

## 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

### **LA FAMILIA COUNSELING CENTER**

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

### **LEMON HILL**

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

### **MARK SANDERS COMPLEX**

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

### **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>



## **SACRAMENTO WORKS, INC.** **Executive Committee**

**Date:** Monday, August 23, 2004  
**Time:** 4:00 p.m.  
**Place:** Sacramento Employment & Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815

### **AGENDA**

1. Call to Order/Roll Call
2. **ACTION ITEM:** Recommendations for Private Sector Applicants to the SETA Governing Board
3. **ACTION ITEM:** Approval of Sacramento Works Board Initiative Funding Recommendations
4. **ACTION ITEM:** Approval of Workforce Investment Act Local Plan Modification
5. **INFORMATION ITEM:** Local Workforce Investment Board Recertification
6. Adjournment

**Committee Members:** Michael Dourgarian, Bill Camp, Dr. Jim Hernandez, Mark Ingram, Kathy Kossick, Gerry Lawrence, Elizabeth McClatchy, Jack Padley, Maurice Read, Larry Suddjian, Kingman Tsang.

**This meeting is open to all members of the Sacramento Works, Inc.  
Board and the public.**

**DISTRIBUTION DATE: MONDAY, AUGUST 16, 2004**

**SACRAMENTO WORKS, INC.**  
**Executive Committee**  
Minutes/Synopsis

Sacramento Employment & Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815

Monday, July 26, 2004  
4:00 p.m.

1. Call to Order/Roll Call: The meeting was called to order at 4:08 p.m.

**Members Present:** Bill Camp, Gerry Lawrence, Larry Suddjian, Jim Hernandez, Liz McClatchy, Jack Padley, Maurice Read.

**Members Absent:** Mike Dourgarian, Mark Ingram, Kingman Tsang

**Others Present:** Bill Walker, Roy Kim, Phil Cunningham, Larry Larsen, Christine Welsch, Robin Purdy

2. Review of Board Packet for the July 28, 2004 Sacramento Works, Inc. Board Meeting

**II-B: Consent:** Mr. Suddjian reported on the new members of the Planning/Oversight Committee: Joan Dailey Polster, Matt Kelly, Jack Padley, James Pardun, Clayton Thomas and himself as chair. Ms. Kossick will also be a member. Mr. Suddjian stated that the Board will confer upon him the authority to appoint members and a date and time for the next meeting will be selected.

**III-A-Action:** Ms. Theresa Milan from LEED Sacramento will speak before the board on July 28. The Employer Outreach Committee will be recommending \$15,000 to be added to the Construction Business Plan.

**III-B-Action:** Mr. Ingram will be reporting on this item. Mr. Camp requested that the Sacramento Valley Labor Bulletin be included in the list of publications. A number of questions were raised regarding the purpose of the marketing (branding or industry focus), the evaluation plan and the nature of the campaign.

After a great deal of discussion, it was decided to pull this item from the agenda and present it to the board in September. The Executive Committee requested that members from the Employer Outreach Committee be invited to attend and answer questions. Mr. Cunningham stated that there could be a meeting or a letter could be sent indicating the areas of concern.

Moved/Padley, second/Lawrence, that the Executive Committee recommend to the full board the expenditure of \$42,000 of Board Initiative Funds as follows:

|                                  |                 |
|----------------------------------|-----------------|
| SACTO Economic Profile:          | \$12,000        |
| Youth Services Provider Network: | \$15,000        |
| Construction Business Plan:      | <u>\$15,000</u> |
| Total:                           | <u>\$42,000</u> |

Voice Vote: Unanimous approval.

**III-C-Action:** This item was reviewed.

Moved/McClatchy, second/Padley, that the Board approve this subject to Executive Committee's final review of public comment.

Voice Vote: Unanimous approval.

This item will be brought back to the Executive Committee in August and then sent to the Governing Board in September for final approval.

Ms. Purdy stated that there are three main modifications to the plan:

- ⇒ Updated List of career centers was included.
- ⇒ Updated copies of all memorandums of understanding was included.
- ⇒ The budget and planning numbers have been updated.

Information items were reviewed. Dr. Hernandez reported that the Youth Council will have a meeting in September and the public will be invited to assist in the development of the Request for Proposals.

Mr. Padley requested that a complete number of hires be provided regarding the Workers' Compensation Claim program. Mr. Walker will provide this report when the final statistics are available.

