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SACRAMENTO WORKS, INC. Executive Committee

Date: Thursday, May 26, 2005

Time: 8:00 a.m.

Place: Sacramento Employment & Training Agency
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 Committee Plan in Response to Sacramento Works, Inc. Board Retreat
3. **ACTION ITEM:** Approval of Guidelines for Collaboration with Faith-Based and Community Organizations
4. Discussion of Potential Uses of Sacramento Works, Inc. Set-Aside Funds
5. Discussion of Process for Selecting New Chair
6. Review of Board Packet
7. **Next meeting:** Monday, June 27, 2005, 4:00 p.m.
8. Adjournment

Committee Members: Michael Dourgarian, Bill Camp, Mark Ingram, Kathy Kossick, Gerry Lawrence, Elizabeth McClatchy, Jack Padley, Larry Suddjian, Kingman Tsang.

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

DISTRIBUTION DATE: MONDAY, MAY 23, 2005

ITEM 2- ACTION

APPROVAL OF COMMITTEE PLAN IN RESPONSE TO SACRAMENTO WORKS, INC.
BOARD RETREAT

BACKGROUND:

Sacramento Works, Inc., the local workforce investment board for Sacramento County held a strategic planning retreat on April 20, 2005. The updated goals for Sacramento Works, Inc for 2005-2006, the committee action plan and the notes from the retreat are attached for your review.

RETREAT THEME: **Becoming Sacramento's Workforce Resource**

- ➔ How do we connect workforce development to economic development and regional planning?
- ➔ Is the system driven by employer demand?
- ➔ Will the supply of workers be able to meet the demands of employers?

RECOMMENDATION:

Staff is recommending that each committee discuss the goals and action plan and develop a committee plan to present to the full board at the June 1 meeting.

Sacramento Works Board Retreat

Minutes/Synopsis

Radisson Hotel
500 Leisure Lane, Room 303
Sacramento, CA 95815

Wednesday, April 20, 2005
8:45 a.m.

Welcome: Mr. Randall King and Mr. Mike Dourgarian welcomed board members. Mr. Dourgarian introduced Virginia Hamilton, Executive Director of the California Workforce Association.

Members Present: Walt DiMantova, Maurice Read, Jim Pardun, Kathy Kossick, Francisco Rodriguez, Larry Suddjian, Kingman Tsang, Peter Gregerson, Bruce Parks, Gerry Lawrence, Jack Padley, Joan Polster, John Koogle, Mark Ingram, Kim Parker, Larry Buchanan, Anne Moore, Mike Dourgarian, Rick Dibble, Deborah Portela, Joanne McDermott, Barbara Hayes, Anette Smith-Dohring, Mark Erlichman.

Youth Council Members Present: Kamika Whetstone, Bina Lefkovitz, Rick Larkey, Mike Brunelle, Pattie Espinosa, Anthony Simpson, Jr., Yolette Barnes.

Others Present: Virginia Hamilton, Judy Branaman, Mike Micciche, Robin Purdy.

Ms. Virginia Hamilton reported on the status of the Workforce Investment Act reauthorization. She also discussed potential state legislation.

Local WIB Accomplishments:

- x Increased private sector involvement
- x Outreach to employers
- x Quality of board members and meetings
- x Fantastic public/private partnerships in nursing and construction
- x Identified critical industries
- x Streamlined board meetings/agendas
- x Alignment with the goals that were set up two years ago.
- x More clarity regarding board purpose/customer services
- x Better relationships among board members and service providers
- x Quality of one-stop presentations

The board discussed where it has spent the most energy, and what members have learned over the last two years.

Break: 10:00 – 10:10 a.m.

Strategic Directions

Ms. Hamilton inquired what is the business of the WIB. What would a community with a

competitive workforce advantage look like? The seven characteristics were reviewed.

