

## CAREER CENTERS

### **BROADWAY**

915 Broadway  
Sacramento, CA 95818  
(916) 324-6202

### **CITRUS HEIGHTS**

7640 Greenback Lane  
Citrus Heights, CA 95610  
(916) 676-2540

### **FRANKLIN**

7000 Franklin Blvd., Ste. 540  
Sacramento, CA 95823  
(916) 262-3200

### **GALT**

1000 C Street, Suite 100  
Galt, CA 95632  
(209) 744-7702

### **HILLSDALE**

5655 Hillsdale Blvd., Ste. 8  
Sacramento, CA 95842  
(916) 263-4100

### **LEMON HILL**

5451 Lemon Hill Avenue  
Sacramento, CA 95824  
(916) 433-2620

### **MARK SANDERS COMPLEX**

2901 50th Street  
Sacramento, CA 95817  
(916) 227-1395

### **LA FAMILIA COUNSELING CENTER**

5523 34th Street  
Sacramento, CA 95820  
(916) 227-2577

### **MATHER**

10638 Schirra Avenue  
Mather, CA 95655  
(916) 228-3127

### **RANCHO CORDOVA**

10665 Coloma Rd., Ste. 200  
Rancho Cordova, CA 95670  
(916) 942-2165

### **SOUTH COUNTY**

8401 - A Gerber Road  
Sacramento, CA 95828  
(916) 689-3560

## Administrative Offices & Employer Services

925 Del Paso Blvd.  
Sacramento, CA 95815  
(916) 263-3800

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



## REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD

**DATE:** Wednesday, March 24, 2004

**TIME:** 8:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd.  
Sacramento, California

While the Sacramento Works, Inc. Board welcomes and encourages participation in the Sacramento Works, Inc. meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Sacramento Works, Inc. Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Sacramento Works, Inc. 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](http://www.seta.net).

### A G E N D A

#### **I. Call to Order/Roll Call**

- Introduction of New Board Members: Matt Kelly and Kim Parker
- Quarterly Economic Briefing (Dr. Robert Fountain) (20 Minutes)  
*(GOAL 3: A Workforce that Creates, Attracts, and Sustains Higher paying Jobs)*

#### **II. Consent Item**

- A. Approval of Minutes of the January 28, 2004 Meeting

#### **III. Action Item**

1. Approval of Revised Sacramento Works, Inc. Critical Industries (*GOAL 1 – Train Workers for Critical Industries*)
2. Approval of Resource Allocation Plan for Fiscal Year 2005 (*GOAL 3: A Workforce that Creates, Attracts, and Sustains Higher paying Jobs and GOAL 5: Evaluate and Improve the One-Stop System*)

**IV. Information Items**

1. Discussion: Public Sector Layoff/McClellan Results
2. Workforce Investment Act Legislative Update
3. Sacramento Works One Stop Career Center Performance
4. Committee Updates
  - Employer Outreach Committee
  - Youth Council
5. Training Provider Performance Reports

**V. Other Reports**

1. Chair
2. Counsel
3. Public Participation

**VI. Adjournment**

**DISTRIBUTION DATE: THURSDAY, MARCH 18, 2004**

## Role of Sacramento Works, Inc., the Local Workforce Investment Board

Sacramento Works, Inc., the local Workforce Investment Board is a 37-member board charged with providing policy, planning and oversight for local workforce development initiatives.

**Vision:**

Jobs for People and People for Jobs

**Mission:**

Sacramento Works unites business, education and public agencies to assure qualified and trained workers are available to meet the needs of the region's economy.



## Priority Goals

### **GOAL 1 – Train Workers for Critical Industries**

The Board will take a proactive role in engaging the business community by assessing the regional labor market, identifying critical industries, and developing a plan to train workers for critical industries.

### **GOAL 2 – Develop a Private-sector Driven Initiative to Increase Employer Involvement and Satisfaction**

The Board will increase employer involvement and satisfaction with the workforce system by developing a comprehensive business led employer outreach and marketing plan and measuring employer customer satisfaction coordinated by engaging the business community, labor, educators and workforce professionals by focusing attention and resources on minimizing barriers to employment (literacy, childcare, transportation, and housing), promoting career ladders, and preparing a workforce that creates, attracts, and sustains higher paying jobs.

### **GOAL 3 – A Workforce that Creates, Attracts, and Sustains Higher paying Jobs**

The workforce system will become more visible, accessible and better coordinated by engaging the business community, labor, educators and workforce professionals by focusing attention and resources on minimizing barriers to employment (literacy, childcare, transportation, and housing), promoting career ladders, and preparing a workforce that creates, attracts, and sustains higher paying jobs.