3. Adjournment: The meeting was adjourned at 5:05 p.m.

## ITEM 2– ACTION

### RECOMMENDATION TO THE GOVERNING BOARD FOR PRIVATE SECTOR APPOINTMENTS TO THE SACRAMENTO WORKS, INC. BOARD

#### BACKGROUND:

There are two Private Business sector seat now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of two members.

Enclosed under separate cover are copies of the applications received from the nominees for the Private Business sector seats. Legal counsel has reviewed all applications.

This item was reviewed by the SETA Governing Board at their August 5, 2004 meeting. The Governing Board is requesting that the Executive Committee review the applicants and forward a recommendation to their board.

Staff will be available to answer questions.

#### RECOMMENDATION:

Review the staff report, review the applications, and make two Private Business sector recommendations to be forwarded to the SETA Governing Board.

## ITEM 3 - ACTION

### APPROVAL OF SACRAMENTO WORKS BOARD INITIATIVE FUNDING RECOMMENDATIONS

#### BACKGROUND:

In October, 2003 Sacramento Works, Inc. approved the Marketing Plan developed by the Employer Outreach Committee. The goal of the new plan is to:

- Increase the visibility of Sacramento Works, Inc. in the community such that the organization is recognized and utilized by business,
- More effectively develop and coordinate strategic alliances among local workforce development organizations,
- Develop strategic partnerships with employers, and
- Benchmark employer customer satisfaction with Sacramento Works, Inc.

This year the Sacramento Works, Inc. Board Initiative funds will be used to implement the Sacramento Works Marketing Plan. The funds available for this effort total \$254,000.

The Employer Outreach Committee has considered funding several initiatives that support the goals of the Sacramento Works Marketing Plan, including:

- Continuation of Marketing Efforts
- SACTO Economic Profile Insert: Marketing the one stops and the work force investment boards of the region in the SACTO Economic Profile and State of the Workforce Report
- Continue the SRRI Research: Developing New Measures of Regional Workforce Quality (to be used to recruit business to the area)
- Sponsorship of the Construction Business Plan : LEED Sacramento is the fiscal agent and coordinating entity for the Construction Consortium. The consortium consists of 52 members. The Consortium is requesting \$15,000 for staff support to develop the Construction Business Plan. The objectives of the plan are to:
  - ◆ Create a pipeline for job seekers to access construction jobs in the Sacramento Region.
  - ◆ Expand a construction workforce development system that can be replicated across the state
  - ◆ Decrease job attrition rates and lower the average age of entry-level construction workers
  - ◆ Increase high school graduation rates for youth enrolled in construction and design programs
- Support for the Youth Service Provider Network: Providing staff support and supplies to continue support of the Youth Services Provider Network, a collaboration of Sacramento County organizations and individuals committed to

promoting strength-based principles and practices that support the positive development of youth.

- Youth Council Celebration of Success

At the July 28, 2004 Sacramento Works, Inc. meeting the board approved the recommendation by the Employer Outreach Committee to allocate funds for three initiatives:

|    |   |                 |
|----|---|-----------------|
| 1) | SACTO Economic Profile, 2004-2005         | \$12,000        |
| 2) | Youth Service Provider Network, 2004-2005 | 15,000          |
| 3) | Construction Business Plan, 2004-2005     | <u>15,000</u>   |
|    |   | <u>\$42,000</u> |

The Executive Committee has extended an invitation to members of the Employer Outreach Committee to meet with the Executive Committee on August 23, 2004 to discuss the remaining recommendations for the Board Initiative funds, including

**MARKETING PLAN –**

The Executive Committee had questions regarding:

- ➔ Increased cost for Radio and Sacramento Bee Advertising (from last year’s budget).
- ➔ The true cost of mailing list for employer outreach, i.e., cost of mailing and postage (only the cost of mailing lists is included in the budget).
- ➔ Plan to evaluate the outcomes of the proposed marketing campaign.
- ➔ Goal of the marketing plan is: marketing targeted to all the employers in Sacramento or to employers in the critical industries.

