

## 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., Suite 540  
Sacramento, CA 95823  
(916) 262-3200

### **GALT**

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

### **GREATER SACRAMENTO URBAN LEAGUE**

3725 Marysville Blvd.  
Sacramento, CA 95838  
(916) 286-8600

### **HILLSDALE**

5655 Hillsdale Blvd., Suite 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., Suite 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 26, 2005

**Time:** 3:00 p.m.

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

## **AGENDA**

1. Call to Order/Roll Call
2. **ACTION ITEM:** Approval of Minutes of the August 22, 2005 Meeting
3. **ACTION ITEM:** Approval to Endorse the Use of the Self-Sufficiency Calculator in Sacramento County
4. **INFORMATION ITEM:** Update on Letters of Collaboration for Workforce Development Initiatives
5. Input from the public
6. **Next Meeting:** Friday, October 21, 2005, 8:30 a.m.
7. Adjournment

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

**DISTRIBUTION DATE: TUESDAY, SEPTEMBER 20, 2005**

**Sacramento Works, Inc.**  
**Planning Oversight Committee**  
Minutes/Synopsis

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

Monday, August 22, 2005  
3:00 p.m.

1. **Call to Order/Roll Call:** Mr. Suddjian called the meeting to order at 3:00 p.m.

**Members Present:** Larry Suddjian, Dr. Jim Hernandez, Kathy Kossick, Jack Padley, James Pardun, Joan Polster.

**Members Absent:** Rick Dibble, Matt Kelly, Randall King, Jim Lambert.

**Others Present:** Walter DiMantova, Roy Kim, Bette Blanchard, Melissa Noteboom, Ed DeHerrera, Patty Correia, Bill Walker, Christine Welsch.

2. **ACTION ITEM:** Approval of Minutes of the May 20, 2005 Meeting

Minutes were reviewed. There were no questions or corrections.

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

3. **ACTION ITEM:** Approval of WIA Local Plan Modification

Ms. Brunson reviewed the plan modifications. Ms. Kossick stated that the information has already been provided to this board at one time. This document includes updated forms and information. Mr. Padley inquired whether there was any consideration of adding any faith-based organization as partners. Ms. Kossick replied that after the May committee meeting, there were guidelines developed to add these kinds of partners.

Moved/Kossick, second/Pardun, to approve the WIA Local Plan Modification.  
Voice Vote: Unanimous approval.

4. **INFORMATION ITEM:** Work Keys Update

Ms. Patty Correia stated this is a job skills assessment system to measure an individual's ability to compete in today's work place. This assessment tool is currently being utilized in the following programs: Nurse Workforce Initiative, Construction, Construction Boot Camp and Federal Express recruitment programs. Ms. Correia reviewed the assessment categories. Each level on the certificate shows the skills that the person has achieved. Staff is currently trying to get endorsement from the Sacramento Metropolitan Chamber of Commerce.

Currently, 21 people have gone through this assessment system. Mr. Pardun suggests that the Chamber mention this assessment system on their web site and how effective it is.

Each test takes 55 minutes to complete and costs \$3.20 per assessment per person. This assessment system can be offered to employers as another screening tool to be utilized with applicants. This assessment tool would be appropriate for older youth but not in-school youth.

Mr. Padley asked if the assessment tool would be utilized at the one stops to help customers as they go through the career centers. Ms. Correia stated that it would be made available to both customers and employers.

5. **INFORMATION ITEM:** Discussion of Work Success Institute

Mr. Suddjian and Mr. DiMantova attended a meeting regarding how to better inform employers. Mr. DiMantova this idea has been floating around in the educational system for years. He stated that Los Rios is in the early stage of starting the Work Success Institute, which pulls together the providers of soft skills and applicants utilizing a specific curriculum. The focus is on foundation skills, verbal communication, learning skills, and success skills. He stated that a grant proposal will be sought utilizing WIA funds.

Ms. Christine Welsch stated that there are lot of services already available in the career centers and this 'packages' the information. This is a way to combine curricula to standardize a training program. This creates an organization that would be more attractive to grant providers to show cooperation.

Mr. Cunningham reminded the board that Sacramento Works is incorporated under the 501 (c) 3 tax code; this can be utilized to receive funds. Mr. DiMantova was proposed to head up this ad hoc committee.

Ms. Welsch stated that the goal is to package the information in different modalities so that there are different levels according to the job seekers' skills. A template of what they suggest will be provided at the next Planning Committee meeting.

6. **INFORMATION ITEM:** WIA Common Measures

Mr. Roy Kim reviewed this item. Ms. Welsch sated that services have to be provided to youth for a longer time frame. This is the statewide position of all of the WIBs. The other states have the same younger youth issues that we have.

