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**SACRAMENTOWORKS**

**Meeting of the  
Sacramento Works Youth Committee**

**Date:** Wednesday, February 6, 2019

**Time:** 8:30 a.m.

**Location:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

**AGENDA**

1. Call to Order/Roll Call
2. **ACTION:** Approval of the December 5, 2018 meeting and January 10, 2019 Committee of the Whole Minutes
3. **ACTION:** Approve the Release of the Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services Funded by Title I for Fiscal Years 2020-2023
4. Public Input
5. Adjournment

**Members:** David Gordon, Brandon Louie, Matt Perry, Laron Robinson, Jane Ross, Lorenda Sanchez, Susan Wheeler

**DISTRIBUTION DATE: WEDNESDAY, JANUARY 30, 2019**

## SACRAMENTO WORKS YOUTH COMMITTEE

### Minutes

*(The minutes reflect the actual progression of the meeting.)*

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

Wednesday, December 5, 2018  
8:30 a.m.

1. **Call to Order:** Mr. Gordon called the meeting to order at 8:33 a.m.

Members Present: David Gordon, Matt Perry, Jane Ross, Lorenda Sanchez, Laron Robinson (arrived at 8:35 a.m.) Susan Wheeler (arrived at 8:59 a.m.)

Members Absent: Peter Tateishi, Brandon Louie

Others Present: Terri Carpenter, Becky Hansen, Richard Thornhill, Phil Cunningham, Roy Kim, Janice Cartwright, Stacy Heu

2. **ACTION:** Approval of the September 5, 2018 Minutes

The minutes were reviewed; no questions or corrections.

Moved/Perry, second/Ross, to approve the September 5, 2018 minutes.

Roll call vote:

Aye: 4 (Gordon, Perry, Ross, Sanchez)

Nay: 0

Abstentions: 0

Absent: 4 (Louie, Robinson, Tateishi, Wheeler)

3. **Committee Member Update on WIOA Youth Program Visits**

Mr. Gordon asked for reports back from the center visits.

Ms. Ross visited the Elk Grove Unified School District; it was a great visit that lasted about an hour. Ms. Ross watched the leadership meeting; some of the youth participants were in school and others had already graduated. Most of the discussion was about the jobs the youth had and the challenges they were experiencing.

Ms. Sanchez reported that she did not visit a program.

Mr. Laron Robinson visited Goodwill Industries and attended a presentation, Money Matters. There were 10-12 youth present. It was a very informative program. They serve in-school and out-of-school youth. It was very impressive.

Dr. Perry reported that he visited three centers. He visited Folsom Cordova Community Partnership. It was a fantastic visit. It was amazing how well the center was set up for out-of-school youth. It's on the adult campus but they have their own area. There was a beehive of activity of community members coming in for help. Very competent community members were helping out; literally moms and grandmas were helping out. Dr. Perry got to meet all of their case managers. It was well done and everyone was engaged.

Dr. Perry also visited La Familia. They did a fantastic lesson on interviewing skills, first impressions, and it was packed with lots of food. It was a Friday afternoon and everyone was very engaged. Dr. Perry spoke of hearing one young lady who aspired to be a veterinarian; she had to clean the cages at a veterinarian's office and had hard a time deciding whether she wanted to do that. She finished her time at the office to ensure she had a positive outcome. There was a lot of positive energy.

Dr. Perry and Mr. Gordon went to the Sacramento Urban League and they were doing a session with in-school youth from Grant High School. It was a good session on preparing yourself, engaging the community, being motivated, and how to prepare for meeting people. They had a speaker who spoke of her experience losing her home due to financial issues; it was very inspirational. Mr. Gordon stated that the facilitation was very well done and the visit was very helpful to him.

4. **Update on Youth Outreach/Scheduling of Youth Voice Sessions for Input on the WIOA Youth Program**

Ms. Carpenter stated that Brandon Louie will be taking the lead on obtaining youth input in preparation of developing the RFP. The purpose is to outreach to young people to get input on what types of programs they would like to have. Ms. Carpenter and Mr. Louie met with Mutual Housing staff who will be reaching out to their housing communities that have 16-24-year-old youth. They will coordinate a session for the youth and Mr. Louie will facilitate that. The meeting will be in early January at Mutual Housing Assistance. One suggestion is to have a subcommittee of the Youth Committee specifically for youth and meet at a time when young people are available to meet. Staff also reached out to the City of Sacramento Youth Commission to set up a meeting. Another element is to send out an electronic survey to participants over the last three years to get input on their experience with the WIOA Youth program. The public input meeting will definitely be sourcing a number of organizations to get input on youth issues. January 10 is the public input meeting for the RFP process. It was determined by the committee to hold the Public Input meeting from 3:00 pm to 5:00 pm so that youth can attend the meeting.