| <b>Employer Outreach 2004-2005 Marketing Plan</b>   | <b>Budget</b> |
|---|---------------|
| Update and Revise Employer Services Marketing Brochure  | \$ 10,000     |
| Photos and signage for job fair exhibit   | \$ 3,000      |
| Purchase premium items for employer/job fairs events  | \$ 8,000      |
| Radio Advertisement for Spring and Fall of 2005 on stations with audience demographic 35 to 50.                   | \$ 35,000     |
| Expand current print advertisement in the Sacramento <u>Business Journal</u>                                      | \$ 32,190     |
| Placement of Ads the Sacramento <u>Bee</u> , Monday Business Section.   | \$ 28,800     |
| Funding of 3rd Annual Sacramento Employment & Training Expo includes advertising, space rental, and booth set-up. | \$ 8,000      |
| Expand participation in job fair and business events  | \$ 10,000     |
| Expand the website linkages to other “business related” organizations   | \$ 2,500      |
| Purchase mailing lists for employer outreach  | \$ 500        |
| Sponsorship of Chamber Activities   | \$ 14,000     |

|  |                   |
|--|-------------------|
| Sponsor SACTO Events   | \$ 4,500          |
| SACTO web site linkage   | \$ 500            |
| Metro Chamber Perspectives Event   | \$ 5,000          |
| Development of Employer Services Database and Employment Referral System | \$ 3,000          |
| <b>Total</b>   | <b>\$ 164,990</b> |

**RECOGNITION/CELEBRATION EVENT OF THE WIA YOUTH PROGRAMS—**

A workgroup of the Youth Council is recommending a celebration event with the focal points being achievements. They want to recognize all of the people that go through the WIA program. This recognition/celebration would also bring attention to the Sacramento workforce programs.

The Youth Council is requesting \$10,000 to pay for this recognition/celebration event which will be held in the spring. The Employer Outreach Committee requested more detail regarding the plans and cost of the event.

**SRRI—**

SETA staff will be meeting with SRRI and will make a recommendation at the September Employer Outreach Committee meeting.

**RECOMMENDATION:**

Discuss remaining proposals for board initiative funding and take appropriate action.

## ITEM-4- ACTION

### APPROVAL OF WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION, FISCAL YEAR 2005

#### BACKGROUND:

The State of California, EDD, is requiring Workforce Investment Areas to submit modifications to their Strategic Five-year Local Plans. The Sacramento Five Year Local Plan was initially approved on March 16, 2000. Updates and modifications are submitted to the state annually to update the plan. For the Sacramento Workforce Investment Area, a Public Notice requesting comments and a draft of the plan modification were made available for public comment beginning July 9, 2004 and ending August 10, 2004. No comments were received by the August 10 deadline. The deadline for submission of the plan modification to EDD is September 30, 2004.

The plan modification includes items that are new, items that were not submitted with the initial plan and/or subsequent year modifications, and required planning forms. The modifications include:

- An updated list of the One-Stop Centers in Sacramento County.
- An update on signed Memoranda of Understanding with all required partners.
- Budget forms reflecting the following percentages from the WIB's Resource Allocation Plan for FY2005:
  - One-Stop Services – 39%
  - On-the-Job Training – 13%
  - Scholarships/Workforce Skills Prep. – 26%
  - One-Stop Support – 11.4%
  - Administration/Board Initiatives – 10.6%

A copy of the entire local Workforce Investment Plan and the plan update is available at SETA's web-site, [www.seta.net](http://www.seta.net).

#### RECOMMENDATION:

Review and approve the WIA 5-year plan modification.



## ITEM 5 - INFORMATION

### LOCAL WORKFORCE INVESTMENT BOARD RECERTIFICATION

#### BACKGROUND

The Workforce Investment Act of 1998 (WIA) at §117 (c)(2) requires the Governor to certify local boards (LWIBs) once every two years. The Governor recertifies LWIBs after determining that the appointment and composition of each LWIB is consistent with the criteria in the WIA.

In order for the Governor to determine that LWIBs are in compliance with the membership requirements of the WIA, all LWIBs are required to submit a current LWIB Membership List to the Workforce Investment Division of the Employment Development Department.

A copy of the current LWIB Membership List for the Sacramento Works, Inc. Board is attached for review. Staff will be available to answer questions.

