

## 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 Hillside 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>



## **REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD**

**DATE:** Wednesday, March 22, 2006

**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](http://www.seta.net).

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

### **I. Call to Order/Roll Call**

➤ Introduction of New Board Members: Terry Wills and Lynn Conner

### **II. Consent Item**

A. Approval of Minutes of the January 25, 2006 Meeting

### **III. Action Item**

A. Approval of the Resource Allocation Plan for Fiscal Year 2006/2007  
(GOAL 5 – *Evaluate and Improve the One-Stop System and Processes*)  
(Michael Dourgarian/Robin Purdy)

B. Approval of a Regional Toll Free Number for Employer Outreach (GOAL 2 – *Develop Private-sector Driven Initiatives to Increase Employer Involvement and Satisfaction*) (Kim Parker/William Walker)

#### **IV. Information Items**

1. Update on Partnership for Prosperity (Matt Mahood)
2. Report Back on Sacramento Works Education Policy from the Planning/Oversight Committee (Michael Dourgarian/Robin Purdy)
3. Regional Prosperity Index (Barbara Hayes)
4. Update on the Volunteer Income Tax Assistance (VITA)/Earned Income Tax Credit (EITC) Project (Espie Lindsay)
5. Dislocated Worker Update (William Walker)
6. Update on the Reauthorization of the Workforce Investment Act and the President's 2007 Budget (Kathy Kossick)
7. 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, MARCH 15, 2006**

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

Sacramento Works, Inc., the local Workforce Investment Board is a 37-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, labor, education and public agencies to assure qualified and trained workers are available to meet the needs of the region's economy.

## Priority Goals

### **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.

*As modified 6/1/05.*

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE JANUARY 25, 2006 MEETING

BACKGROUND:

Attached are the minutes of the January 25, 2006 meeting for your review.

RECOMMENDATION:

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

## **REGULAR 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, January 25, 2006  
8:00 a.m.

I. **Call to Order/Roll Call:** Mr. Tsang stated that information items will be reviewed while awaiting a quorum.

#### IV. **Information Items**

2. Women's Empowerment Memorandum of Understanding

Ms. Ginger Brunson reviewed this item. Over 200 homeless women have completed training; the success rate will be forthcoming.

1. Dislocated Worker Update

In response to an earlier question from Mr. Camp, Mr. Walker stated that 150 employees from Standard Parking were transitioned to Apco under the current union contract at the airport.

3. Exemplary Performance Awards

Ms. Purdy reported that every year, local WIAs need to meet 17 performance measures. Workforce development areas are measured between 6-9 months after the year to measure the performance rate. SETA received a grant in acknowledgement of our exemplary performance rate.

4. Presentation of the 2005-2006 Occupational Outlook and Training Directory and 2006-2007 Critical Industries and Occupations Report

Mr. John Harden reviewed this year's directory which includes over 90 occupational profiles. For the first time since this publication's inception, sponsorship opportunities were offered. The sponsors were listed in the handbook and Mr. Harden read off the list of sponsors. Sponsorships brought in \$15,500 this year. The primary purpose of the directory is to make occupational information available to the community, customers, and staff at the career centers. On an annual basis, 1,000 books and 500 CDs are published. Mr. Read suggested that the next edition include a paragraph that SETA produced the directory and to contact SETA staff for additional copies.

The critical industries and occupation report was reviewed.

A quorum was achieved at 8:28 a.m. Mr. Tsang called the meeting to order.

**Members Present:** Nancy Bernardi, Walter DiMantova, Michael Dourgarian, Barbara Hayes, Matt Kelly, Gary King, Kathy Kossick, Gerry Lawrence, Matt Mahood, Anne Moore, James Pardun, Kim Parker, Bruce Parks, Joan Polster, Deborah Portela, Tim Ray, Maurice Read, Kingman Tsang, Bruce Wagstaff.

**Members Absent:** Dr. Larry Buchanan, Bill Camp, Rick Dibble, Mark Erlichman, Diane Ferrari, Mark Ingram, John Koogler, James Lambert, Elizabeth McClatchy, Michael Micciche, Francisco Rodriguez, Lorenda Sanchez, Anette Smith-Dohring, Terry Wills.

