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CITRUS HEIGHTS

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FRANKLIN

7000 Franklin Blvd., Suite 540
Sacramento, CA 95823
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1000 C Street, Suite 100
Galt, CA 95632
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GREATER SACRAMENTO URBAN LEAGUE

3725 Marysville Blvd.
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5655 Hillsdale Blvd., Suite 8
Sacramento, CA 95842
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LA FAMILIA COUNSELING CENTER

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5451 Lemon Hill Avenue
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925 Del Paso Blvd.
Sacramento, CA 95815
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Website: <http://www.seta.net>



REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD

DATE: Wednesday, September 28, 2005

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.

A G E N D A

I. Call to Order/Roll Call

- Introduction of Mike Micciche
- Recognition of Outgoing Members: Larry Suddjian & Jack Padley

II. Consent Item

- A. Approval of Minutes of the June 1, 2005 Meeting

III. Action Items

- A. Approval of Election of Officers
- B. Approval of Board Initiative Funding
- C. Approval of Policy Statement from the Ad Hoc Education Committee
- D. Approval to Endorse the Use of the Self-Sufficiency Calculator in Sacramento

IV. Information Items

1. Healthcare Industry Update: Anette Smith-Dohring
2. Presentation by California for Better Health (May Lee, Asian Resources)
3. Dislocated Worker Update (William Walker)
4. Committee Updates
 - Youth Council
 - Planning/Oversight Committee
 - Employer Outreach Committee
 - Ad Hoc Education Committee

V. Other Reports

1. Chair
2. Counsel
3. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 21, 2005

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

Sacramento Works, Inc., the local Workforce Investment Board is a 36-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.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JULY 1, 2005 MEETING

BACKGROUND:

Attached are the minutes of the July 1, 2005 meeting for your review.

RECOMMENDATION:

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

SPECIAL MEETING OF THE SACRAMENTO WORKS, INC. BOARD

Minutes/Synopsis

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

SETA Board Room
925 Del Paso Blvd.
Sacramento, California

Wednesday, June 1, 2005
8:00 a.m.

I. Call to Order/Roll Call: Mr. Dourgarian called the meeting to order at 8:00 a.m.

Members Present: Dr. Larry Buchanan, Bill Camp, Rick Dibble, Michael Dourgarian, Mark Erlichman, Peter Gregerson, Mark Ingram, Matt Kelly, Kathy Kossick, Gerry Lawrence, Matt Mahood, Elizabeth McClatchy, Joanne McDermott, Anne Moore, Kim Parker, Bruce Parks, Joan Polster, Deborah Portela, Francisco Rodriguez, Anette Smith-Dohring, Larry Suddjian, Kingman Tsang, Bruce Wagstaff, William Warwick,

Members Absent: Sharon Anderson, Barbara Hayes, Frank Hurtarte Randall King, John Koogle, James Lambert, Mike Micciche, Jack Padley, James Pardun, Maurice Read, Lorenda Sanchez

Youth Council Members Present: Dr. James Hernandez.

- Walter DiMantova and Bruce Wagstaff were introduced as new board members. Mr. DiMantova represents the Economic Development sector and Mr. Wagstaff represents the Required Partner sector (Department of Human Assistance).

II. Consent Items

A. Approval of Minutes of the January 26, 2005 and April 20, 2005 Meetings

Moved/Camp, second/Tsang, to approve the minutes of the January 26, 2005 and April 20, 2005 meeting as distributed.

Voice Vote: Unanimous approval.

III. Action Items

A. Approval of Funding Extension Recommendations for the WIA, Title I, Youth Program, for FY 2005-2006

Mr. Gerry Lawrence reported that the Youth Council is recommending approval of these youth program contract extensions. Mr. Lawrence stated that legislation is moving ahead in the house; it is expected that the legislation will change the which way the funds are directed: from younger youth to older youth. It is the desire of the Youth Council to not change our funding direction until we know the final legislation. Some demographic

studies were done last year and it was found that the kids that we need to serve are in the areas that are in need. The second reason is that the youth providers' records for the first two years were very good and this indicates support of their programs.

Moved/Camp, second/McClatchy, to approve funding recommendations for the WIA, Title I, Youth Program, FY 2005-2006. Funding extension recommendations are subject to satisfactory program performance reviews. The Youth Council retains the right to augment or modify contracts based on the performance review by August 2005, with concurrence by the Governing Board.
Voice Vote: Unanimous approval.

Ms. Kossick thanked the Youth Council for their review of the programs.