### **GOAL 4 – Prepare Youth to Compete in the Local Economy**

The Board will ensure that local youth are prepared to compete in the local economy by supporting education, employer and community partners to ensure that all K-12 students have a quality education and an introduction to the world of work.

### **GOAL 5 – Evaluate and Improve the One-Stop System**

The Board will evaluate the one stop system and make recommendations to continuously improve the system to make it more effective, efficient and relevant to current and future needs of employers.

## ITEM I

### PRESENTATION ON ANALYSIS OF WORKFORCE SKILLS SETS

#### BACKGROUND:

Sacramento Works, Inc. contracted with the Sacramento Regional Research Institute last summer to conduct a comprehensive analysis of industry employment in the Sacramento region and identify the overall knowledge and skill sets that are the most important for successful job performance.

The Executive Summary of the Analysis of Workforce Skills Sets is attached for your review. The full report can be downloaded from [www.seta.net](http://www.seta.net). The full report may be accessed as follows:

**go to:** [www.seta.net](http://www.seta.net)

**go to:** SETA

**go to:** SETA Boards

**go to:** Board Agendas

**go to:** Sacramento Works, Inc. Board

The document will be posted on the web site directly behind the 3/24/04 WIB Board packet.

Dr. Robert Fountain and Ryan Sharp will present the Analysis of Workforce Skills Sets at the March 24, 2004 Sacramento Works, Inc. meeting.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 28, 2004 REGULAR BOARD  
MEETING

BACKGROUND:

Attached are the minutes of the January 28, 2004 Sacramento Works, Inc. Board meeting for your review.

RECOMMENDATION:

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

**REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD**  
**Minutes/Synopsis**

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

Wednesday, January 28, 2004  
8:00 a.m.

- I. **Call to Order/Roll Call:** Mr. Dourgarian called the meeting to order at 8:03 a.m.

**Members Present:** Sharon Anderson, Bill Camp, Joan Dailey Polster, Cheryl Davis, Michael Dourgarian, Mark Erlichman, Barbara Hayes, John Koogle, Kathy Kossick, James Lambert, Gerry Lawrence, Matthew Mahood, Jack Padley, James Pardun, Bruce Parks, Deborah Portela, Jane Rasmussen, Maurice Read, Francisco Rodriguez, Lawrence Suddjian, Dennis Trinidad, Kingman Tsang, William Warwick.

**Members Absent:** Dr. Larry Buchanan, Rick Garbett, Peter Gregerson, Frank Hurtarte, Mark Ingram, Elizabeth McClatchy, Dave Miller, Anne Moore, George Ortiz, Lorenda Sanchez, Gunter Stannius, Clayton Thomas.

**Youth Council Member Present:** Dr. James Hernandez, Jennifer Lopez.

- Mr. Dourgarian introduced new WIB members: Joan Dailey Polster and Francisco Rodriguez (Education Sector), and Jane Rasmussen (Required Partner Sector).
- Quarterly Economic Briefing

Dr. Robert Fountain provided an oral report on the Sacramento regional economy. Sacramento is quickly becoming the 'banking area of the world'. He stated that the region needs to focus on three things: 1) The region wants to have a good transportation system; 2) Available housing, open space, and land use. There needs to be enough affordable housing. And, 3) focus on higher education. The concept of higher education is important. The workforce must be educated.

Two-thirds of the jobs in the region do not require higher education but it is the 1/3 of our jobs that needs to be a concern. This is a "BA" region. The region has a higher education participation than anywhere else; it is twice the state average.

Over the last two to three years the state economy has declined but Sacramento did not because of education and health services, trade, transportation, utilities, and financial activities. This allowed the Sacramento region to stay out of the recession.

A separate study is being completed that is not 'higher educated' directed. This study will be provided by March. Mr. Rodriguez stated that the state may require fee increases at the public college level.

## **II. Consent Item**

### **A. Approval of Minutes of the October 23, 2003 Meeting**

The minutes were reviewed. No questions or comments.

Moved/Camp, second/Tsang, to approve the minutes of the October 23, 2003 meeting as distributed.

Voice Vote: Unanimous approval.

## **III. Action Item**

### **1. Approval of the Submission of a Public Sector Re-Employment Initiative, WIA 25% Governor's Discretionary Grant Application**

Ms. Robin Purdy reviewed the public sector reductions in staff. Elk Grove Unified School District has notified SETA that 75 classified employees will be laid off. The State of California is estimating that 1,200 will be laid off statewide. The County of Sacramento will probably lay off 475 people.

Staff is working with EDD and Elk Grove USD to provide pre-layoff assistance. When the layoffs occur it is expected that there will be rapid response services will be provided to the laid off staff. Ms. Purdy reviewed the five strategies that are being developed.