## **II. Consent Item**

### **A. Approval of Minutes of the November 30, 2005 Meeting**

The minutes were reviewed; no questions or comments.

Moved/Kelly, second/Lawrence, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

## **III. Action Items**

### **A. Approval to Release a Request for Proposals for WIA Title I, Youth Program Services for Fiscal Years 2006-2011**

Mr. Lawrence reported that the Youth Council spent over a year to develop this document. Ms. Christine Welsch acknowledged staff, the Youth Council and the program operators for their involvement. Key components will be continued in this program such as continuation of the youth collaborative delivery of service, continuing supporting universal services via the youth specialists, developing youth workforce skills preparation list, and a vendorized approach for services. Sixty percent of the funds will provide services to out-of-school youth.

Moved/Kelly, second/Bernardi, to approve the release of a Request for Proposals for WIA Title I Youth funds for Fiscal Years 2006-2011.

Voice Vote: Unanimous approval.

### **B. Approval of Business Plan for Success Skills Institute**

Mr. DiMantova thanked subcommittee members for the development of the business plan. Employers will be charged for the provision of services. He is in the process of identifying and convening a board, and attempting to secure seed funding to take this forward. There has been a lot of community interest.

Moved/Mahood, second/Kelly, to approve the Work Success Skills Institute Business Plan.

Voice Vote: Unanimous approval.

C. Approval to Transfer 20% Funds from Workforce Investment Act to Dislocated Workers Funding Stream to Adult Programs

Ms. Kossick stated that this is a routine administrative transfer of funds. Mr. Dourgarian said that this item was discussed and approved at the Planning/Oversight Committee.

Moved/Pardun, second/Lawrence, to approve the submission of a transfer of funds request to move 20% (\$718,538) of Dislocated Worker program funds to the Adult program.

Roll Call: Aye: 19, Nay: 0, Abstentions: 0

D. Approval to Submit an Employment Training Panel Application for Upgrade Nursing Training

Mr. Dourgarian said this item was reviewed by the Planning/Oversight Committee as well. This application will assist in upgrading CNAs to LVNs. Mr. Walker stated that the amount of the application has not yet been negotiated. Staff is in the process of building the curriculum in order to determine how much to charge for the training.

Mr. Walker reported that Tech Skills currently has an \$872,000 contract with ETP and it is expected to go up to \$1 million for the next contract. Ms. Purdy said this will not be a million dollar contract because Grant will utilize their ADA to leverage.

Moved/Parker, second/Portela, to approve the formal submission of an application to the Employment Training Panel for a Nurse Workforce Program and authorize the Executive Director to sign the contract with ETP.

Voice Vote: Unanimous approval.

**IV. Information Items (Continued)**

5. Update of Nurse Workforce Initiative (NWI) Graduates

Ms. Cindy Sherwood-Green reported that the three year, \$2.1 million, NWI program ended 12/31. This project spanned eight counties and had many successes. There was a very low attrition rate (5%). Students averaged 43% wage gains compared to their wages prior to enrollment. Two health care career centers were established: Lemon Hill and Del Paso. Ms. Maria Steele and Ms. Melanie Klinkamon were introduced.

Mr. DiMantova stated that this has been one of the most successful programs Los Rios has been a part of. He congratulated SETA for coordinating the work of

the students. Without this success, Los Rios probably would not have had as much success achieving additional grants. Ms. Sherwood-Green stated that the case management was probably the major reason for the high success rate.

Ms. Portela spoke of the career ladder that was created for the students. The nurses that get into the career ladder take the opportunity very seriously and are very appreciative.

#### 6. Regional Workforce Investment Board Executive Committee Minutes

Ms. Purdy reviewed this item. The branding issue is very important to this group and we have to figure out a way to market the group from a regional perspective. Partnership for Prosperity presented before the four boards and there was consensus that they wanted to be a part of this group. There is discussion of having a toll free number and our fiscal staff is working to get the number.