1. **Forward thinking community leaders.**
2. **Business investment in human capital.**
3. **Strong and diverse economy.**
4. **Each community has an infrastructure for employers and workers.**
5. **Effective and articulate education system.**
6. **Clearly defined and accessible work paths.**
7. **Ready willing and able workforce.**

Board members broke into groups. Each group took one goal, talked about whether the goal still makes sense, is there some tweaking to be done, something missing, something that needs to be added? Each group modified existing goals as follows:

GOAL 1 – Facilitate Workforce Development 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 facilitating plans to train *and retain* workers for critical industries.

GOAL 2 – Develop Private-sector Driven Initiatives to Increase Employer Involvement and Satisfaction

The Board will increase employer *interest*, involvement and satisfaction with the workforce system by developing a comprehensive business led employer outreach and marketing plan and measuring employer customer satisfaction.

GOAL 3 – Coordinate the development of A Workforce system that Creates, Attracts, and Sustains Higher paying Careers/Professions

By engaging the business community, labor, educators and workforce professionals by focusing *strategic* attention and *aligning* 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 *careers/professions*.

GOAL 4 – Ensure Youth are Prepared to Compete in the Local Economy

The Board will ensure that local youth are prepared to compete in the local economy by supporting *the workforce development system*, 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 and Processes

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

Board members agreed on these revisions.

Lunch from 12:00 – 12:40 p.m.

Strengths of this board:

- Good at goal setting/results oriented.
- Positive participation from the private sector
- Good staff support.
- Experience; this board has really matured in the last four years.
- Strong one-stop system.
- Combination of partners and private business that can influence the results.
- Growing education partnership; the education members are getting more active.
- The people are all nice!
- There's a lot of respect between board members. There is trust between/among board members.
- A lot of diversity.
- Good track record.
- We host the capitol.

Weaknesses of the Board:

- Funding is continually shrinking.
- Restrictions on funding misalign with the goals of the WIA.
- Over-regulated, which curbs creativity and responsiveness.
- No marketing.
- No good accountability system in place dealing with employer needs
- Distractions/uncertainty in Washington, D. C.
- Most of the partners in this area are regional in scope. The WIBs are more local. There could be a lot more efficient way to work as a regional area. We have to work together with the other workforce development areas.
- Our public perception is still weak; the public still does not know who we are.
- Continuity of identify problem. Have to be consistent throughout the country so that there is name recognition.
- Struggle with miscommunications between committee and the board.
- Disconnected integrated systems.
- Still need to engage our local political people.

Opportunities:

- Engage more elected officials on our board.
- Integration of services.
- Expectation to continue job growth.
- Opportunity to fill all of the jobs from retiring staff.

Business community has identified that economic development is the number one priority.

Reducing duplication between organizations. There should not be competition but collaboration.

System redesign in a lot of other systems so this would be a good way to be integrated.

Have an opportunity to be a model region.

Partnership for Prosperity: the WIB is also involved in this so it's an opportunity for economic development.

Utilizing the resources of our youth in ensuring that they are involved in decision making at all levels in our community.

Threats:

Washington, D. C./Sacramento

The economy/housing

Ongoing changes

Retirement of staff in all of the critical industries.

Shortage of skilled labor pool.

The youth of today have an entirely different set of values so we have to learn how to deal with it.

People are still not accessing our services.

Need to be better organized.

Turf issues.

Threat of large employers leaving the region unless the business community is more hospitable.

Ms. Hamilton asked board members to consider underlying contradictions in Sacramento County.

Underlying contradictions:

What is standing in the way?

1. There are resources but there is no authority.
2. We don't know how to implement big. We don't know how to implement the resources that are available on a large scale.
3. There is no real connection between the WIBs in the region. A lot of the initiatives are regional.
4. Sacramento has/had a good economy
5. Belief that Sacramento has it all together so that we don't need extra funds/assistance.
6. The people that need us the most are not accessing the system or the services.
7. A lot of the resources are being utilized by people who are not employable and would be better served with social services dollars.

8. There is no collaboration of partners at the state or federal level.
9. The goals are long term but we are driven by short-term expectations and measurements.
10. There are two systems for youth: WIA eligible and non-WIA eligible.
11. There are not a lot of services available for youth as there are for adults.