Moved/Camp, second/Erichman, to approve the submission of the WIA Governors 25% Discretionary Public Sector Re-employment Initiative grant application for Fiscal Year 2004/2005.

Mr. Dourgarian left the room due to a conflict of interest.

Mr. Camp inquired what would happen if the \$15 million bond does not pass; will this proposal deal with the potential layoffs? Ms. Purdy stated that there are an estimated 1,000 layoffs; 300 of these people will potentially need retraining. If the numbers go up, staff will renegotiate with the state to receive more funds.

Ms. Portela arrives at 8:47 a.m.

Mr. Gregerson inquired about leveraged funds and Ms. Purdy stated that the leveraged funds come from the WIA dislocated worker funds and one-third of the funds will be targeted to the public sector program. This proposal does not include retraining. There are funds to do short term retraining (maybe 80 hours)



but this application does not include long-term retraining. This proposal assumes that the people laid off only need short-term retraining. If that is not the case, then staff will request additional funds from the State.

Voice Vote: Unanimous approval (with the exception of Mr. Dourgarian).

2. Approval to Modify the WIA Governor's Discretionary Grant to Train Public Sector Dislocated Workers as Workers' Compensation Claims Adjusters

Mr. William Walker reviewed this item. This item redirects funds to provide claims adjusters training. This serves 20 dislocated workers in a time-only extension.

Moved/Padley, second/Lawrence, to approve the modification requesting a time-only extension for SETA's WIA 25% Discretionary Grant Subgrant.

Voice Vote: Unanimous approval.

3. Approval to Increase the Size of the Sacramento Works, Inc. Board

Moved/Camp, second/Suddjian, to approve the increase of one seat for the Sacramento Works, Inc. Board.

Mr. Maurice Read provided an oral report on Mr. Matt Kelly, Sierra Construction Trades Council, which represents union workers in a five-county region. Mr. Kelly is currently on the Golden Sierra board and has extensive experience in labor and construction.

Mr. Mahood asked if there is a specific makeup intended for this board of directors. Mr. Cunningham stated that there is a requirement that half of the board must represent Private Business. There are no requirements for the other sectors. This item was discussed at the executive committee level and the increasing of one more person would not increase the quorum requirement or change the private sector total.

Voice Vote: Unanimous approval.

**IV. Information Items**

1. California Association of Employers Boot Camp

Ms. Christine Welsch recognized Sandra Brown, the program officer of the Hillsdale Career Center. Ms. Brown introduced Kim Parker, California Association of Employers.

Ms. Parker reported that CAE is a non-profit human resource consulting association. There is a total of 400 employers statewide that receive human

resource assistance which assists employers in running their businesses more efficiently.

Last year, CAE was approached by the Department of Labor to apply for a grant to assist employers in understanding the one stops in their region. Four \$130,000 grants were awarded to see if associations could attract employers and get them together with job seekers. CAE was one of the two groups in California that was funded.

Their proposal was to create a 'boot camp' to introduce people looking for a job in manufacturing and use the local one stop to facilitate. For one week, a group of unemployed job seekers is brought to the career center and they run a full week of curriculum including drug training, safety training, how to have a good job and work attitude, conflict management, and a variety of factors. If the participants make it through the 40 hours, they receive a pair of steel-toed boots. On Friday, the employers are invited and the participants go through job interviews.

Ms. Parker reviewed the success of the program which has been provided three separate times. Currently, 80 people have expressed an interest in the class next month. Sacramento Works has been a phenomenal partner with them.

Mr. Dibble inquired what is the average wage per hour; Ms. Parker stated that the average wage is \$10.12 per hour for both union and non-union employees. Every one of the employers offer a health care plan. This assists their members but also assists ALL employers.

## 2. Occupational Outlook & Training Directory

Mr. John Harden reviewed this directory and how the data was pulled together to prepare the directory. All of the stats were taken from 2002/2003 information provided by the Employment Development Department.

## 3. Employer Outreach Committee Report

Mr. Pardun reported that this committee meets every month. The most recent meeting, the members worked on the tag line. In addition, Sacramento Works will be linking to the Black, Asian, Hispanic and Sacramento Metropolitan Chambers of Commerce web sites. Ms. Diane Ferrari, from EDD, was acknowledged as a member of this committee. A draft of the press kit was distributed.

Mr. Camp requested that labor publications be considered. Mr. Jim Lambert also wants to have information published in his paper.