Mr. Wagstaff inquired about the branding issue and Ms. Purdy stated that the career center system is a state-wide system. The state is trying to create a 'brand' so there is state-wide identity to market to the employer community.

#### 7. Committee Updates

- Youth Council: No additional report.
- Planning/Oversight Committee: No additional report.
- Employer Outreach Committee: Mr. Pardun reported that the committee discussed the potential funding for the prosperity index. There was also a presentation from MMC regarding the extension of their contract, which the Committee recommended be extended. The Executive Committee approved the extension of the MMC contract at their 1/23/06 meeting.
- Ad Hoc Education Committee: No report.

#### VI. **Other Reports**

1. Chair: Ms. Kossick distributed information from the California Budget Project. This provides information of where workforce programs are in the state.

Mr. Peter Gregerson's resignation from the board was announced. He will be moving to Washington, D. C.

2. Counsel: No report.
3. Public Participation: No comments.

#### VII. **Adjournment**: Meeting adjourned at 9:10 a.m.

## ITEM III-A - ACTION

### APPROVAL OF THE RESOURCE ALLOCATION PLAN FOR FISCAL YEAR 2006/2007

#### BACKGROUND:

It is the responsibility of Sacramento Works, Inc. to determine the types of services and activities that should be funded with the Workforce Investment Act formula funds and to develop a "resource allocation" plan. The resource allocation plan determines what activities and services are offered through the one stop career center system and the percentage of next year's funds that will be allocated to each activity.

The allocation for Fiscal Year 2006-2007 has not yet been released by the California Employment Development Department. Staff is estimating that funds will be reduced by at least 1% of last year's allocation.

#### **ACTIVITIES included in the Resource Allocation Plan:**

The activities that are included in the resource allocation plan for the Sacramento Works One Stop Career Center system are:

1. **One-Stop Services:** This activity includes the infrastructure, operation and staff costs for 12 Sacramento Works One Stop Career Centers which provide:
  - ✓ Access to information, computers, faxes, copiers, and telephones to assist customers with core job search activities;
  - ✓ Intensive case management services for all customers who are enrolled or receive scholarship funds;
  - ✓ Job development, job placement, job retention and follow-up services to customers seeking employment after training.
2. **On-the-Job Training (OJT):** This activity provides wage subsidies to employers willing to train workers on-the-job. OJT is an effective workplace activity because it provides a commitment to hire by the employer, reimburses wages at 50% or less, and results in wage gain and job retention.
3. **Scholarships/Workforce Skills Preparation:** This activity can be used for tuition, supportive services while a customer receives training, or to provide workforce skills preparation services at career centers.
  - ⇒ **Scholarships** are the costs associated with training customers in critical industries selected by Sacramento Works, Inc. (Tuition, supportive services, and incentive payments).
  - ⇒ **Workforce Skills Preparation** is individualized services purchased "off-the-shelf" from approved vendors. Workforce Skills Preparation services include Vocational Assessment, Small Business Development, Financial Literacy, Interpretation/Translation, Counseling and Guidance, and Job Retention/Life Skills Workshops.
4. **Board Initiatives:** This activity establishes funding for Initiatives developed by Sacramento Works, Inc. Past Board Initiatives included employer outreach and

public relations, researching newly emerging industry clusters and critical industries in the region, participation in development of regional Business Plans, and developing Workforce Skills Certification systems.

5. **One Stop Support:** This activity is provided by SETA and includes program monitoring, technical assistance and training; SMARTware automated case management system support, client tracking, client follow-up, and developing performance reports.
6. **Administration:** This activity is provided by SETA and includes personnel, payroll, fiscal monitoring, purchasing, contracting, board staffing and support, and information technology.

**ONE STOP CAREER CENTER PERFORMANCE SUMMARY** (see WIA Performance Report attached under separate cover for more detailed information).

