

## 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. PLANNING/OVERSIGHT COMMITTEE**

**Date:** Monday, September 13, 2004

**Time:** 3:30 p.m.

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

## **A G E N D A**

1. Call to Order/Roll Call
2. **ACTION ITEM:** Approval of Minutes of the June 23, 2004 Meeting
3. **ACTION ITEM:** Approval of Updated Self-Sufficiency Standard for the Sacramento Workforce Development Area (Roy Kim, Robin Purdy)
4. **ACTION ITEM:** Approval to expand SWCC-Lemon Hill to add a Healthcare Career Center (Cindy Sherwood-Green)
5. **Information Item:** Update on Construction Business Plan (Theresa Milan/Deanna Hanson/Rick Larkey)
6. **Information Item:** Support for Career Preparation programs in local schools
7. **Information Item:** One Stop Career Evaluation
8. Input from the public
9. Adjournment

**Committee Members:** Larry Suddjian (Chair), Joan Dailey Polster, Rick Dibble, Matt Kelly, Kathy Kossick, Jim Lambert, Jack Padley, James Pardun, Clayton Thomas.

ITEM II- ACTION

APPROVAL OF MINUTES OF THE JUNE 23, 2004 SACRAMENTO WORKS, INC.  
PLANNING/OVERSIGHT COMMITTEE MEETING

BACKGROUND:

Attached are the minutes of the June 23, 2004 Sacramento Works, Inc. Planning/Oversight Committee meeting for your review.

RECOMMENDATION:

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

**SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE**

Minutes/Synopsis

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

Wednesday, June 23, 2004  
3:30 p.m.

1. **Call to order/Roll Call:** Mr. Suddjian called the meeting to order at 3:36 p.m.

Committee Members: Rick Dibble, Barbara Hayes, James Pardun, Jack Padley, Clayton Thomas, Larry Suddjian (Chair).

Members Absent: Anne Moore, Mark Erlichman, Jim Lambert, Bruce Parks.

Others Present: Robin Purdy, William Walker, Roy Kim, Christine Welsch, Melissa Noteboom, Kathy Kossick, Phil Cunningham.

2. **Action Item:** Approval of Minutes of the March 10, 2004 Meeting

Moved/Pardun, second/Hayes, to approve the minutes as distributed.  
Voice Vote: Unanimous approval.

3. **Action Item:** Approval of Updated Self-Sufficiency Standard for the Sacramento Workforce Investment Area

Mr. Kim reviewed this item and reviewed the definition of self-sufficiency. These definitions are used by the casemanagers in the career planning for customers. This would be utilized for eligibility of customers. The dislocated worker standard has been added to the previous standard.

Moved/Thomas, second/Hayes, to recommend approval to this item to the full board.

Voice Vote: Unanimous approval.

4. **Action Item:** Approval to Endorse the Construction Business Planning Process

Ms. Christine Welsch stated that construction is one of the targeted industries due to the high wages in the industry. She introduced Doug Urbeck, Teichert Construction, who spoke of the Construction Business Plan. Also present and speaking on behalf of this program are:

- Theresa Milan, LEED Sacramento
- Rick Larkey, SCOE

Mr. Pardun asked if there are any statistics showing that young people are going into the construction industry due to this program.

Mr. Larkey reported that the consortium has been meeting once a month for a year. There are three subcommittees: resource development, curriculum development and marketing. He distributed a listing of the partners.

Mr. Dibble inquired where people could go for information on this item; it appears that the information is spread around. He stated that there needs to be a central dispatch area so that there is one place to call.

Ms. Purdy stated that the employer outreach committee will be reviewing this item at their July 15 meeting and endorsement of this program will be sought.

Moved/Padley, second/Hayes, to endorse the business plan initiative.  
Voice Vote: Unanimous approval.

5. **Information Item:** Discussion of K-12 Vocational/Career Preparation Plans to Prepare Youth for Careers in Critical Industries

At the May Board meeting, the Grant Joint Union High School District and Sacramento City Unified School District both provided presentations regarding vocational education plans.

Staff is requesting guidance on how to go forward and support the vocational education programs.

The committee asked for information from all of the school districts areagarding what is available around the county. It was suggested that a memo be sent out to the school districts to inform them of our critical industries and find out what is available regarding industry training.

6. **Information Item:** Review of Performance of the Sacramento Works Career Center System and Establishing Performance Outcomes for FY2005

Roy reviewed the report. This will be prepared on a quarterly basis.