The board members broke into six groups and were asked to answer the following question:

What are innovative practical actions that will move us toward our goals and address the contradictions?

Action items were developed and are summarized in an attached matrix.

Analogies for what the board has done today

- 1) An ant colony
- 2) Elephant with an enormous memory
- 3) Beehive
- 4) Lots of feathers stuck together
- 5) A mountain climber taking it step by step.

Board members were asked to summarize today's board retreat in one word. Some of the final thoughts include:

productive	open communication	enlightening
affirmation	reconnecting	potential
wealth of knowledge	informative	work in progress
enlightened	purpose	helpful
energetic priority	reenergized	trust
focused	encouraged	very informative
fun	teamwork	strategic
daunting	HELP!!!	ready for next year
Afraid to leave the room since her committee has the bulk of the work!		

Ms. Parker asked board members to provide the names of business owners/decision makers to bring to the employer focus group on May 8. She wants to target 60 people and would like to have them in the critical industries but it's important that employers that currently do not utilize the career centers.

The meeting was adjourned at 2:35 p.m.

Sacramento Works, Inc.

Sacramento Works Committees

Executive Committee	Youth Council	Employer Outreach Committee	Planning and Oversight Committee	Ad Hoc Committee
Committee works on developing "Characteristics of a Community with a Competitive Workforce Advantage":				
* Forward Thinking Community Leaders * Strong and Diverse Economy	* Effective, Articulated Education System	* Business Investment in Human Capital * Clearly Defined and Accessible Career Pathways	* Integrated Infrastructure * Ready, Willing and Able Workforce	* Support Development of an Effective, Articulated Education System
Committee works on Sacramento Works, Inc. Goals:				
Coordinate the development of a workforce system that creates, attracts and sustains higher paying careers and professions	Ensure youth are prepared to compete in the local economy	Develop a private sector initiative to increase employer involvement and satisfaction	Evaluate and improve the one-stop system and processes	Facilitate workforce development for critical industries
Sacramento Works Committee Action Plans				
Regional Workforce Investment Board Summit focused on economic and workforce development (component of Partnership for Prosperity?)	Develop continuum of activities to engage more youth in the workforce system	Quantify and promote our success	Develop integrated database of job seekers that connects people to jobs	Educational Summit
Establish strategic agreements with neighboring Workforce Investment Boards	Ensure that career centers are more youth friendly	Outreach to employers	Catalog existing career training and support programs	Engage school superintendents with the board
Engage and educate local elected officials. Improve perception by elected officials of the workforce system	Showcase positive, successful youth to show models, promote image, "tell our story"	<i>Employability Work Success</i> Skills Institute: Identify the <i>employability work success</i> skills needed by employers & develop programs to teach them	Implement new soft skills programs in the Career Centers to prepare and certify unskilled job seekers for jobs (use with WorkKeys)	Connect with school superintendents
Systematically engage appropriate stakeholders and leverage 501 ©3 status for fund development	Recruit a pool of qualified youth workers	Support efforts to coordinate Employer symposiums/ summits for Critical Industries (Convergence – Los Rios Community College)	Create a team to develop/pursue more regional collaborative funding opportunities	Include non-traditional educators/trainers in the process
Joint Meeting of WIB and Youth Council	Prepare youth workers for jobs		Be aggressive in pursuing new resources <i>and partnerships</i>	

- Encourage one-stop visits by board members

California Workforce Association *Board of Directors*

Dorothy Chen

Alameda County Workforce Investment Board

Ruben Aceves

Anaheim Workforce Investment Board

Patricia Unangst

Carson/Lomita/Torrance Workforce Investment Network Board

Robert Lanter

Contra Costa County Workforce Development Board

Phillip Dunn

Foothill Workforce Investment Board

Blake Konczal

Fresno County Workforce Investment Board

Gary Peterson

Golden Sierra Workforce Investment Board

Ray Worden

Greater Long Beach Workforce Development System

Jacqueline Debets

Humboldt County Workforce Investment Board

Efrain Silva

Imperial County Workforce Investment Board

Verna Lewis

Kern, Inyo, and Mono Counties Workforce Investment Board

John Lehn

Kings County Job Training Office

Robert Sainz

City of Los Angeles Workforce Investment Board

Josie Marquez

Los Angeles County Workforce Investment Board

Herman Perez

Madera County Workforce Investment Board

Nanda Schorske

Marin County Workforce Investment Board

Colleen Henderson

Mendocino County Workforce Investment Board

Andrea Baker

Merced County Workforce Investment Board

Joseph Werner

Monterey County Office for Employment Training

Candace Katosic

Mother Lode Job Training Agency

Craig Smithson

Napa County Workforce Investment Board, Inc.