**Core Services Outcomes:**

In the first eight months of Fiscal Year 2006 (July 2005 through February 2006) 26,383 job seekers received 105,458 services. This is a slight increase in the number of job seekers served (59 more job seekers) when compared to the same time period last year. The number of visits increased by 1% (549 more visits) and the number of services provided through the One Stop Career Center system increased by 4.3%, or 4,352 services. The core services cost per job seeker decreased slightly from \$111 per job seeker in 2005 to \$110 in 2006.

The core services provided by the career centers are highly effective at quickly connecting job seekers to employers. Job Seekers learn the skills to find and keep a job, receive follow-up and job retention services, and receive assistance in developing career paths to success.

**Intensive and Training Services Outcomes:**

For the first six months of Fiscal Year 2006, 88% of adults and 91% of dislocated workers exiting from intensive training were employed in the quarter after they exited services. 83% of adults and 89% of dislocated workers retained their jobs after completing intensive and training services and the annual wages earned by workers six months after they left the program were \$4,412 higher for adults and \$202 higher for dislocated workers. By the end of February 2006, over 65% of the ITA/Scholarship funds were obligated.

**RECOMMENDATIONS:**

Career center managers, supervisors, staff and partners were surveyed about the workload, the needs of the customers, and the infrastructure needs of the career center system. Performance reports (including information on demographics, core services, intensive and training services, scholarships, customer satisfaction and employer services), community collaboration and partnership information, and the results of the career center surveys were analyzed by staff and the following areas were identified as priorities for next year:

- **Emphasis on high quality customer services.** The Centers must have well-trained staff who are customer friendly.
  - The Regional Training Team has recommended training in the following areas in the next year: Managing Change/Stress; Customer Empowerment and Motivation; Dealing with Difficult People; and Serving Adults with Multiple Barriers to Employment.
  - Career center staff recommended that Win-Way resume software be the standard resume software used in the system and that all staff complete a refresher training on resume' writing skills. Additionally, further training in case management and time management was requested.
  - All customers, including special populations (disabled, limited-English speaking, offenders, veterans, etc.) must have access to the services they need. Specialized partnerships and workforce skills preparation services will be conducted to ensure that services are available.
  - A decrease in the participation of collaborating partners in the system has decreased the number of staff able to serve customers in the resource rooms, thus overloading the remaining staff. Outreach will be conducted to recruit more partners into the career center system.
- **Investment in Equipment.** In the past two years, investments in the technology infrastructure of the system have resulted in updated servers and computers. This year, Site Supervisors have requested investment in updating non-computer equipment at the Centers, including telephones, DVD players, televisions, audio-visual equipment, fax machines, printers, assistive technology and copiers.
- **High-speed internet connectivity.** Two years ago, in response to budget cuts and staffing reductions, SETA/Sacramento Works invested in a system that connects the one stops to a central Citrix system. This has had an impact on the speed at which customers can access the internet. This year, a product has become affordable that will push applications from the central office to the one-stop computers. This will improve the security and speed of applications.
- **Emphasis on meeting the needs of Employers.** The Centers will meet the needs of employers by providing recruiting, screening and referral services, working with regional and local partners to conduct Job Fairs, serving small business through the Business Information Centers, providing upward mobility and job retention services, and integrating employers as career center system partners.
- **Implementing the Common Performance Measures.** Next year, the U.S. Department of Labor is focusing on three performance measures for the adult and dislocated worker population: % Entering Employment, % Retaining Employment for 6 months, and Wage Gain (wage 6 months prior to participation compared to wage 6 months after completion). Staff and providers will need training on the new standards and WIA Monitoring and Management reports will need to be revised for smooth implementation.
- **Resource Allocation Plan:**
  1. Staff recommends continuing to invest in the one stop career center system for the next year while conducting a review of the system which identifies system

efficiencies, possible mergers, and an analysis of which activities provide the best customer outcomes. The review will include the following:

- ⇒ Analyze career center usage, demographics, services and outcomes and make recommendations to decrease the number of comprehensive career centers and define the role of affiliate career centers. Identify which centers are providing comprehensive services with many partners and which centers are affiliates that effectively connect to high-risk communities and programs.
  - ⇒ Compare the outcomes of customers who participated in on-the-job-training, workforce skills preparation, and training scholarships to identify which activities best result in meeting and exceeding performance measures.
  - ⇒ Analyze the range of costs for scholarships and the average cost by critical industry and make appropriate recommendations on changing the caps on Scholarships and supportive services.
  - ⇒ Assess the impact of lowering the maximum allowed for scholarships and supportive services on customer outcomes.
2. Staff recommends decreasing the WIA funds allocated to On-the-job Training (OJT) to offset federal budget reductions and to focus resources on One-stop Services and Scholarships. SETA has received a commitment of \$200,000 from the County Department of Human Assistance (DHA) to provide employer reimbursements for OJT positions for CalWORKs clients. SETA also receives special funding targeting refugees and has allocated \$491,554 of these funds to OJT.
  3. Staff recommends approving the following Resource Allocation Plan for FY2006-2007.

<b>Activity</b>	<b>Recommendation for FY2007 % of Total Allocation</b>	<b>FY2006 Resource Allocation Approved Plan</b>	<b>\$ Based on FY2006 Allocation -1%</b>	<b>\$ Increase/ Decrease based on FY 2006 Allocation</b>
One Stop Services	39.6%	39%	\$2,683,334	+13,962
On-the-Job Training	11.9%	13%	806,262	-83,528
Scholarships/Workforce Skills Preparation	26.3%	26%	1,782,114	+2,533
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11.5%	11.4%	779,251	-1,027
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.7%	7.6%	521,759	+1,574
Board Initiatives	3%	3%	203,283	-2,053
	100.00%	100%	\$6,776,097	-68,539

## ITEM III-B – ACTION

### APPROVAL OF A REGIONAL TOLL FREE NUMBER FOR EMPLOYER OUTREACH

#### BACKGROUND:

At the last meeting of the Regional Workforce Investment Board Collaborative, staff was asked to research the feasibility of a toll free number that could be marketed to employers for job orders in the region. Staff has been working with ATT/SBC to develop a proposal for the use of one toll-free number by the four Workforce Investment Boards in the region.

#### **Proposal:**

One toll free-number will be used by WIB's/One Stops to market job recruitment and screening services to employers in the region. The service, called Toll Free Calling with Area Code and Exchange routing, will automatically route calls to the WIB/One Stop that is nearest to the employer's location. The number will be active throughout the State of California. It will allow employers from anywhere in the region (or state) to dial the same toll free number and be routed to one of the four partners. The routing system will be set up according to specifications developed by the WIB's.

#### **Who will it serve?**

The toll free number will serve employers in Sacramento, Yolo, Sutter, Yuba, Colusa, Lake, Glenn, El Dorado, Placer, Nevada and Alpine Counties. The calls will be routed to the following WIB/One Stop Systems:

Sacramento Works

Golden Sierra Job Training Agency

Yolo County Department of Employment and Social Services

North Central Counties Consortium

#### **What will it cost?**

The service has a monthly recurring cost of approximately \$100.00 and a per minute rate of \$.0333. ATT/SBC recommends that we revisit the configuration after the service is working and we have a better sample of the actual usage because there are several cost plans that may be better as usage increases. The cost will be shared on a pro rata basis by the regional WIBs.

#### **What is the phone number?**

We have reserved a number that is easy to remember (877) 922-JOBS.

Staff has received positive feedback from all of the regional workforce boards and a commitment to pay a share of the cost

RECOMMENDATION:

The Employer Outreach Committee reviewed this proposal at their meeting on March 9, 2006 and recommend approval of the proposal to the full board. In addition, the Employer Outreach Committee suggested that the Business/ Employer Services staff from each of the regional workforce boards meet on a regular basis to share information and coordinate business services.

ITEM IV-1 - INFORMATION

UPDATE ON PARTNERSHIP FOR PROSPERITY

BACKGROUND:

Matt Mahood, CEO of the Sacramento Metropolitan Chamber of Commerce will provide an update on the Partnership for Prosperity Business Plan for the region and update the board on the Chamber's priorities for the year.