B. Approval of Performance Incentive Award Policy

Ms. Bette Blanchard stated that each year funds are set aside to acknowledge programs that meet or exceed their WIA contracted performance goals. Each quarter, staff would look at the performance of the operators. Ms. Blanchard explained the procedure by which the funds would be banked for those programs exceeding performance standards. At the end of the year there will be an awards event and the funds would be tacked on to their contracted amount.

Mr. Suddjian stated that the Planning/Oversight Committee reviewed this policy twice and staff did a great job of updating the committee and explaining the policy.

Mr. Camp would like to have some sort of way to acknowledge employers that provide health benefits to their employees.

Mr. Wagstaff asked if there any waiting or consideration for what the customer is dealing with going back to work or are they all treated the same way. Ms. Blanchard replied that this is based according to outcomes so it would be determined upon what the customer does when they are employed.

Moved/Camp, second/Dibble, to approve the Planning/Oversight Committee recommendation to implement the Performance Award Incentive Policy.
Voice Vote: Unanimous approval.

C. Approval of Committee Plans in Response to Sacramento Works, Inc. Board Retreat

Each committee will speak on this.

Planning/Oversight Committee: Mr. Suddjian provided an overview of the committee's review. It was discussed at the Executive Committee meeting and

all of the items that are listed are continuing to be dealt with at the committee level.

Employer Outreach Committee: Mr. Mark Ingram reported that this item was reviewed and a couple of minor modifications in the wording were made. The Committee has asked staff for a monthly report on employers and updates from the career centers. Staff was also asked for a quarterly report on substantial services provided. The Committee will use the baseline numbers in 2004 to determine how things have improved. The Employer Outreach activities through MMC are continuing. He referred to the binder that showed the articles that were published.

Ms. Parker reported on CAE's most recent focus group. They received wonderful feedback from some very influential employers. There are 20 pages of notes which will be titrated down to one page. The main thing that employers know is that SETA only does recruiting. Ms. Parker stated that we have to keep after the employers and not look to them to find us. She appealed to all board members to get names for future focus groups.

Mr. DiMantova spoke of the Convergence sponsored by Los Rios, working in collaboration with SETA and SACTO. There have been some discussions with Home Depot who is interested in being involved in the work success institute and in other ways.

Mr. Gerry Lawrence, new chair of the Youth Council reported that the Youth Council reviewed that action with the two modifications to 'youth workers'.

Mike Dourgarian: The Executive Committee reviewed the action plans and will be meeting with our regional workforce neighbors to get a more regional perspective. The Committee will be talking about expanding our funding and utilizing our non profit standing to accept money.

Ms. Kossick asked for members for the Ad Hoc Education Committee. Mr. Camp will volunteer someone to work on this. Dr. Larry Buchanan agreed to join this committee.

IV. Information Items

1. Partnership for Prosperity Update

Mr. Matt Mahood reported that 30 organizations have signed up to participate. To date, there have been three partnership meetings that include the executive directors of these organizations. There are two people representing each organization. The first meeting was an organizational meeting; the second meeting presentations were given by SRRI and SACOG about demographics and how the region will grow in the next 15-20 years. SACOG has stated that

there will be a 45% increase in the minority population. The third meeting was an all day retreat. After the retreat, there was a report out from the retreat. The emphasis that kept being brought up included: focusing on business, making businesses a priority, making education and workforce development a priority. The next partnership meeting will be in July. The regional summit will be later in the summer or in the fall.

➤ David Gordon, Sacramento County Office of Education: **Perspective on Workforce Issues**

Mr. Gordon spoke of the Regional Occupation Program. The current system served 13,000 students: 75% were high school students, the rest were adults. Mr. Gordon stated that two individuals were brought in to review SCOE's ROP program. Mr. Ed King, long time local and state ROP director, and Mr. Alan Weissberg, a national school to work consultant. He also spoke to leaders of well run ROP programs. Their conclusions were that there are some good things going on, but not many. Many of the things going on are piecemeal and things could go much better. There has to be better coordination with other programs. There is a lot of talk about collaboration but there has been very little common vision as to what the top leaders agree. The focus is at a much too low level; it has to be raised to the superintendent level. He suggested some principles to work on: 1) all students must have some strong grounding in soft and hard work skills as a regular part of their high school education. We have to quit kidding ourselves that all kids do not need this. 2) Career and technical programs can and must help leverage high school improvement. 3) If high school improvement is at the top of the list, targeting the most at-risk kids is up there as well. Schools are in dire need of improvement.

Other schools that deal with court kids also need revamping. Mr. Gordon spoke of the welding program at the Boy's Ranch school. This program is top notch. He suggested to have another shift and hire another teacher. He has seen excellent programs and some weak programs. There are not consistent standards to evaluate programs. We have to find better ways to work together that are driven by common principles.