Charles Peterson

North Central Counties Consortium (NCCC)

Mike Curran

North Valley Job Training Consortium (NOVA)

Charles Brown

Northern Rural Training and Employment Consortium (NoRTEC)

Al Auletta

Oakland Workforce Investment Board

Andrew Munoz

Orange County Workforce Investment Board

Upesi Mtambuzi

Richmond Works

Jerry Craig

Riverside County Workforce Development Board

Kathy Kossick

Sacramento Workforce Investment Board
Sacramento Works, Inc.

Kathy Flores

San Benito County Workforce Investment Board

Ernest Dowdy

City of San Bernardino Workforce Investment Board

Barbara Halsey

San Bernardino County Workforce Investment Board

Larry Fitch

San Diego Workforce Partnership

Pamela Calloway

San Francisco Workforce Investment Board

John Solis

San Joaquin County Workforce Investment Board

Lee Ferrero

San Luis Obispo County Workforce Investment Board

Fred Slone

San Mateo Workforce Investment Board

Patti Nunn

Santa Ana Workforce Investment Board

Peggy Rueda

Santa Barbara County Workforce Investment Board

Kathy Zwart

Santa Cruz County Workforce Investment Board

Jeff Ruster

Silicon Valley Workforce Investment Network (WIN)

Robert Bloom

Solano County Workforce Investment Board

Jerry Dunn

Sonoma County Workforce Investment Board

Jan Vogel

South Bay Workforce Investment Board

Ron Crossley

Southeast Los Angeles County Workforce Investment Board (SELACO)

Terry Plett

Stanislaus Economic Development and Workforce Alliance

Joe Daniel

Tulare County Workforce Investment Board, Inc.

Madelyn Blake

Verdugo Workforce Investment Board
Verdugo Consortium

Bruce Stenslie

Ventura County Workforce Investment Board

Christiana Smith

Yolo County Workforce Investment Board



January 2004

INTRODUCTION

California Workforce Association Building Communities with a Competitive Workforce Advantage

Draft Policy Framework

The California Workforce Association is a statewide non-profit membership organization that develops public policy strategies and local capacity to address workforce issues in California. The Association's unique composition of private-sector volunteer boards, governmental agencies, and community-based organizations allows it to represent and serve both the public interest and California employers.

The current workforce development system can and should be improved. What we think has been missing, however, is a vision of the "end game." Efforts to streamline systems and coordinate agencies and services are taking place at every level of government, and these efforts are needed. Streamlined systems are good government. More recent initiatives have centered on ways to realign workforce development agencies to respond to the demands of businesses. Better more relevant services to employers will definitely improve their bottom line. But what outcomes will serve the broadest interests of the community and assure California's economic vitality?

With a grant from the James Irvine Foundation, CWA has convened hundreds of stakeholders and private sector business leaders to develop a new framework with which to think about the role of Workforce Investment Boards and the purpose of workforce development entities. This framework shifts attention away from workforce agencies and delivery systems, broadening the vision instead to the overall competitiveness of communities and regions. The end game is best played when we focus on the overall competitiveness of the labor force in our local communities and regions. Participants in CWA's initiative have constructed a framework that describes communities with a competitive workforce advantage. We believe that Workforce Investment Boards should see their role as stewards of this framework, ensuring that each characteristic of such a community has active champions and players. The Board's role is to catalyze attention and action in each arena, and to seek data and information with which community leaders in all domains can make better public policy decisions.