## ITEM IV-2 – INFORMATION

### REPORT BACK ON SACRAMENTO WORKS EDUCATION POLICY FROM THE PLANNING/OVERSIGHT COMMITTEE

#### BACKGROUND:

At the Sacramento Works Retreat, the Sacramento Works, Inc. Board created an Ad-Hoc Education Committee to develop a policy that would:

- ✓ Support development of an effective, articulated education system by
  - Building relationships with and engaging school superintendents with the board
  - Framing a common vision based on sound principles that top leaders of business and education agrees with.
  - Including non-traditional educators/trainers in the process
  - Integrating hands-on and academic training and prove hard and soft skills to all students as a regular part of their education
  - Conducting an Educational Summit

At the November, 2005 meeting, Sacramento Works approved the Ad-Hoc Committee's Education Policy and referred the policy to the Planning/Oversight Committee for implementation. In January 2006, the Planning Committee added specific action statements to the policy (see attached) and requested that staff work with Board members and community partners to support a coordinated, integrated and inclusive approach to implementing the policy.

Over the past two months, Sacramento Works Board members Kathy Kossick and Bill Camp and Deputy Director of SETA Robin Purdy have worked with the Partnership for Prosperity High School Action Team to weave the Sacramento Works Education Policy into the larger Partnership for Prosperity Regional Business Plan. On February 26, 2006, the attached draft High School Action Team Policy statement was developed, which reflects many of the strategies that were included in the Sacramento Works Education Plan.

On March 8, 2006 the Youth Council reviewed the Education Policy and the High School Action Plan and two Youth Council members expressed interest in working on the implementation team. The Planning and Oversight Committee reviewed the Partnership For Prosperity High School Action Plan on March 13, 2006 and the attached changes to the strategies and tactics. The changes have been forwarded to Valley Vision.

**Sacramento Works, Inc. Planning Committee Discussion**  
**1/9/06**  
**Implementation of Education Policy Statement**

As the local workforce investment board for Sacramento County, 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.

The Board engages leaders in business, labor and education to better prepare the workforce for careers identified by critical industries. The Board facilitates efforts of the business and education communities 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 work with partners in education, labor, and industry to

1. Support training programs in critical industries by developing partnerships with education, business and labor that train workers for careers that exist in the region.
  - The board will continue to define the specific workforce needs of the region
  - The board will support collaboration between business/industry and education that results in training and education programs for critical industries and occupations
2. Support the educational system in developing curricula teaching to high standards and preparing students for higher education and emerging careers.
  - The board will work to clearly communicate business and industry's workforce needs to education partners and integrate the business vision with education policy.
  - The board will support connecting regional vocational education advisory groups to business and streamlining and consolidating regional vocational education advisory boards and setting uniform standards.
3. Support curricula and the development of essential employability skills that produce young people educated to rigorous and relevant standards.
  - The board will support the use of curricula for career technical preparation courses that meets high school graduation requirements and college entrance requirements.
  - The board will identify methods for integrating soft/success skills into all high school curricula.



**Focus Area:** High School Education

**Goal Statement:** High school students in the Sacramento region will be ready to enter the workforce and ready to pursue further education and training.

**Why is this goal worthwhile?** Community leaders agree that skilled people are the fundamental units of the region’s economic capacity, and one of the best times to invest in building people’s interest and expand their horizons is during high school education. The region’s high school system should strive to set high expectations, continually increase curriculum relevance to the real world, and support all students in feeling hopeful about their future. These efforts will not only benefit the region now, they also serve as an insurance program for our long-term economy because they constantly renew the pool of workers that are instilled with motivation to excel in careers and education.