5. **Update on WIOA Youth Program Provider Enrollments**

Ms. Becky Hansen distributed a report with the currently contracted youth numbers for program year 2018-19. Ms. Hansen reviewed the enrollment as of November 30, 2018. Ms. Carpenter stated that this is part of the performance information on how programs are performing. In addition to giving enrollment numbers, our IT person is working to provide real-time information on services provided to each individual person enrolled in the program.

Ms. Wheeler arrived at 8:59 a.m.

Dr. Perry asked if the numbers behind this report are off or is this normal? Ms. Carpenter replied she was surprised that there are some providers that are not further along. Elk Grove and Folsom Cordova are on track. This year the deadline for enrollment was changed from March 31 to January 31 to ensure the youth are receiving enough services.

Ms. Hansen stated that there has been a lot of staff turnover in eight of the ten programs this year. Providers have not had staff to serve the youth clients due to the staff turnover.

Ms. Ross asked what happens when the programs meet their numbers; what do they do and do they still serve the youth? Ms. Carpenter replied that they refer out to other service providers.

Mr. Gordon said that if this is a recurring pattern, maybe have service providers come to speak about what is going on with the delay in enrollments. What is in the way for getting youth enrolled? Maybe we need new providers that can provide the services better.

Ms. Carpenter stated that providers are brought in every quarter to talk about challenges and even the staff are telling SETA staff that one of the biggest issues is the staff turnover.

Mr. Gordon said that if recruiting is the issue, maybe have a group specifically charged with recruiting kids.

Ms. Wheeler reported that she visited the City of Sacramento youth program. They did not have that many attendees but those attending were engaged. She was impressed with the trainings they had.

## **6. Review of WIOA Youth Program Draft RFP Planning Calendar**

Ms. Carpenter reviewed the draft planning calendar. A public input meeting will be held Thursday, January 10, 2019. A public notice will be placed in the Sacramento Bee and will be sent to 100+ organizations. The plan is to have new input on things that we should do differently, as well as suggestions on program change. The afternoon was chosen as it is probably better to get youth input.

Ms. Carpenter asked Youth Committee members to consider reading and scoring proposals. She will be seeking participants after the March 21 deadline.

Dr. Perry stated that at the last meeting, there was discussion of youth not wanting a year-long program, especially probation youth. How do we engage those youth? How do we build services for that population into the RFP? How do we serve the most at need youth when they need to work and still need training?

Dr. Perry suggested a program to capture the probation youth that want to work full time; maybe they can meet in the evenings or have services provided on a Saturday. He suggested that perhaps a service provider can come up with something innovative to serve this population.

Mr. Gordon stated that if the Youth Committee is going to make major changes in the RFP, we ought to be able to tell the board so they are comfortable with what is delegated. It is important to be transparent. Mr. Gordon suggested an item included in the Sacramento Works board packet regarding changes to the Youth RFP.

Ms. Carpenter said that because 75% of funds go to out-of-school services, she requested input from the committee: should we continue to serve in-school youth since it is only 25% of the funding or can the funding be transferred to out-of-school youth? Ms. Carpenter replied that SETA is one of a few workforce areas that provide services to in-school youth. Dr. Perry does not want to lose the toe-hold of youth in-school; there is potential to knock the in-school program out of the park. Ms. Carpenter reported that the community is reaching out and telling us that new organizations need to be given an opportunity.

Mr. Thornhill stated that one of EDD's new initiatives is to go into all of the high schools and meet with the career counselors to find out what their needs are. They like people from the outside coming in to provide services to the youth in-school.

Ms. Carpenter stated that there are 10 local ZIP codes that are high poverty zones and the youth in those ZIP codes are automatically eligible for services.

Mr. Gordon stated that if we fund new youth providers, some of the previously funded providers may not be funded due to the amount of funding available.