## 4. Youth Council Retreat Report

Mr. Gerry Lawrence reported that the Youth Council had a retreat in October and half a day in December and that there was very active participation from members. The theme focused on getting kids prepared for jobs and getting employers interested in kids between the ages of 16-20. Mr. Lawrence spoke of a pilot sponsored by Raley's. The program brings kids in, gets them employed and keeps them employed to avoid turnover. Raley's also experienced a lot of turnover so they are avoiding kids that have had struggles in the past. LEED will be working in conjunction with Raley's on this pilot program. The Youth Council is also looking at funding strategies and get the funding focused so that providers assist the kids to become ready for jobs.

Mr. Read reported that last year the Council paid for a youth mapping project. Youth participants were sent out to 95820 ZIP code and the major thing they came up with is that there is no way for young people to get jobs, how to get a job or keep jobs. The Youth Council will address that issue in the coming year.

Mr. Camp inquired whether it is appropriate to ask the public school system to educate kids on how to go out to get a job. Ms. Portela stated that the Regional Occupation Program (ROP) already does this type of training.

Mr. Read stated that the Council is planning to work community-wide with chambers, employers, schools, and youth to make everyone aware of how to get training on jobs and how to keep a job.

Mr. Padley stated that another resource available to the Youth Council is a program called Youth Opportunities Program. This program does provide assistance to youth on how to get jobs and keep them.

5. Sacramento Works Career Center Employer Customer Satisfaction Report

Mr. William Walker reviewed this item and stated that the response rate was 82% of employers surveyed. Mr. Ed DeHerrera was acknowledged for his work in this program as well as Ellen Fransz. Mr. Pardun stated that the Employer Outreach Committee discussed this item and explained why there was a low rate on satisfaction with regard to the Armed Forces.

6. Final PY 2002-2003 Workforce Investment Act Performance Results

Ms. Robin Purdy reviewed this and reported that the agency received an incentive bonus of \$13,000 for meeting and exceeding our goals. Mr. Read stated that the number of youth participants was very low; Ms. Purdy replied that it was because the funding was low. Sacramento County served much higher numbers of youth and adults than many other areas. Sacramento is in the top one third in the state.

V. **Other Reports**

1. Chair: Mr. Dourgarian and Ms. Kossick will be going to a one-day workshop sponsored by the California Chamber of Commerce. This one-day session will look at strategies of meeting employer needs at the state level.
2. Counsel: No report.
3. Public Participation

Mr. Tsang suggested that the WIB at the privatization of the public sector. We have to identify jobs in the area that can be created as the state and local governments start to privatize their functions.

Mr. Parks reported that training has started at the culinary training class at Los Rios.

Ms. Hayes stated she provided a report in October on the H1B grant. Since that time, a group has actually met with high tech employers in the area and received some great input. There is excitement of putting together a training program. Companies will come to us and tell us their needs and skills sets so that we can train either existing workers or new workers in the region to fill those jobs. A proposal was written to meet this H1B need. Ms. Hayes suggested that members read this proposal.

- VI. **Adjournment:** Meeting adjourned at 9:57 a.m.

ITEM III-1 - ACTION

APPROVAL OF REVISED SACRAMENTO WORKS, INC.  
CRITICAL INDUSTRIES

BACKGROUND:

In the Sacramento Works Inc. Strategic Plan, the Planning Committee is responsible for

1. identifying employment needs in critical industries
2. conducting industry cluster needs assessment and
3. identifying specific skills needed by employers

The Sacramento Works, Inc. Planning Committee members decided at their February and March meetings that changes in labor market and economic conditions require that the critical industries be updated to ensure that workers are prepared for jobs that will be in high demand by local employers. John Harden, SETA's Labor Market Information Consultant and David Lyons, EDD's Labor Market Information Analyst selected proposed critical industries using the following criteria:

- Industry has a high growth rate
- Employers from the industry are engaged in the process
- Industry needs job seekers that can be recruited through the one stop system
- Jobs in the industry are consistent with our goal of building lifelong career lattices.

The proposed critical industries are:

- ✓ Maintenance and Repair
- ✓ Advanced Manufacturing and Production
- ✓ Construction
- ✓ Financial and Customer Service
- ✓ Healthcare and Biotechnology
- ✓ Information Technology and Telecommunications
- ✓ Tourism and Hospitality

A brief description of each critical industry and a list of the high growth occupations in each industry is included under separate cover.

RECOMMENDATION:

Approve the proposed critical industries.

## ITEM III-2 - ACTION

### APPROVAL OF RESOURCE ALLOCATION PLAN FOR FISCAL YEAR 2005

#### BACKGROUND:

Sacramento Works, Inc. assigned the Planning Committee with the responsibility for determining how the Workforce Investment Act funds for adults and dislocated workers should be spent in our community. Each year, the Planning Committee presents a "resource allocation" recommendation to the Sacramento Works, Inc. Board and the SETA Governing Board.