**Timeline:** 2006 – 2008

**Champions:**

Christopher Cabaldon, Mayor, *City of West Sacramento*, and Chair, *Partnership for Prosperity*

Dave Gordon, *Sacramento County Office of Education*

Kathy Kossick, Executive Director, *Sacramento Works* and *Sacramento Employment and Training Agency*

Strategies	Tactics & Timeline	Progress Measures
<p>1. Create and analyze an inventory of the region’s training programs and future employment needs to identify how the education system can become more aligned with emerging economic opportunities.</p>	<p>a. Review existing data sources about training programs and employment opportunity areas, and determine how to express information in the most user-friendly format in the future. Identify new information and analyses that need to be completed. The survey of training programs should include programs at local schools, teen centers, faith-based initiatives, summer camps, and community centers. [Completion Date: ]</p> <p>b. Work with the County Offices of Education to understand and improve how they are aligning their programs with economic opportunities. [Completion Date: ]</p> <p>c. Use information from the American Diploma Project to identify the skills and competencies that the region’s businesses need. [Completion Date: ]</p>	<ul style="list-style-type: none"> <li>● Inventory is created with analysis of opportunities to build better alignment between programs and regional economy.</li> <li>● Increase the number of students receiving training in economic opportunity areas.</li> </ul>
<p>2. Improve the connections between multiple education initiatives in the region, and streamline the process of engaging the region’s top educational leaders in shaping and tracking education programs.</p>	<p>a. Determine how PFP’s Action Team, local WIBs, the P-16 Council, and LEED’s new Board are coordinated to maximize effectiveness. [Completion Date: ]</p> <p>b. Work with LEED to host an educational Summit to review the training program inventory and gap analysis, and build better coordination between ongoing programs and new initiatives. [Completion Date: ]</p> <p>c. <b>Streamline and consolidate regional vocational education advisory boards.</b></p> <p>d. Create a centralized system of vetting and coordinating new education projects in the region. [Completion Date: ]</p>	<ul style="list-style-type: none"> <li>● Establish centralized, regional structure to coordinate education programs.</li> </ul>



Strategies	Tactics & Timeline	Progress Measures
<p>3. Maximize the amount and depth of business and community engagement in high school education.</p>	<ol style="list-style-type: none"> <li>a. Conduct a Summit/Convergence inviting local School Superintendents and representatives of Workforce Development, Economic Development, Industry/Business, and Labor to identify ways to integrate business vision with education policy and work together to ensure the education system prepares students for careers and college.</li> <li>b. Review best practices to identify new ways to maximize business involvement in the education system. [Completion Date: ]</li> <li>c. Survey high school teachers to determine how much they are aware of regional economic opportunities and identify the best ways to provide this information for their use in the future. [Completion Date: ]</li> <li>d. Create a catalog/database of all of the internship programs in the region and increase the number of internships and job fairs. [Completion Date: ]               <ol style="list-style-type: none"> <li>d.i. All students should go through some form of basic skills training before they participate in internships/job fairs.</li> <li>d.ii. Facilitate the process for businesses and professional Associations to get involved in education.</li> </ol> </li> <li>e. Increase and support the amount of business participation in programs at high schools and community centers. Define the contributions that business and labor can offer to the education system and develop ways for businesses to provide “authentic examples” for how subject matter is relevant in the real world. [Completion Date: ]</li> </ol>	<ul style="list-style-type: none"> <li>● Completion of best practices study.</li> <li>● Increase the number of student internships and job fairs.</li> <li>● Increase the number of business-sponsored programs.</li> </ul>

## ITEM IV-3 – INFORMATION

### REGIONAL PROSPERITY INDEX

#### BACKGROUND:

On February 2006, the Sacramento Regional Research Institute (SRRI), a joint venture of SACTO and California State University, Sacramento, published a regional Prosperity Index and released its 2005 results analyzing critical prosperity indicators that affect the region's long-term prosperity and competitiveness around the categories of Business, People and Place.

The Prosperity Index was developed as part of SACTO's five-year business attraction and marketing plan entitled Building a First-Tier Economy, and as an outcome of Partnership for Prosperity's regional economic development strategic planning process. It will provide business and community leaders a valuable tool to measure regional economic prosperity and track the region's performance against competitors in order to evaluate the competition and identify opportunities for improvement. The Index reveals how well the Sacramento Region stacks up against its competitors - where it excels and where it falls short.