# **LOCAL WORKFORCE INVESTMENT BOARD RECERTIFICATION**

**Local Workforce Investment Board (LWIB) Name: Sacramento Works, Inc.**

**Date: August 12, 2004**

**Contact Person: Robin Purdy, Deputy Director,  
Sacramento Employment and Training Agency (SETA)**

**Telephone: 916-263-3860**

## LWIB MEMBERSHIP LIST

The Workforce Investment Act (WIA) Section 117(a)(b) and (c) states the requirements for nominating and selecting members in each membership category. The WIA Section 117(b)(4) requires that business members constitute a majority of the LWIB. Per WIA Section 117(b)(5), the chairperson shall be a business representative. Please indicate which business representative is the LWIB chairperson. The required membership categories are listed below. If the Chief Elected Official has approved additional membership categories, enter the information under “ADDITIONAL MEMBERS.” If the additional members are nonbusiness, then a sufficient number of additional business members are required to maintain the business majority. Add extra lines as needed.

### BUSINESS

| Name                              | Title                                      | Business                                       | Appointment Date | Term End Date |
|-----------------------------------|--|--|------------------|---------------|
| Michael Dourgarian,<br>LWIB Chair | General Manager and<br>Franchise President | Manpower Staffing Services                     | 7/17/03          | 5/31/06       |
| Sharon Anderson                   | Director, Human<br>Resources               | Franklin Templeton Investments                 | 7/17/03          | 5/31/06       |
| Barbara Hayes                     | Executive Director                         | SACTO  | 7/17/03          | 5/31/06       |
| Frank A. Hurtarte                 | Director, Workforce<br>Planning            | Kaiser Permanente                              | 11/3/03          | 5/31/06       |
| Mark R. Ingram                    | Managing Director                          | Pacific Coast Building Products, Inc.          | 7/17/03          | 5/31/06       |
| John H. Koogle                    | President                                  | Interior Partitions, Inc.                      | 7/13/03          | 5/31/06       |
| James Lambert                     | Executive Vice-President                   | Sacramento Builder's Exchange                  | 7/13/03          | 5/31/06       |
| Gerry Lawrence                    | Director                                   | DST Output                                     | 7/13/03          | 5/31/06       |
| Matthew Mahood                    | President and CEO                          | Sacramento Metropolitan Chamber of<br>Commerce | 7/17/03          | 5/31/06       |
| Elizabeth McClatchy               | President and CEO                          | The Safety Center, Inc.                        | 7/17/03          | 5/31/06       |
| David Miller                      | Executive Director,<br>External Affairs    | SBC California                                 | 7/17/03          | 5/31/06       |
| Kim Parker                        | Executive Director                         | California Association of Employers            | 4/3/04           | 5/31/06       |
| Bruce Parks                       | Owner                                      | Tarts & Truffles/Meals At Work.com             | 7/17/03          | 5/31/06       |
| Deborah Portela                   | Administrator                              | Casa Coloma Health Care Center                 | 7/17/03          | 5/31/06       |
| Lawrence A. Suddjian              | Executive Director/Co-<br>Owner            | Kimmel Construction, Inc.                      | 7/17/03          | 5/31/06       |

|                    |                                |                         |         |         |
|--------------------|--------------------------------|-------------------------|---------|---------|
| Kingman Tsang      | Senior VP and Regional Manager | California Bank & Trust | 7/17/03 | 5/31/06 |
| William G. Warwick | Recruitment Manager            | Jones & Stokes          | 7/17/03 | 5/31/06 |

### LOCAL EDUCATIONAL ENTITIES

| Name                   | Title     | Entity                  | Appointment Date | Term End Date |
|------------------------|-----------|-------------------------|------------------|---------------|
| Francisco C. Rodriguez | President | Consumnes River College | 11/20/03         | 5/31/06       |
|                        |           |                         |                  |               |

### LABOR ORGANIZATIONS

| Name          | Title               | Organization  | Appointment Date | Term End Date |
|---------------|---------------------|---|------------------|---------------|
| Bill Camp     | Executive Secretary | Sacramento Central Labor Council                          | 5/15/03          | 5/31/06       |
| Maurice Read  | Consultant          | Sacramento Sierra Building & Constructions Trades Council | 5/15/03          | 5/31/06       |
| Matthew Kelly | Business Manager    | Sacramento-Sierra's Building & Construction               | 2/19/04          | 5/31/06       |