**The Planning Committee met on February 9, 2004 and March 10, 2004. Committee members reviewed the following information:**

- 1. Resource Allocation Plan for the current year (Fiscal Year 2003-2004).**
- 2. Programmatic Changes that affect the Resource Allocation Plan**
- 3. One-stop career center staffing and infrastructure needs.**
- 4. One Stop Activity Performance Reports**
- 5. Performance Report for Training Providers**
- 6. Report on Scholarships Approved by Critical Industry**

For the current fiscal year (July 1, 2003 through June 30, 2004), the Planning Committee approved the following Workforce Investment Act activities and resource allocation plan for the Sacramento Works One Stop Career Center system:

#### **ACTIVITIES RECOMMENDED FOR INCLUSION IN RESOURCE ALLOCATION PLAN:**

- 1. One-Stop Services:** This activity includes the infrastructure, operating and staffing costs for 11 Sacramento Works One Stop Career Centers which provide
  - access to information, computers, faxes, copiers, and telephones to assist customers with core job search activities;
  - intensive case management services for all customers who are enrolled or receive scholarship funds;
  - Job development, job placement, job retention and follow-up services to customers seeking employment after training.
- 2. On-the-Job Training (OJT):** This activity provides wage subsidies to employers willing to train workers on-the-job. OJT is an effective workplace activity because it provides a commitment to hire by the employer, reimburses wages at 50% or less, and results in wage gain and job retention.
- 3. Scholarships/Workforce Skills Preparation:** This activity can be used for tuition or for supportive services while a customer receives training or to provide workforce skills preparation services on-site at career centers.
  - **Scholarships** are the costs associated with training customers in critical industries selected by Sacramento Works, Inc. (Tuition, supportive services, and incentive payments).

- **Workforce Skills Preparation** are individualized services purchased “off-the-shelf” from approved vendors. Workforce Skills Preparation services include Vocational Assessment, Small Business Development, Financial Literacy, Interpretation/Translation and Job Retention/Life Skills Workshops.
4. **Board Initiatives:** This activity sets aside funding for Initiatives developed by Sacramento Works, Inc. The Current Board initiatives include collaborative business outreach, marketing services to the employer community, researching newly emerging industry clusters and critical industries in the region, developing Workforce Skills Certification systems for the critical industries selected by the Board, and training staff and providers.
  5. **One Stop Support:** This activity is provided by SETA staff and includes program monitoring, technical assistance and training; SMARTware automated casemanagement system support, client tracking, client follow-up, and developing monthly and quarterly performance reports.
  6. **Administration:** This activity is provided by SETA staff and includes personnel, payroll, fiscal monitoring, purchasing, contracting, board staffing and support, and information technology.

### **FY2003-2004 RESOURCE ALLOCATION PLAN**

This year, the allocation for the adult and dislocated worker is \$5,711,406. The following resource allocation plan was approved by the Board:

Activity	% of Total Allocated to Activity	WIA Formula Funds Allocated July 1, 2003 – June 30, 2004
One Stop Services	34%	\$1,941,878
On-the-Job Training	13%	\$742,483
Scholarships/Workforce Skills Preparation	30%	\$1,713,422
One Stop Support: Program Monitoring, SmartWare support, Client tracking, reporting and follow-up	11.4%	\$652,692
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.6%	\$432,475
Board Initiatives	4%	\$228,456

### **IMPACT OF RESOURCE ALLOCATION PLAN ON SYSTEM:**

The approved resource allocation plan increased the funds allocated to scholarships and workforce skills preparation in a year in which SETA experienced a 27% reduction in funds, closed three career centers, reduced contracts with services providers by

\$1,000,000, and eliminated 18 positions. Shifting funds from intensive one stop services to scholarships resulted in:

- Career center staff spending the majority of their time on intensive case management and training for adults and dislocated workers.
- Less staff and partners available to assist customers in the resource room core job placement services and to conduct outreach to employers
- Reduction in information technology staff available to maintain computers in the one stop system
- Elimination of funds to replace/update computer equipment in career centers.