## 7. Discussion of Draft Measures to Achieve Youth Committee Goals

Ms. Carpenter distributed a chart with the Youth Committee Goals. The goals on the left were approved at the last meeting. The committee came up with ideas of

how the goals are measured. The measurements were reviewed and some modifications were made.

8. **Public Input:** The next meeting is January 10, 2019, 3:00 pm -5:00 p.m. which is also the public input meeting. Ms. Kossick suggested that the Youth Committee meet at 2:30 p.m. prior to the Public Input Meeting beginning at 3:00 pm. The Committee agreed.
9. **Adjournment:** The meeting was adjourned at 10:02 a.m.

Committee of the Whole  
**SACRAMENTO WORKS YOUTH COMMITTEE**  
Minutes

*(The minutes reflect the actual progression of the meeting.)*

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

Thursday, January 10, 2019  
2:30 p.m.

1. **Call to Order**: Mr. Gordon called the meeting to order at 2:33 p.m.

Members Present: David Gordon, Brandon Louie, Jane Ross, Susan Wheeler  
(arrived at 2:42 p.m.)

Members Absent: Matt Perry, Laron Robinson, Lorenda Sanchez, Peter Tateishi

Others Present: Terri Carpenter, Becky Hansen, Phil Cunningham, Roy Kim,  
Janice Cartwright, Stacy Heu, Johnny Perez, Kathy Kossick

2. **ACTION**: Approval of the December 5, 2018 Minutes

The minutes were reviewed; no questions or corrections.

Moved/Ross, second/Louie, to approve the December 5 minutes.

Roll call vote:

Aye: 3 (Gordon, Louie, Ross)

Nay: 0

Abstentions: 0

Absent: 5 (Perry, Robinson, Sanchez, Tateishi, Wheeler)

A quorum was not present to approve the minutes.

3. **Update on Youth Outreach/Scheduling of Youth Voice Sessions for Input on the WIOA Youth Program**

Ms. Carpenter reported that staff received great feedback from the young people attending the session. Unanimously, all of the youth asked if we could help them prepare for the driver's license by studying the drivers' manual, but not the actual driving test. Also, the youth said counseling and mental health/life skills would be helpful.

Mr. Louie spoke of his thoughts of the Youth Voice sessions. They talked a lot about communications training between youth and within the work setting.

Engagement and outreach came up and one of the best ways to communicate with youth and young adults is through texting. Ms. Carpenter distributed copies of the notes.

Ms. Wheeler arrived at 2:42 p.m.

Ms. Carpenter stated that there were different programs that had different groups and they liked getting together to share information. She suggested that perhaps we could encourage youth focused groups to come together.

The next Youth Voice meeting will be held January 28, 5:30 p.m. – 7:30 p.m. at River Gardens Mutual Housing.

4. **Review of WIOA Youth Program RFP Planning Calendar – Public Input Meeting, January 10, 3:00 p.m. – 5:00 p.m.**

Copies of the planning calendar were available and distributed. Ms. Carpenter reviewed some informational flyers distributed to the Youth Committee.

WIOA Youth Program Fact Sheet  
Summary of Public Input Information  
SETA WIOA Program Flyer

5. **Public Input:** None. Mr. Gordon urged everyone to stay to hear the public input on the youth program.

6. **Adjournment:** The meeting was adjourned at 2:52 p.m.

### ITEM 3 - ACTION

#### APPROVE THE RELEASE OF THE REQUEST FOR PROPOSALS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) YOUTH PROGRAM SERVICES FUNDED BY TITLE I FOR FISCAL YEARS 2020-2023

#### BACKGROUND:

In October 2018, the Sacramento Works, Inc. Youth Committee began the planning and public input process for developing a Request for Proposals for the WIOA Youth Program Services for fiscal years 2020-2023.

Through committee discussions, community and youth input the WIOA Youth Program Request for Proposals has been drafted to focus on the following:

- Increased flexibility and innovation in service delivery/program design
- Alignment with other regional initiatives
- Program enrollment of disadvantaged young people living in high-poverty, high-need areas of Sacramento County
- Industry sector partnerships providing work experience and career pathway opportunities to high-wage, high-demand occupations

The RFP will be sent under separate cover.

#### RECOMMENDATION:

Approve the Release of the Request for Proposals for the Workforce Innovation and Opportunity Act (WIOA) Youth Program Services funded by Title I for fiscal years 2020-2023.

PRESENTER: Terri Carpenter