This paper describes our thinking about the characteristics of a community with a competitive workforce advantage. We have described the ideal community, in which all of the seven characteristics are in place. We use the term community, but this could refer to a region, a group of cities or counties, or one city. To help stimulate thinking, we have included examples of the kinds of roles WIBs are currently playing in each of the arenas. This is still a work in progress, and we are interested in continued dialogue and feedback about this framework.

Seven Characteristics of a Community with a Competitive Workforce Advantage

Forward Thinking Community Leaders

Each community with a competitive workforce advantage has a set of community leaders who care about and are engaged in workforce issues. This leadership includes local elected officials, business, non-profit and faith-based leaders, and “civic entrepreneurs,” all of whom understand that the needs of business and the skills of its workers are critically important to the economic health of the region. There is strategic rather than reactive political leadership. Community planning is based on data, and leaders have a deep understanding of the demographics of its workforce and the present and future skill requirements of its key industries.

What WIBs do:

- Engage and inform County Boards of Supervisors, Mayors and City Councils
- Convene summits about workforce issues
- Publish “State of the Workforce” reports
- Invite elected officials to WIB meetings and One-Stop tours
- Convene focus groups with key industry clusters
- Participate in community planning efforts

Business Investment in Human Capital

Each community with a competitive workforce advantage has businesses in which workers are viewed as assets. Employers invest in training workers to meet present and future needs. Employers work with others in their industry -- both other companies and organized labor -- to anticipate training and skills development needs. Employees are aware of opportunities for advancement and are given incentives to improve their skills.

What WIBs do:

- Convene employers in the same industry to discuss skills needs
- Connect employers to public resources for skills upgrade training
- Act as a broker with community colleges/higher education and University Extensions for curriculum design
- Provide data about prevailing wages, occupations, future trends
- Act as human resource departments for small business

Strong and Diverse Economy

Each community with a competitive workforce advantage uses workforce as part of their economic development strategy. The community has both a business retention and a growth strategy, as well as the more traditional business attraction approach. There are multiple sectors represented in the region. There is “life cycle” diversity within the region -- a mix of older established industries, growing sectors, and new and emerging industries. Investments in economic development are strategic and focus on employers with high wage jobs in addition to businesses with high sales tax revenue.

What WIBs do:

- Have cross representation on WIBs and Economic Development corporations and agencies
- Participate in overall economic development planning
- Cross-train front line staff in One-Stops and economic development organizations
- Collect and provide information about the community’s workers and their skills
- Participate in co-developed employer retention surveys with economic development

Integrated Infrastructure

Each community with a competitive workforce advantage has an infrastructure for both employers and workers. In addition to physical infrastructure for businesses -- such as roads, water, and electricity -- it includes a diverse housing supply, access to affordable quality childcare, health care and adequate regional transportation. Residents have access to a One-Stop career center system that helps them find and keep jobs. There are sufficient cultural and recreational opportunities and other “quality of life” assets.

What WIBs do:

- Participate in a broad range of regional and community planning efforts
- Include a broad range of partners and services in One-Stops
- Advocate for changes in public policy and administrative procedures
- Engage local elected officials in problem solving
- Have cross representation on WIB and community boards and agencies

Effective, Articulated Education System

Each community with a competitive workforce advantage has a K-12 system that works. High school graduates have the requisite skills to enter the labor force or go on to college. The education system is responsive to employer needs. The system is well articulated from high school to community college and higher education programs. Residents have easy access to higher education and non-degree occupational training that prepares them well for jobs in the community. All students have access to the supportive services they need, career guidance, caring adults, leadership opportunities and academic excellence.

What WIBs do:

- Establish and nurture strong youth councils that work for all youth
- Catalyze dialogue between employers and education
- Collect and provide information about skills needs
- Include youth in One-Stop system services
- Provide accessible information about careers
- Provide accessible information about performance of job training programs and providers

Clearly Defined and Accessible Career Pathways

Each community with a competitive workforce advantage has ongoing communication between industry and education/training entities. Education & training programs are designed with a deep understanding of how people move within occupational clusters. Students, job seekers and workers see clear career pathways within occupational groupings and understand how skills build upon one another to meet the needs of business. There are strong connections to union apprenticeship programs. Employers within an industry understand their career pathways and encourage skill development within the worker pipeline.