### **EVENTS THAT AFFECT THE RESOURCE ALLOCATION PLAN:**

1. In the first six months of the fiscal year 1,663 customers were served in intensive and training service through the Sacramento Works One Stop Career Center system by 35 case managers. Caseloads were originally planned to average between 50 and 60 customers per case manager, with casemanagers spending 50% of their time on other career center duties including, resource room coverage, workshop facilitation, job development and follow-up. Current caseloads are averaging 60 cases per casemanager and customers are still enrolling in training services.
2. SETA is preparing for public sector layoffs which will begin in July, 2004. Current estimates are that up to 1,200 local public sector workers will be dislocated and will be eligible to use the career center system for job search assistance. EDD planning assumptions indicate that public sector dislocated workers will not need retraining services, but will need assistance in identifying transferable skills and finding jobs in the private sector.
3. Sacramento Works and SETA invested in computer technology when the Sacramento Works One Stop Career Center system was developed in Fiscal Year 1999-2000. Many of the computers are now obsolete and must be upgraded in order to be compatible with current technology and to meet the needs of the customers. SETA has invested in Citrix/Metaframe and has purchased the SMARTware case management system, which will, in the long-term, reduce costs, but this year we must upgrade our software products, replace about 100 obsolete computers, and maintain the Information Systems staffing levels necessary to keep the system operational.
4. Last year the Scholarship fund was increased from 22% to 30% of the allocation to ensure that tuition, supportive services, and workforce skills preparation services and training were available to meet the needs of job seekers.
5. The Board Initiative set aside for FY2004 included the following components:
  - Marketing of Sacramento Works, Inc.,
  - Economic Reports and LMI Research
  - Develop Workforce Skills Certification System for critical industries
  - Staff support for the Youth Service Provider Network



The Workforce Skills Certification should be complete by June 30, 2004. The Board Initiative set-aside could be focused on marketing Sacramento Works, Inc. and providing economic reports and research.

## HIGH PRIORITIES FOR FISCAL YEAR 2004-2005

In the fall of 2003, career center managers, supervisors, staff and partners were surveyed about the workload, the needs of the customers, and what needed to be done to improve services to customers. The results of the surveys indicate that the priorities which offer the greatest promise of achieving success in the next two years are:

1. **Emphasis on high quality customer services.** The Centers must have staff who are customer friendly and all customers, including special populations (disabled, limited-English speaking, offenders, veterans, etc.) must have access to the services they need.
2. **Investment in Technology.** The Centers must have the latest technology and software for job seekers and the equipment must be maintained.
3. **Emphasis on meeting the needs of employers.** The Centers must be able to meet the needs of employers by providing recruiting, screening and referral services, serving small business through the Business Information Centers, providing upward mobility and job retention services, and integrating employers as career center system partners

## STAFFING AND INFRASTRUCTURE NEEDS BY ONE STOP CAREER CENTER

One Stop	Budget Request	Amount Requested
Broadway	Casemanager and Information Technology Support	\$45,000
Citrus Heights	Career Center Clerk/Recruitment Specialist	60,000
Franklin	30 Computers for lab and resource room	30,000
Galt	15 computers need replacing.	15,000
Hillsdale	Replace 25 computers	25,000
La Familia Counseling Center	Job Developer and Clerk \$71,670	71,670
Lemon Hill	Increase hours for 5 casemanagers from 6 to 8 hours per day and upgrade memory in existing computers	53,750
Mark Sanders	Replace 7 Resource room/staff computers.	7,000
Mather	Half-time casemanager and replace 5 computers.	35,000
Rancho Cordova	Casemanager and replace 12 computers	57,000
South County	Casemanager and 5 computers	50,000
System wide computer costs	Add 1 Information Systems Technician to replace and maintain 104 computers	61,000
Total		\$510,420

**FUNDING AVAILABLE FOR SWCC ONE STOP SYSTEM INFRASTRUCTURE:**

1. The Planning Committee is recommending a reduction in the funds allocated to Scholarships/Workforce Skills Preparation by 4% or \$228,456 and in the Board Initiative by 1% or \$57,114. The Committee is recommending that One Stop Services Activity be increased by 5% or \$285, 570.
2. SETA is currently negotiating with the Sacramento County Department of Human Assistance for a contract in which DHA would provide funding to SETA for their fair share of the one stop career center system. The amount of funding will be determined by matching the names and social security numbers of the career center customers to the CalWORKS database. Utilizing \$224,850 of the DHA Share of Cost to fund SWCC One Stop facility and operational costs, will allow SETA to use WIA funds for the remaining one stop infrastructure improvements.

RECOMMENDATION:

The Planning Committee is recommending the following Resource Allocation Plan for FY2005. Final allocations for each activity will be adjusted based on the final WIA Adult and Dislocated Worker allocations for FY 2005 (publication date is April, 2004). Using last year’s funding level, the amount available for each activity would be:

<b>Activity</b>	<b>Recommendation for FY2005 % of Total Allocation</b>	<b>FY2004 Resource Allocation Approved Plan</b>	<b>\$ Based on FY2004 Allocation- (will be adjusted for FY 2005)</b>	<b>\$ Increase/ Decrease based on FY 2004 Allocation</b>
One Stop Services	39%	34%	\$2,227,448	\$285,570
On-the-Job Training	13%	13%	742,483	-
Scholarships/Workforce Skills Preparation	26%	30%	1,484,965	\$(228,456)
One Stop Support: Program Monitoring, SmartWare support, Client tracking, reporting and follow-up	11.4%	11.4%	652,692	
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.6%	7.6%	432,475	-
Board Initiatives	3%	4%	171,342	\$(57,114)
			\$5,711,405.	