7. **Input from the public**

Mr. Suddjian reported that at the next full WIB meeting, an item will be presented combining the One Stop and Planning Committees. Mr. Suddjian will be given the authority to choose the committee without ratification by the full board.

There was discussion regarding whether the committee might want to consider a quorum requirement about less than a majority requirement. This will be included in the board item. This will be written broadly enough to made different quorum.

8. **Adjournment:** The meeting was adjourned at 4:55 p.m.

## ITEM III – ACTION

### APPROVAL OF UPDATED SELF-SUFFICIENCY STANDARD FOR THE SACRAMENTO WORKFORCE INVESTMENT AREA

#### **I. BACKGROUND**

Self-sufficiency under the Workforce Investment Act (WIA) is defined by the Local Workforce Investment Board. It represents the income level at which a family can be sustained without relying on income supports or public assistance.

The **Self-Sufficiency Standard for California for 2003** was published in December 2003 by the National Economic Development and Law Center ([www.nedlc.org/cfess/cfess\\_registration.htm](http://www.nedlc.org/cfess/cfess_registration.htm)) and describes the income required by California's working families to pay for the basic needs of rent, food, child care, healthcare, transportation, miscellaneous costs and taxes, on a county by county basis. Attachment 1 is the Self-Sufficiency Standard for Sacramento County, California, 2003.

SETA and Sacramento Works currently use 150% of the Lower Living Standard Income Level (LLSIL), based on the federal government standard to measure self-sufficiency. While both the Self-Sufficiency Standard and the Lower Living Standard Income Level assess income adequacy, the Self-sufficiency standard is a more meaningful measure in several important ways:

- The Self-Sufficiency standard assumes that all adults (whether married or single) work full time and includes the costs associated with employment, specifically transportation, taxes, and child care.
- The Standard takes into account that many costs differ based on family size, composition and age of children
- The Standard incorporates regional and local variations in costs, for example although housing costs throughout the state increased between 2000 and 2003, the most dramatic increase was in Sacramento County where the cost of housing increased by 51%.
- The Standard includes the net effect of taxes and tax credits.

Many families in our community do not earn self-sufficient wages. Generally, self-sufficiency is not achieved through stopgap measures or short-term solutions. Most individuals moving from welfare to work cannot achieve self-sufficiency in a single step, but require the needed assistance, guidance, transitional work supports and the time necessary to become self-sufficient. There are two basic approaches for individuals to close the income gap and become self-sufficient: 1) to reduce costs through the use of work supports or 2) to raise incomes.

**1. Reducing Costs through Work Supports:** There are a number of ways to reduce the amount of income required to meet family needs, thus helping low-income families achieve self-sufficiency. The following is a list of Work Supports that are used to reduce a family's costs:

- Child Support
- Temporary Assistance for Needy families (TANF)

- Food Stamps
- Housing Choice Vouchers or Public Housing
- Child Care subsidy
- MediCal or Healthy Families
- Transportation subsidies
- Earned Income Tax Credit
- Child Tax Credit
- Child Care Tax Credit

**2. Raising Income:** Central to the effort to raise income is access to education and training and access to jobs that provide real potential for skill development and career advancement over the long term. True long-term self-sufficiency requires investments that enhance skills and adaptability. Without technologically sophisticated and broad-based education—which provides the flexibility to move into new jobs and careers—self-sufficiency is not likely to be sustainable.

Staff is recommending that the self-sufficiency standard be used in Sacramento County for the following purposes:

1. **Guideline for Determining Eligibility and Need for Services:** Data extracted from the self-sufficiency standard will be used as a criteria to determine eligibility for youth and adults who are employed, but are in need of intensive services to obtain or retain employment that leads to self-sufficiency (Staff has combined eight different self-sufficiency wage standards into two self-sufficiency standards: one-adult families with children and two-adult families with children—see attachment).
2. **Counseling Tool:** The self-sufficiency standard will assist job seekers make informed decisions about what kind of training will lead to self-sufficient wages and/or which job will provide the income they need.
3. **Tool to Select Critical Industries and Target Job Training and Education Resources:** The standard will be used to identify jobs that are in high demand by local employers that pay self-sufficient wages. Sacramento Works, Inc. scholarship funds will then be used to increase training for those high demand, high wage jobs.
4. **Evaluation and Program Improvement Tool:** The One Stop Career Center system and training providers will be evaluated on their ability to prepare job seekers for self-sufficiency.

In addition, staff is recommending that the minimum self-sufficiency wage for an individual continues to be the current minimum self-sufficiency wage of \$10.00 per hour.