### COMMUNITY BASED ORGANIZATIONS

| Name               | Title              | Organization                          | Appointment Date | Term End Date |
|--------------------|--------------------|---------------------------------------|------------------|---------------|
| Rick Dibble        | Director           | Sacramento Veteran's Resource Center  | 3/21/02          | 3/20/05       |
| Lorenda T. Sanchez | Executive Director | California Indian manpower Consortium | 6/1/00           | 5/31/06       |
|                    |                    |                                       |                  |               |

### ECONOMIC DEVELOPMENT AGENCIES

| Name            | Title                        | Agency                               | Appointment Date | Term End Date |
|-----------------|------------------------------|--------------------------------------|------------------|---------------|
| James R. Pardun | Economic Development Manager | County Dept. of Economic Development | 7/17/03          | 5/31/06       |
|                 |                              |                                      |                  |               |

**WIA TITLE I PROGRAMS**

| <b>Name</b>        | <b>Title</b>       | <b>Agency</b>                             | <b>Appointment Date</b> | <b>Term End Date</b> |
|--------------------|--------------------|---|-------------------------|----------------------|
| Kathy Kossick      | Executive Director | Sacramento Employment and Training Agency | 5/15/03                 | 5/31/06              |
| Lorenda T. Sanchez | Executive Director | California Indian Manpower Consortium     | 5/15/03                 | 5/31/06              |
| Peter Gregerson    | Center Director    | Sacramento Job Corps Center               | 5/15/03                 | 5/31/06              |

**JOB SERVICE (WAGNER-PEYSER ACT)**

| <b>Name</b>                | <b>Title</b>                         | <b>Agency</b>  | <b>Appointment Date</b> | <b>Term End Date</b> |
|----------------------------|--------------------------------------|--|-------------------------|----------------------|
| John J. "Jack" Padley, Jr. | Chief, Northern Job Service Division | State of California, Employment Development Department | 5/15/03                 | 5/31/06              |
|                            |                                      |  |                         |                      |

**ADULT EDUCATION AND LITERACY (WIA TITLE II)**

| <b>Name</b>         | <b>Title</b>             | <b>Agency</b>                           | <b>Appointment Date</b> | <b>Term End Date</b> |
|---------------------|--------------------------|---|-------------------------|----------------------|
| Dr. Larry Buchanan  | Superintendent           | Grant Joint Union High School District  | 11/20/03                | 5/31/06              |
| Joan Dailey Polster | Assistant Superintendent | Sacramento City Unified School District | 11/20/03                | 5/31/06              |
|                     |                          |   |                         |                      |

**VOCATIONAL REHABILITATION**

| <b>Name</b>    | <b>Title</b>           | <b>Agency</b>                           | <b>Appointment Date</b> | <b>Term End Date</b> |
|----------------|------------------------|---|-------------------------|----------------------|
| Mark Erlichman | District Administrator | California Department of Rehabilitation | 5/15/03                 | 5/31/06              |
|                |                        |   |                         |                      |
|                |                        |   |                         |                      |

**TITLE V OLDER AMERICANS ACT**

| <b>Name</b>    | <b>Title</b>       | <b>Agency</b>    | <b>Appointment Date</b> | <b>Term End Date</b> |
|----------------|--------------------|------------------|-------------------------|----------------------|
| Clayton Thomas | Executive Director | Experience Works | 5/15/03                 | 5/31/06              |
|                |                    |                  |                         |                      |
|                |                    |                  |                         |                      |

**POSTSECONDARY VOCATIONAL EDUCATION (CARL D. PERKINS ACT)**

| <b>Name</b>            | <b>Title</b> | <b>Agency</b>          | <b>Appointment Date</b> | <b>Term End Date</b> |
|------------------------|--------------|------------------------|-------------------------|----------------------|
| Francisco C. Rodriguez | President    | Cosumnes River College | 11/20/03                | 5/31/06              |
|                        |              |                        |                         |                      |
|                        |              |                        |                         |                      |

**TRADE ACT ASSISTANCE**

| <b>Name</b>                | <b>Title</b>                         | <b>Agency</b>  | <b>Appointment Date</b> | <b>Term End Date</b> |
|----------------------------|--------------------------------------|--|-------------------------|----------------------|
| John J. "Jack" Padley, Jr. | Chief, Northern Job Service Division | State of California, Employment Development Department | 5/15/03                 | 5/31/06              |
|                            |                                      |  |                         |                      |
|                            |                                      |  |                         |                      |