## ITEM IV-1 – INFORMATION

### DISCUSSION: PUBLIC SECTOR LAYOFF/MCCLELLAN RESULTS

#### BACKGROUND:

At the February Executive Committee meeting, members stated a desire to having part of the Sacramento Works meeting devoted to discussion of the impact of the impending public sector layoffs. The last significant public sector layoffs occurred in the late 1990's with the closure of the three local military bases.

Attached is a summary of the outcomes of the McClellan Air Force Base Closure Project. Members will discuss current strategies to collaborate on the upcoming public sector layoff.

ITEM IV-2 – INFORMATION

WORKFORCE INVESTMENT ACT LEGISLATIVE UPDATE

BACKGROUND:

The California Workforce Association published a legislative update which includes information on the Fiscal Year 2004 Department of Labor appropriation, the Administration's Fiscal Year 2005 Budget Request for the Department of Labor, the Administration's High Growth Training Initiative, and WIA Reauthorization.

The update is attached for your review.

ITEM IV-3- INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER PERFORMANCE

BACKGROUND:

**Core Services Outcomes:**

In November, 2003 the Sacramento Works, Inc. One-Stop Oversight Committee requested that the Employment Development Department compare the roster of Sacramento Works, Inc. core service customers to the EDD Base Wage File (the list of employees, for which the employer paid taxes) for the first three quarters of FY2003 (July 2002 – March 2003). The names and social security numbers of 30,116 Sacramento Works Career Center customers were compared to the base-wage file, and 22,463 or 64% of the customers showed earnings in the quarter after their visit.

In the first six months of Fiscal Year 2004 (July to December, 2003) 20,472 job seekers received 80,015 core services through the Sacramento Works Career Center system, for a cost of \$122.50 per job seeker and \$31.33 per core service.

<b>Core Service Customers</b>	<b>Time Period – 9 months July 2002- March 2003</b>	<b>Time Period – 6 months July 2003- December 2003</b>
# Served	30,116	20,472
Cost Per job seeker	\$189.64	\$122.50
# Employed	22,463                      64%	Not available
# Core Services	114,829	80,015
# Services per job seeker	3.81	3.91
Cost Per Core service	\$49.73	\$31.33

**Intensive and Training Services Outcomes:**

67% of the adults and 80.7% of the dislocated workers who were enrolled in intensive training are employed in the quarter after they exit services. 82% of adults and 89% of dislocated workers retain their jobs after completing intensive and training services with a wage gain average of \$4,045 per year. The average cost for customers enrolled in intensive and training services is \$3,450. The benefit of intensive and training services appears to be in the retention and wage gain rates. Customers taking part in the intensive and training programs tend to be able to stay employed and increase wages.

## Training Provider Performance Report 7/1/00 – 12/31/03

Provider	Total Enrolled	Total Exits	Total Jobs	Job Rate EER	Wage AWP	Positive Completions	Total Completions	Completion Rate
ABC School/Tech Skills	43	23	19	82.61%	\$24.00	28	29	96.55%
Advanced Career Tech	2	2	1	50.00%	\$8.00	2	2	100.00%
Allied Business Schools, Inc.	10	0	0	0.00%	\$0.00	1	1	100.00%
Area Truck Driving School	4	2	2	100.00%	\$12.00	4	4	100.00%
Aviation & Electronics School	21	19	14	74%	\$13.93	21	21	100.00%
California Alarm & Lock Institute	2	1	0	0.00%	\$0.00	2	2	100.00%
California Institute of Jewelry Training	6	4	2	50.00%	\$12.00	6	6	100.00%
California State University	12	9	8	88.89%	\$12.00	8	9	88.89%
Cal-Trade Welding Center for Employment Training	1	1	1	100.00%	\$18.00	1	1	100.00%
EGUSD/Bus & Tech Training Inst.	25	17	13	76.47%	\$8.00	17	19	89.47%
Federico College of Hairstyling	44	25	18	72.00%	\$22.00	31	35	88.57%
GJUHS	7	3	3	100.00%	\$10.00	3	3	100.00%
GJUHS	1	1	1	100.00%	\$10.00	1	1	100.00%
Heald College School of Business	7	6	4	67%	\$15.50	6	6	100.00%
High-Tech Institute	7	3	3	100.00%	\$10.00	4	4	100.00%
Institute of Technology	4	0	0	0.00%	\$0.00	0	0	0.00%
M.T.I. College of Business and Technology	15	6	4	67%	\$13.50	8	10	80%
National Career Education	16	9	5	56%	\$16.20	10	13	77%
National Training Institute	9	9	7	78%	\$7.00	9	9	100.00%
New Horizons Computer Learning Center, Inc.	7	3	3	100.00%	\$12.00	7	7	100.00%
Northern California Barber & Cosmetologist Apprenticeship Program	5	1	1	100.00%	\$8.00	1	2	50.00%
Northern California Teamsters	3	3	3	100.00%	\$12.67	2	3	67%
Northwestern Technical College	21	19	13	68%	\$10.00	18	21	86%

