11/22/05. There were no questions or comments. Moved/Pannell, second/Waters, to approval the consent calendar as distributed.

Voice Vote: Unanimous approval.

#### III. Action Items

##### A. GENERAL ADMINISTRATION/SETA

1. Approval of Revision to Job Specification of Associate Teacher
2. Adoption of Resolution Establishing the Salary Range for the Classification of Associate Teacher
3. Approval to Reclassify Existing Head Start Teacher Assistants to Associate Teachers
4. Approval to Revise Section 14.2 of the Labor Agreement, Head Start Substitute Teacher Allowance

Ms. Kossick stated that AFSCME requested that items A-1-4 be continued to the January meeting. Moved/Pannell, second/Scherman, to move items A1-4 to the January meeting. Voice Vote: Unanimous approval.

5. Approval of Procurement of Worker's Compensation Insurance  
Mr. Jim Toner, Arthur J. Gallagher and Company, presented information on the Worker's Compensation insurance. He stated that there is a significant reduction to the insurance quote and that his company is looking at insurance quotes from

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other vendors. The other quotes cannot come until the next workers compensation modification is published. Mr. Thatch stated that the recommendation is to authorize the Executive Director to procure the worker's compensation insurance. Ms. Kossick will report back as to the final amount. Moved/Scherman, second/Pannell, to authorize the Executive Director to procure Worker's Compensation coverage for the calendar year 2006. Roll Call Vote: Aye: 5, Nay: 0, Abstentions: 0

### **6. Approval to Accept Funding from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds**

Ms. Purdy reviewed this item. Staff is requesting authorization to submit a proposal and accept funds from the Los Rios Community Colleges and authorize the Executive Director to seek approval from the City and County to accept funds. The survey will be completed by January and the results will be reported back to staff. The WIB has an Ad Hoc Education Committee and there are representatives from many school districts.

Moved/Pannell, second/Scherman, to authorize the SETA Executive Director to submit and accept \$20,000 in funds from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds. In addition, authorize the SETA Executive Director to seek approval from the City and County of Sacramento pursuant to the Joint Exercise of Powers Agreement to accept funding from a new funding source, the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.

Voice Vote: Unanimous approval.

**RESOLUTION NO.**

Adopted by the Sacramento City Council

**Approval of Sacramento Employment and Training Agency (SETA) Governing Board  
Action to Accept Funding from the Chancellor's Office for California Community  
Colleges Workforce and Economic Development Funds**

**BACKGROUND:**

- A. The Sacramento Employment and Training Agency (SETA) is a joint powers agency of the City and County of Sacramento that was formed in 1978.
- B. The SETA Governing Board, at its December 1, 2005 meeting, approved an action that accepted an awarded of \$20,000 from the Los Rios Community College District to conduct a research project consisting of the employer surveys and focus group meetings with local businesses in demand occupations and industries including, Healthcare and Support Services, Construction, Administrative and Support Services, Tourism/Hospitality, Information Technology and Telecommunications, Maintenance, Repair and Installation, and Transportation and Production
- C. Under the Joint Powers Agreement, SETA is required to request authority from the Parties (The City of Sacramento and the County of Sacramento) to accept any new form of financial assistance in the operation and administration by the Agency of any human service program other than those specifically authorized pursuant to the Agreement.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL  
RESOLVES AS FOLLOWS:**

- Section 1. The City Council approves the acceptance of \$20,000 from the Chancellor's Office for California Community Colleges Workforce and Economic Development Funds.