7. **INFORMATION ITEM:** Annual Report FY 2005

Ms. Melissa Noteboom reviewed the core services report. Under the first divider is a report of the core services for last fiscal year. Total services that were provided to 36,082 customers. She reviewed the demographics of the customers that we serve.

Mr. Suddjian inquired why people can withhold their age. Ms. Noteboom stated that the customers can choose not to provide that information.

Ms. Bette Blanchard reviewed the state performance on adult and dislocated worker performance. Corrective action letters will be sent to the two operators that did not achieve their standard. Mr. Padley asked if information could be captured about the benefits of the people employed through our program.

Mr. DeHerrera spoke of the employer satisfaction reports. There has been a 100% increase in the number of responses. All responses were very positive.

8. **INFORMATION ITEM:** Performance Incentive Policy

The committee asked for a summary of what would have happened if this policy were implemented last year. This gives a good summary of the performance and shows areas that need improvement and areas that are good.

The performance incentive funds are accrued through the end of the year. At the end of the year, the WIB presents it as an award. The funds will be added to their subgrant in the next fiscal year.

9. Input from the public: Ms. Kossick acknowledged Earl Sullaway's work on the Annual reports; he did a lot to make the information easy to understand.

10. **Next Meeting:** Friday, September 16, 2005, 8:30 a.m.

11. **Adjournment:** Meeting adjourned at 4:00 p.m.

### ITEM 3 - ACTION

## APPROVAL TO ENDORSE THE USE OF THE SELF-SUFFICIENCY CALCULATOR IN SACRAMENTO COUNTY

### BACKGROUND:

The Self-Sufficiency Standard was developed by Californian's for Economic Self-Sufficiency, a program of the National Economic Development Law Center in Oakland, California. The Self-Sufficiency Standard identifies what it actually costs to live in Sacramento County for families of different sizes (one adult, one adult/one infant, two adults/preschooler/school age child, etc...) and established the hourly wage needed to pay the bills or to be "self-sufficient". The Self-Sufficiency standard is based on the premise that there are two ways to attain economic self-sufficiency:

- ➔ Increasing wages through job training and higher education
- ➔ Decreasing costs through work supports, including food stamps, medical assistance programs, child care subsidies, affordable housing, public benefit programs, and tax credits

In 2001, Sacramento Works, Inc. approved the use of the Self-Sufficiency standard as a tool to use to counsel job seekers regarding the wages that they will need to earn to become self-sufficient and the types of training that will enable them to seek jobs that pay a self-sufficiency wage, including which industries and occupations pay a self-sufficiency wage.

Recently, Californian's for Economic Self-Sufficiency developed an on-line tool to be used by counselors and job seekers called the Self-Sufficiency Calculator. The Calculator has been developed for 9 San Francisco Bay Area Counties and new counties are being recruited for the next phase of the implementation process. The Self-Sufficiency Calculator is a four-page, on-line questionnaire that collects information on family size, income, and expenses and compares the information with the Sacramento County Self-Sufficiency Standard. The result is a print out which includes all of the work supports a job seeker is eligible for, income/expense information, and income as a percent of a self-sufficiency wage. The results from the tool can be used to assist counselors and job seekers to assess wage adequacy, develop wage goals based on family expenses, identify work supports for which a family is eligible, create educational and career goals, benchmark individual achievements and measure progress towards self-sufficiency. Because the tool is on-line, once it is implemented in Sacramento County it can be used by any partner with a website or access to the internet.

SETA/Sacramento Works is seeking approval to endorse the use of the Self-Sufficiency Calculator in Sacramento County. SETA/Sacramento Works would be responsible for:

- ✓ Convening local Calculator Collaborative for Sacramento County
- ✓ Updating local contact information
- ✓ Verifying local eligibility formulas
- ✓ Training partners
- ✓ Participating in statewide advisory committees

Staff is contacting the following local partners for participation in the project: Child Action, Inc., the Community Services Planning Council, the Sacramento County Department of Human Assistance and the Sacramento Housing and Redevelopment Agency.

More information on the Self-Sufficiency Calculator can be found at [www.nedlc.org](http://www.nedlc.org)

**RECOMMENDATION:**

Endorse the use of the Self-Sufficiency Calculator in Sacramento County.

ITEM 4 - INFORMATION

UPDATE ON LETTERS OF COLLABORATION FOR  
WORKFORCE DEVELOPMENT INITIATIVES

BACKGROUND:

Staff has implemented the Planning/Oversight Committee's guidelines for collaborating with Faith Based and Community Agencies.

A summary of the collaborative letters of support will be provided at the meeting.