## II. RECOMMENDATION

Approve using the Self-Sufficiency Standard for California 2003, as modified and shown in the attached chart, for the Sacramento Area. Approve the use of future self-sufficiency standards for Sacramento, as modified by this policy.

# Sacramento Workforce Investment Area Self-sufficiency Standard

<b>Self-Sufficiency Standard</b>	<b>One-Adult</b>	<b>One-Adult + Child</b>	<b>One-Adult + 2 Children</b>	<b>One-Adult + 3 Children</b>
<b>Hourly Wage</b>	\$10.00	\$14.02	\$17.11	\$24.06
<b>Monthly Wage</b>	\$1,760	\$2,468	\$3,011	\$4,235
<b>Annual Wage</b>	\$21,120	\$29,616	\$36,132	\$50,820
	<b>Two-Adult</b>	<b>Two-Adult + Child</b>	<b>Two-Adult + 2 Children</b>	<b>Two-Adult + 3 Children</b>
<b>Hourly Wage</b>	\$10.00*	\$10.00*	\$10.05*	\$13.30*
<b>Monthly Wage</b>	\$1,760*	\$1,760*	\$3,536	\$4,681
<b>Annual Wage</b>	\$21,120*	\$21,120*	\$42,432	\$56,172

\*Per Adult

## ITEM IV- ACTION

### APPROVAL TO EXPAND THE SACRAMENTO WORKS CAREER CENTER – LEMON HILL TO ADD A HEALTHCARE CAREER CENTER

#### **BACKGROUND:**

SETA administers the Nurse Workforce Initiative (NWI), a three-year, WIA 15% discretionary project, in collaboration with Yolo County, Golden Sierra, and San Joaquin County Workforce Investment Areas. The purpose of the project is to increase the supply of licensed nurses to reduce critical labor shortages in health facilities throughout the region by recruiting, training, and retaining incumbent healthcare workers, returning nurses, graduates of the Caregiver Training Initiative, and the unemployed.

San Joaquin County was allocated \$355,000 in NWI funding to provide case management and training for 45 licensed nurses beginning in October, 2003. Because of a late class start-up, San Joaquin did not begin enrolling students until February of this year and informed us that they would not be able to spend its total funding allocation. In May, 2004, the SETA Governing Board approved the deobligation of \$123,500 in NWI funding from San Joaquin County that would be reobligated to expand the NWI training initiative.

In Sacramento County, research indicates that the existing supply of qualified staff in certain healthcare occupations, particularly in the nursing field, does not meet the employers' current or future employment demands. There is not one central location that exists where job seekers interested in the nursing profession or other healthcare occupations can get a variety of information on healthcare careers. Local healthcare partners have determined that a solution to this problem could be addressed by the establishment of a centralized healthcare resource/career center. The healthcare career center would offer standard one-stop core, intensive and training services, and extended opportunities for recruiting qualified staff to fill the employers' job openings, provide skill upgrades for current staff, and possible OJT slots at healthcare facilities.

Your approval is requested to reobligate the NWI funding from San Joaquin County to establish a Healthcare Career Center at the Sacramento Works Career Center – Lemon Hill. The proposed Sacramento Works Healthcare Career Center would:

- Be a collaborative effort between existing Sacramento County NWI partners and Healthcare Consortium members consisting of SETA, Hospitals (Kaiser, Sutter, CHW, UC Davis), Educators (Los Rios Community College District, CSUS, Grant Adult, SCUSD), LEED, and SEIU Local 250/Shirley Ware Education Center.
- Be funded by NWI for nursing-related services, leveraged with contributions from partners for non-nursing occupations and services.
- Be a coordinating center for nursing and other healthcare education and careers. It will offer standard one-stop core and intensive services, but it will be limited to careers in healthcare with a primary focus in nursing.
- Be located at SWCC – Lemon Hill, a center that is easily accessed by clients, and offers the use of existing reception services, supplies, backup staffing, and office equipment. A 300 square foot room has been identified as the healthcare career center.