Mr. Camp asked how much high school teachers know about what the employers need in workers. If 80% of the kids are not going off to college, to what degree are the teachers knowledgeable of what the employers want in workers. Could the teaching staff be polled as to their knowledge? Mr. Gordon replied that teachers tend to teach in compartments and do not know or realize the bigger picture. With each new school opening, there is a blank slate and a lot of potential with the new teachers and schools. Mr. Camp would like to have the labor unions involved in this group.

2. Update on Employer Outreach and Public Relations: No additional report.
3. Third Quarter One Stop Career Center Performance Reports, FY 2004-2005

Ms. Purdy stated that the binders will be updated and distributed at our next Board meeting. The 3rd quarter reports are something that will be provided on a quarterly basis. There is an increase in the number of return customer visits. Staff sees this that the customers see the value of the services available at the career centers. The employer satisfaction survey was done to determine substantial services provided to employers. Staff calls to determine the follow-up with the employer.

Mr. Rodriguez commended staff on the report. He commented on the ethnic breakdown and that the career centers are precisely where they need to be. The report shows that the centers are where the customers live and need the services.

4. Committee Updates: No additional reports.

V. Other Reports

1. Chair: Mr. Dourgarian reported that progress is being made toward electing a new chair. Elections will be held at the September meeting. If anyone has an interest in serving on the Executive Committee or as chair, let him or Ms. Kossick know.
2. Counsel: No report.
3. Public Participation: Ms. Kossick informed the board that SETA in partnership with DHA assisted to prepare tax refunds totaling \$5.4 million; \$3.3 million was attributable to the Earned Income Tax Credit. SETA staff and partners participated in this program.

The Board was reminded that a vote was not taken on Item III-C:

Moved/Kelly, second/Erichman, to approve the action plans and the goals for the board.

Voice Vote: Unanimous approval.

- VI. **Adjournment**: The meeting adjourned at 9:15 a.m.

ITEM III-A – ACTION

APPROVAL OF ELECTION OF OFFICERS

BACKGROUND

Section 4.02 of the Bylaws of Sacramento Works, Inc. provides for an annual election of officers. At an Executive Committee several months ago, a nominations subcommittee of Mike Dourgarian, Kathy Kossick, and Phil Cunningham was formed.

This subcommittee is providing the following recommendations for officers:

Chair - Kingman Tsang
1st Vice Chair - Mark Ingram
2nd Vice Chair - Bill Camp
Secretary/Treasurer - Kim Parker

RECOMMENDATIONS:

Approve the election of officers as outlined above.

ITEM III-B - ACTION

APPROVAL OF PROPOSED 2005-2006 BOARD INITIATIVE FUNDS BUDGET- EMPLOYER OUTREACH

BACKGROUND:

At the April 4, 2005 meeting, the Sacramento Works, Inc. Executive Committee approved the Resource Allocation Plan for 2006. The Executive Committee set aside 3% of the WIA funds, or \$205,336 for initiatives developed by the board.

In 2005, the Board delegated responsibility for use of the Board Initiative funds to the Employer Outreach Committee. The funds were used for:

- ✓ Collaborative business outreach
- ✓ Public relations and outreach to the employer community
- ✓ Researching newly emerging industry clusters and critical industries in the region
- ✓ Developing/selecting a Workforce Skills Certification system.

Staff has identified \$72,082 in unspent funds from last year's Board Initiative funds, which will be added to this year's funds, for a total of \$277,418 to use for board initiatives.

The Employer Outreach Committee is recommending that \$141,500 for the following Public Relations and Outreach Plan for 2005-2006. The goal of the plan is to further employer outreach activities implemented in 2004-2005:

- 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.

The Executive Committee will review this item at their September 26 meeting. An oral report will be provided.

RECOMMENDATION:

Hear the report from the Executive Committee and approve the proposed 2005-2006 Board Initiative Funds budget as attached.

Activity	Budget
SACTO Economic Profile, 2005 - 2006	\$ 12,000
Agency's Outreach Brochure	18,500
SACTO Event Sponsorships	4,500
Give-away items for employer/job fair events	5,000
4th Annual Expo Job Fair	8,000
Job Fair/Business Events	10,000
Mailing Lists/employer outreach	500
Sponsorships/Chamber Alliance	6,000
Metro Chamber Perspective Event*	5,000
Print Advertising	25,000
Radio Advertising	15,000
Sub-Total	109,500
Retain Public Relation Services	32,000
TOTAL Employer Outreach and Public Relations	\$ 141,500

Total Board Initiative 2005-06	\$ 205,336
Total Unspent Board Initiative/Employer Outreach 2004-05	72,082
Total Amount Available in 2005-2006	277,418
Recommended amount for Employer Outreach/Public Relations	141,500
Total reserved for other WIB Initiatives	\$ 135,918

In addition to this recommendation, the Employer Outreach Committee members suggested that Board Initiative funds be used for the following initiatives in the next year:

- ➔ Redesign of SETA/Sacramento Works website (estimate \$15,000)
- ➔ Workforce Development Research (estimate \$50,000)
- ➔ Skills Success Institute (estimate \$50,000)

Approve the Employer Outreach Committee recommendation for public relations and employer outreach for \$141,500.