What WIBs do:

- Convene employers within an industry to study career pathways
- Collect and disseminate information about career pathways and occupation requirements
- Partner with labor unions
- Train career guidance counselors and others in career information

Ready, Willing, and Able Workforce

Each community with a competitive workforce advantage has employers who can recruit local residents for available jobs. The labor pool has the knowledge, skills and ability needed by employers. Job training programs produce workers who meet employers’ needs. Job applicants have minimally acceptable soft skills. People have the willingness to perform jobs. Economic Development uses information about the available labor pool as a key component of their business attraction strategy.

What WIBs do:

- Develop measures to evaluate the quality of job training programs
- Ensure quality in One-Stop career centers
- Develop customized training to meet employer needs
- Partner with community colleges and other education programs to deliver quality training
- Reach into all communities and constituencies to connect people to jobs and training
- Find funding to meet community needs for training



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ITEM 3 - ACTION

APPROVAL OF GUIDELINES FOR COLLABORATION WITH FAITH-BASED AND COMMUNITY ORGANIZATIONS

BACKGROUND:

On January 29, 2001, Executive Order 13198 was issued by President George W. Bush, creating the Office for Faith-Based and Community Initiatives in the White House. The purpose of the Office is to make government a partner with local faith-based and community-based organizations in addressing social issues.

Connecting with the Workforce Investment System. The Department of Labor has encouraged local Workforce Investment Boards to utilize two different facets of faith-based and community-based organizations: their leadership and their services.

1. **Leadership:** Local leaders of grassroots faith-based and community organizations can offer a crucial perspective on what unemployed and underemployed individuals need to join the workforce and become self-sufficient.
2. **Services:** Grassroots organizations can be powerful partners as service providers because they often:
 - a. Exist as part of established networks that are already trusted and credible neighborhood and community institutions.
 - b. Use volunteers to leverage program dollars for maximum effectiveness.
 - c. Provide services in the context of personal attention and relationships that can guide and support program participants engaged in major life transitions, including the transition into the workforce.
 - d. Share common goals with the Local Workforce Investment Board and One-Stop System.

During the past four years, Sacramento Works, Inc. has worked closely with community organizations to develop the Sacramento Works One Stop Career Center system. Asian Resources, Inc., La Familia Counseling Center, and the Greater Sacramento Urban League are host agencies for one stop career centers and provide on-the-job-training to job seekers. Sacramento Chinese Community Service Center, Stanford Home for Children, Crossroads, and Sacramento Lao Family provide training to youth or adults through the one-stop system. SETA, as a partner in the one stop career center system has utilized federal funding through the Community Services Block Grant and Refugee Employment Social Services to fund community and faith-based organizations to assist people with significant barriers to deal with homelessness, language barriers, mental health issues and substance abuse. These organizations include Frances House of Sacramento, Wind Youth Services, St. John's Shelter for Women and

Children, Hmong Women's Heritage Foundation, Slavic Community Center, Southeast Asian Assistance Center and Sacramento Cottage Housing.

In order to educate local faith-based and community organizations about the workforce investment system, including available grants and opportunities for partnership with One-Stop Career Centers, the U.S. Department of Labor established an informational website at www.dol.gov/cfbcj. Recently the website listed grant announcements for proposals from faith and community based organizations that are working with local workforce investment boards. The release of these Requests for Proposals has resulted in many new faith and community based organizations approaching staff regarding opportunities for collaboration as:

1. **Intermediary agencies:** Organizations or individuals that will work with local faith-based and community-based organizations to assist them in building organization capacity through leadership development, organizational development, funding, development of programs and services and community engagement.
2. **Service Providers:** Faith or community based organizations that can provide social services to distressed populations or communities, for example prisoners re-entering the community, at risk youth, and homeless individuals.