- Target incumbent healthcare workers, nursing prerequisite completers, LVNs seeking to upgrade to RN, and students enrolled in healthcare-related courses.
- Provide the following services:
  1. Recruitment and Orientation (employer hiring, recruitment for upcoming classes, etc.)
  2. Assessment tools
  3. Dedicated computers for research and job search
  4. SETA website links to employer's job listings
  5. Resources and information on training opportunities, labor market information, career ladder information, job openings, nursing school catalogs, education prerequisites, skills upgrades
  6. Job boards
  7. Class schedules
  8. OJT opportunities
  9. Access to career guidance through a SETA case manager, partner career counselors and academic counselors.
  10. Support services for WIA-enrolled customers
  11. Training vouchers (ITAs, scholarships) for WIA-enrolled customers
  12. Staffing, office furniture, computers, printers, fax machine, assessment software, office supplies

Healthcare Career Center partners will be requested to contribute resources such as:

1. Linkage to professional and trade associations
2. Staffing an NCLEX study lab
3. Academic and ESL assistance/tutoring
4. Preceptor or mentorship assistance for graduate or employed nurses to improve retention.
5. Job shadowing opportunities
6. Externship opportunities
7. Staffing (academic and career counselors, case management, recruitment, orientation)
8. Course catalogs and other resource material

The State EDD has approved our use of unallocated NWI funding for this center as long as we maintain the following:

- Adherence to the original purpose of the NWI grant which is to recruit, train and retain licensed nurses,
- Assurance that all clients who are enrolled are adults, eligible for WIA, and receive WIA case management services, and
- Expansion and enhancement of the project without changing our proposed NWI goals and strategies.

**RECOMMENDATION:**

Approve the expansion of the SWCC – Lemon Hill to add a Healthcare Career Center.

## ITEM II- INFORMATION

### SUPPORT FOR CAREER PREPARATION PROGRAMS IN LOCAL SCHOOLS

At its last meeting, the Sacramento Works, Inc., Planning/Oversight Committee requested that staff seek input from local school districts on how the Board can support the career preparation programs in local schools. In response, staff reviewed California's Master Plan for Education and solicited input from local school officials.

California's Master Plan for Education contains several recommendations regarding career preparation. It recognizes that some students will choose postsecondary education while others choose career training or immediate entry into the workforce. It emphasizes the need to ensure that adult learners are able to obtain vocational and literacy skills that enable them to obtain self-sufficient employment, and states that California is "the nation's most linguistically rich state... and its multi-legalism is an asset that should be developed to a much greater extent."

Some of the specific recommendations include:

- "Recommendation 11.2 – The State should establish a standard, academically rigorous curriculum for every high school student. This curriculum should make available career and technical courses, so that every student can be aware of, and prepared for, a full array of post-high school options. The State should provide the learning support necessary, including resources for career guidance and assistance, to enable students to successfully complete this postsecondary readiness curriculum."
- "Recommendation 11.4 – The California Adult School program and the California Community Colleges should collaborate to strengthen articulation of adult education courses with community college coursework, to enable successful transition of adults from adult school to postsecondary education. Similarly, career technical courses offered by K-12 schools and community colleges should be articulated with postsecondary coursework."
- "Recommendation 11.6 – The California Community Colleges should enhance their career and technical programs that lead to occupational certificates and occupational associate degrees; all high schools, regional occupation centers and programs, adult schools, and postsecondary education institutions should offer industry skill certifications that prepare students to enter the job market with a set of competencies they will need to succeed; and the California State University and University of California systems should enhance the quality of their programs that prepare students to enter professional careers with the competencies they will need to succeed."
- **"Recommendation 11.7 – The K-12, regional occupation centers and programs, adult schools, and community college workforce preparation systems should be linked to state job training agencies and employers through one-stop career centers and other venues and through their inclusion in an expanded workforce report card."**

Information collected from local school officials provided specific examples of how the LWIB could support career preparation programs. The following input is provided for discussion, consideration and other appropriate action:

- LWIB advocate for funding pre-apprenticeship, apprenticeship, regional occupational and transportation programs.
- LWIB and educational entities conduct a detailed examination of resources available to promote career preparation opportunities in critical industries.
- LWIB present information to school boards on career preparation opportunities.
- LWIB review and provide input on school districts' annual plans.
- LWIB members serve on school districts' advisory boards/committees.
- LWIB focus on increased coordination of programs, and reduced duplication of services, among school districts, community colleges, charter schools and regional occupational programs.
- LWIB and educational entities agree on a unified approach for career preparation.
- LWIB increase marketing and focus on existing career preparation opportunities.
- LWIB emphasize screening of customers at One-Stop Centers to help ensure that career preparation students are suitable.

SWCC staff and board members participate on several industry advisory groups that have begun to address these issues. Both the Healthcare Advisory group and the Construction Consortium are focusing on the coordination of training programs, career awareness, engaging industry and education and marketing efforts.

Staff recommends that the Planning/Oversight Committee review the information and prioritize the actions appropriate for Sacramento Works, Inc. and this community.