Consider the recommendation of the Employer Outreach Committee for utilization of the remaining board initiative funds.

ITEM III-C - ACTION

APPROVAL OF POLICY STATEMENT OF AD HOC COMMITTEE ON EDUCATION

BACKGROUND:

At the April Board Retreat, the Board identified the need for an Ad Hoc Committee to support the development of an effective, articulated education system and act as a catalyst for dialogue between employers and education.

An Educational Ad Hoc Committee was formed and has held two meetings. The Committee has developed a draft Policy Statement regarding the Board's perspective on the business/labor/education partnership.

The Executive Committee will review this policy on September 26.

RECOMMENDATION:

Review the draft policy statement and take appropriate action.

DRAFT

SACRAMENTO WORKS POLICY STATEMENT

As the local workforce investment board for Sacramento County, Sacramento Works developed the following mission statement: “Sacramento Works unites business, *labor*, education and public agencies to assure qualified and trained workers are available to meet the needs of the region’s economy.”

In an ongoing effort to better prepare the workforce for jobs created by critical industries ~~the economy~~, the Board ~~will~~ engages leaders in business and education. The Board facilitates ~~will~~ ~~support~~ efforts of the business and education communities ~~to~~ ~~increase dialogue~~ to reduce the gaps between the “skill” needs identified by employers and the “skills” taught by existing education/training programs.

It is the policy of the Board to *support* ~~value~~ relevant training programs developed in partnership with the business community, that train workers for jobs that exist in the region. The Board recognizes that not all students will pursue higher education and the Board will work to support curricula in elementary and secondary schools that produce educated young people capable of successfully pursuing work and becoming self-sufficient.

ITEM III-D – 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 self-sufficiency wage. The results from the tool can be used to assist counselors and jobs seeker 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 be the lead partner for implementation of the Self-Sufficiency Calculator in Sacramento County. As lead partner, 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

Local partners for the project would include 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

RECOMMENDATION:

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

ITEM IV-1 – INFORMATION
HEALTHCARE INDUSTRY UPDATE

BACKGROUND:

Ms. Anette Smith-Dohring, Workforce Development Program Manager for Sutter Health, will provide an industry update on healthcare.

ITEM IV-2 – INFORMATION

PRESENTATION BY CALIFORNIA FOR BETTER HEALTH

BACKGROUND:

Ms. May Lee, Asian Resources, Inc., will provide an oral report on California for Better Health.

ITEM IV-3 – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is the most current dislocated worker update.

Staff will be available to answer questions.

Dislocated Worker Information PY 2005/2006

The following is an update of information as of September 20, 2005 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Official	6/30/05	Qualex Inc. 125 Main Avenue Sacramento, CA 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	Meadowview Community Action Inc, Home Start Program 2251 Florin Road, Suite #156 Sacramento, CA 95822 Florin Meadow Head Start Program 7501 29 th St. Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	Cintas Corporation 1231 National Drive Sacramento, CA 95834	11/15/05	30	Pending
Official	8/01/05	National Imaging Associates, Inc. (NIA) 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	Pending
Official	8/03/05	*Cingular Wireless 10000 Goethe Rd. Sacramento, California	9/27/05	1	Pending
Official	9/09/05	Sprint/Nextel 3075 Prospect Park Drive Rancho Cordova, CA 95670	9/26/05	20	Restructuring
Official	9/15/05	*Cingular Wireless 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	Pending
Unofficial	9/19/05	Fidelity National Agency Sales and Posting 8801 Folsom Boulevard, Suite 230 Sacramento, CA 95626	10/31/05	40	Pending
			Total # of Affected Workers	248	

Revised 9/20/05 *Cingular Wireless is currently in the process of restructuring which will lead to the elimination of certain positions and functions. The effective date of layoff began March 7, 2005. Cingular anticipates that it will continue to schedule subsequent separation commencing approximately every fifteen days as necessary until the restructuring is complete.

ITEM IV-4 - INFORMATION

COMMITTEE UPDATE

BACKGROUND:

This item provides an opportunity for a report from the following committees:

- Youth Council
- Planning/Oversight Committee
- Employer Outreach Committee
- Ad Hoc Education Committee

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 Chair, if they wish to speak.