Precision Technical Institute	4	2	2	100.00%	\$16.00	3	3	100.00%
Sacramento City USD-Old Marshall Adult Education Center	26	16	6	37.50%	\$10.00	11	18	61.11%
Sacramento Office Skills Center	5	3	3	100.00%	\$15.00	5	5	100.00%
SATI	43	21	17	81%	\$7.71	29	30	97%
Tech Skills	1	1	1	100.00%	\$22.00	0	1	0.00%
Truck Driving Academy	14	11	8	72.73%	\$12.00	11	13	84.62%
Western Career College	5	0	0	0.00%	\$0.00	0	0	0.00%
Western Pacific Truck School	15	10	10	100.00%	\$14.60	12	14	86%
Western Truck School	6	4	4	100.00%	\$20.00	3	5	60.00%
<b>TOTALS</b>	<b>391</b>	<b>234</b>	<b>176</b>	<b>75%</b>	<b>\$13.98</b>	<b>264</b>	<b>297</b>	<b>89%</b>

### OJT Provider Performance 7/1/03 – 3/11/04

<b>Provider</b>	<b>Total</b>	<b>Exits</b>	<b>Place</b>	<b>EER</b>	<b>AWP</b>	<b>PCompl</b>	<b>TCompl</b>	<b>CRate</b>
Asian Resources, Inc.	32	15	11	73%	\$9.35	18	23	78%
Greater Sacramento Urban League	24	0	0	0%	N/A	1	1	100%
La Familia Counseling Center	22	8	6	75%	\$8.63	8	9	89%
Sacramento Chinese CSC	18	1	0	0%	N/A	8	8	100%
Sacramento Lao Family	15	0	0	0%	N/A	4	5	80%
<b>TOTALS</b>	<b>111</b>	<b>24</b>	<b>17</b>	<b>71%</b>	<b>\$9.10</b>	<b>39</b>	<b>46</b>	<b>85%</b>

- **EER** – Entered Employment (number of people getting jobs / number of people exiting)
- **AWP** – Average Wage at Job Placement
- **Positive Completions (PCompl)** – Number of customers successfully completing the coursework.
- **Total Completions (TCompl)** may exceed exits because some customers have completed the coursework, but are still seeking employment.

**Scholarships Approved for Critical Industries  
2003-2004**

	<b>Critical Industry</b>	<b># Scholarships</b>	<b>Total Amount Authorized</b>
1	<b>Hi-Tech/Information Technology</b>	42	\$172,018.00
2	<b>Construction</b>	10	\$ 28,728.00
3	<b>Call Center/Customer Service</b>	4	\$ 8,312.00
5	<b>Health Care</b>	62	\$232,099.66
6	<b>*Other</b>	59	\$187,335.29
	<b>TOTALS</b>	<b>177</b>	<b>\$628,492.95</b>

**\*Other Occupations:**

Trucking  
 Accounting  
 Real Estate  
 Instructional Aid  
 Federal motor Carrier  
 Tractor Trailer Driver  
 Electronic Alarm Security  
 Jewelry Repair  
 Cosmetology  
 Aesthetics  
 Human Resources  
 Locomotive Engineer  
 Barber  
 Bus Driver



## ITEM IV-4 – INFORMATION

### COMMITTEE UPDATES

#### BACKGROUND:

This item provides an opportunity for reports from the following committees:

- 1) Employer Outreach Committee
- 2) Youth Council

## ITEM V - OTHER REPORTS

1. CHAIR'S REPORT: The Chair of the Sacramento Works, Inc. Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles.

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.

2. COUNSEL REPORT: The Sacramento Works, Inc. Legal Counsel is the firm of Phillip M. Cunningham, Attorney at Law. This item provides the opportunity for Legal Counsel to provide the Sacramento Works, Inc. Board with an oral or written report on legal activities
3. PUBLIC PARTICIPATION: Participation of the general public at Sacramento Works, Inc. Board meetings is encouraged. The Sacramento Works, Inc. 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.