To assist in educating potential partners at the local level, the Sacramento Works, Inc. Planning and Oversight Committee held a public hearing on collaborating with faith-based and community organizations on May 20, 2005 meeting seeking input on the following:

- How reach out to faith and community based organizations,
- How to share information with the community about potential federal and state funding,
- The types of programs and services that are best met by faith and community based organizations, and
- Develop the criteria that will be used to enter into collaborations with faith and community based organizations.

The Planning/Oversight Committee heard testimony from the following individuals and organizations:

- Karen Rothstein, representing Cities and Schools and Grant Joint Union High School District
- Scott Rungwerth, Trinity Life Center
- Kim Bradley, Community College Foundation
- Betty Parks, Parks and Associates and New Beginnings Faith Based Collaborative

- Richard Dana, Mutual Assistance Network
- Tim Taylor, Elk Grove Unified School District
- Donald Clark, Deacon Capital City Church
- Antoinette Fazil, Christian Partnerships
- Carlos Lopez, Center for Employment Training
- Terry-Lee Allen, Arise Community Support
- Seth Francois, Citizens Acting Collectively, Inc.

The Planning/Oversight Committee discussed guidelines for collaborating with faith and community based organizations and ideas for building relationships and sharing information with faith-based and community organizations. Due to the length of the hearing, the committee lost their quorum and developed the following recommendation as a committee of the whole. The recommendation is being forwarded to the Executive Committee for action.

RECOMMENDATION:

Review and approve the following recommendation for collaborating with faith and community based organizations:

Guidelines for Collaborating with Faith and Community Based Organizations

1. Organization’s services and program plan is consistent with the goals in the Strategic Business Plan of Sacramento Works, Inc.
2. Organization has capacity to and experience in providing services in Sacramento County.
3. Organization is pledging non-federal resources to the project and has a plan for sustainability
4. Organization is “adding value” to or “filling gaps” in the Sacramento Works One Stop Career Center system and is not duplicating services already provided.
5. The services requested from Sacramento Works can be leveraged with existing funds or funds are included in the proposal.

Process for entering collaborative relationships

1. Organizations requesting support and in-kind contributions:
 - Submit 2 page concept paper describing the services provided, the partners, the assistance requested from Sacramento Works, and the anticipated outcomes.
 - Staff reviews concept paper for compliance with guidelines approved by Sacramento Works, Inc.
 - Staff makes determination to enter into collaboration and informs Planning Committee at their next meeting.

2. Organizations requesting financial support:
 - Organization is informed by staff of procurement requirements and placed on public notice list for future Requests for Proposals.
3. Organizations requesting that Sacramento Works or SETA take on the role of fiscal agent for a proposal:
 - Contact is made with Workforce Development planning staff to discuss the concept, partners, and anticipated outcomes.
 - Staff reviews concept for compliance with guidelines approved by Sacramento Works, Inc.
 - Staff makes recommendation to Planning Committee at their next meeting.

The Planning/Oversight Committee requested that staff work on the following tasks to report back at the next meeting:

1. Develop a list of faith-based and community organizations that are currently collaborating with the one stop career center system.
2. Develop more refined criteria to use to assess the experience and capacity of new faith-based and community organizations.
3. Develop a mailing list and an outreach mechanism and ideas for information sharing with faith-based and community organizations, including working with WIA Title II programs funded through the schools.
4. Use recommended guidelines for developing letters of collaboration with agencies applying for DOL faith-based applications.

ITEM 4 - DISCUSSION

DISCUSSION OF POTENTIAL USES OF SACRAMENTO WORKS, INC. SET-ASIDE FUNDS

BACKGROUND:

At the April 4, 2005 meeting, the Sacramento Works, Inc. Executive Committee approved the Resource Allocation Plan for 2006. Included in the plan is the Board Initiative Activity, which sets aside 3% of the funds for initiatives developed by Sacramento Works, Inc.

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
- ✓ Marketing services to the employer community
- ✓ Researching newly emerging industry clusters and critical industries in the region
- ✓ Developing/selecting a Workforce Skills Certification system

This year, the Board Initiative fund will be \$205,306.