**COMMUNITY SERVICES BLOCK GRANT ACT**

| <b>Name</b>   | <b>Title</b>       | <b>Agency</b>                             | <b>Appointment Date</b> | <b>Term End Date</b> |
|---------------|--------------------|---|-------------------------|----------------------|
| Kathy Kossick | Executive Director | Sacramento Employment and Training Agency | 5/15/03                 | 5/31/06              |

|  |  |  |  |  |
|--|--|--|--|--|
|  |  |  |  |  |
|  |  |  |  |  |

**DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT**

| <b>Name</b>   | <b>Title</b>       | <b>Agency</b>                             | <b>Appointment Date</b> | <b>Term End Date</b> |
|---------------|--------------------|---|-------------------------|----------------------|
| Anne M. Moore | Executive Director | Sacramento Housing & Redevelopment Agency | 5/15/03                 | 5/31/06              |
|               |                    |   |                         |                      |
|               |                    |   |                         |                      |

**UNEMPLOYMENT COMPENSATION**

| <b>Name</b>                   | <b>Title</b>                               | <b>Agency</b>                | <b>Appointment Date</b> | <b>Term End Date</b> |
|-------------------------------|--|------------------------------|-------------------------|----------------------|
| John J. "Jack"<br>Padley, Jr. | Chief, Northern<br>Job Service<br>Division | Employment Development Dept. | 5/15/03                 | 5/31/06              |
|                               |  |                              |                         |                      |
|                               |  |                              |                         |                      |

**ADDITIONAL MEMBERS**

| <b>Name</b>    | <b>Title</b> | <b>Entity</b>                         | <b>Appointment Date</b> | <b>Term End Date</b> |
|----------------|--------------|---------------------------------------|-------------------------|----------------------|
| Jane Rasmussen | Director     | County Department of Human Assistance | 12/18/03                | 5/31/06              |
|                |              |                                       |                         |                      |
|                |              |                                       |                         |                      |

## **COMMENT PAGE**

Explain any vacancies or unfilled slots regarding the required membership composition only. The discussion should include efforts made to fill the position(s) and dates by which the position(s) is expected to be filled. If a required membership category does not exist in your LWIA (for example, a required One-Stop partner), explain here.

A total of four (4) vacancies currently exist. Two (2) vacancies for Business, one (1) for Economic Development and one (1) for required partner under WIA Title I Programs. The Board has been accepting applications from potential Board members. Applications are reviewed and selections are made by the Chief Elected Official (CEO). The two Business vacancies will be filled on Sept. 2, 2004, upon action by the CEO.

The Board is continuing to accept applications for Board membership and anticipates that the other two vacancies will be filled before the end of the calendar year.



## SIGNATURE PAGE

I certify that the above listed members of the Sacramento Works, Inc. Local Workforce Investment Board were appointed in the manner required by Section 117 of the Workforce Investment Act.

\_\_\_\_\_  
Michael Dourgarian  
Local Workforce Investment Board Chair

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## LWIB MANDATED FUNCTIONS CERTIFICATION

WIA section 117(3)(A) outlines that a Governor may decertify a local board for failure to carry out the functions specified for the local board in any of paragraphs (1) through (7) of subsection (d). Those sections are outlined below. Based on the specifics outlined in law, please provide a brief summary on how these requirements are being met.

| Function | Summary of Activities  |
|----------|--|
| 1.       | The LWIB develops and submits the 5-year local plan or 5-year plan modifications in partnership with the Chief Elected Official (CEO).                                       |
| 2.       | The Youth Council makes initial selections and recommendations of youth providers, which are reviewed, modified and approved by the LWIB, subject to concurrence by the CEO. |
| 3.       | The LWIB allocates resources to One-Stop activities, subject to approval by the CEO.   |
| 4.       | The LWIB reviews quarterly program performance reports for all WIA programs.   |
| 5.       | The LWIB and CEO review and approve proposed performance benchmarks that are used to negotiate performance measures with the State EDD.                                      |
| 6.       | The LWIB provides assistance to the State EDD on developing and collecting information on statewide employment statistics.   |
| 7.       | The LWIB develops employer linkages and coordinates employer services with local economic development agencies.  |

I certify that the above statements are accurate and represent the functions of this Local Workforce Investment Board.

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Michael Dourgarian  
Local Workforce Investment Board Chair

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Signature

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Date