#### Summary of Results:

- Sacramento Region Falls in the Middle of the Pack Overall, while Region's People Rank #1
- The Sacramento Region ranked fifth overall out of ten competitor regions on the inaugural Prosperity Index, receiving a score of 8.4 out of a possible 10, presenting about average economic prosperity and a moderate competitive position compared to its main competitors. The Sacramento Region received the best score in the People category, but lower scores for Business and Place. Among the regions in California, Sacramento ranked second, behind the Bay Area (which received one of the best scores on the Index) and ahead of San Diego. Salt Lake City obtained the highest overall score while Los Angeles placed last.
- Strong scores in the Sacramento Region's college enrollment, household income spread and graduation rate, along with middle-of-the-road performance in all other People indicators, gave it a first place ranking in this area.

"The Index demonstrates that our strength is our people, and we should be very proud of that. But a region must achieve high marks in all three categories to sustain its competitiveness. The report demonstrates there is always room for improvement," said SRRI Economist and Assistant Professor of Economics at California State University, Sacramento Dr. Suzanne O Keefe.

SRRI will update the Prosperity Index on an annual basis, with the Business component evaluated on a quarterly basis throughout the year in its "Quarterly Economic Report."

## **Regional Prosperity Index Launched**

*Report by Sacramento Regional Research Institute (SRRI) ranks region's economic prosperity and competitiveness*

Sacramento, Calif., February 10, 2006 ---The Sacramento Regional Research Institute (SRRI), a joint venture of SACTO and California State University, Sacramento, announced today the creation of a regional Prosperity Index and released its 2005 results analyzing critical prosperity indicators that affect the region's long-term prosperity and competitiveness around the categories of *Business, People and Place*.

The Prosperity Index was developed as part of SACTO's five-year business attraction and marketing plan entitled *Building a First-Tier Economy*, and as an outcome of Partnership for Prosperity's regional economic development strategic planning process. It will provide business and community leaders a valuable tool to measure regional economic prosperity and track the region's performance against competitors in order to evaluate the competition and identify opportunities for improvement. The Index reveals how well the Sacramento Region stacks up against its competitors - where it excels and where it falls short.

### **2005 Report: Sacramento Region Falls in the Middle of the Pack Overall, while Region's People Rank #1**

The Sacramento Region ranked fifth overall out of ten competitor regions on the inaugural Prosperity Index, receiving a score of 8.4 out of a possible 10, presenting about average economic prosperity and a moderate competitive position compared to its main competitors. The Sacramento Region received the best score in the People category, but lower scores for Business and Place. Among the regions in California, Sacramento ranked second, behind the Bay Area (which received one of the best scores on the Index) and ahead of San Diego. Salt Lake City obtained the highest overall score while Los Angeles placed last.

--more--

Strong scores in the Sacramento Region's college enrollment, household income spread and graduation rate, along with middle-of-the-road performance in all other People indicators, gave it a first place ranking in this area.

"The Index demonstrates that our strength is our people, and we should be very proud of that. But a region must achieve high marks in all three categories to sustain its competitiveness. The report demonstrates there is always room for improvement," said SRRI Economist and Assistant Professor of Economics at California State University, Sacramento Dr. Suzanne O Keefe.

"While in the past organizations have benchmarked the region in areas like job growth, unemployment or income, this contemporary barometer of economic prosperity is the first effort of its kind for the region. Moving forward, the Prosperity Index will be a valuable tool to help guide and evaluate the region's economic development efforts and competitiveness," said Gary Orr, Senior Vice President of Wells Fargo & Company and SACTO's Chair.

SRRI will update the Prosperity Index on an annual basis, with the Business component evaluated on a quarterly basis throughout the year in its "Quarterly Economic Report." For future updates, please visit SRRI's web site at [www.srri.net](http://www.srri.net). The Prosperity Index is sponsored by Downey Brand Attorneys LLP, GenCorp and Wells Fargo & Company.

###

#### **About the SRRI Prosperity Index:**

Indicators or "characteristics" within three main categories are analyzed, measured and assigned a score from 0 to 10. They include **Business** (measured indicators: job growth, establishment growth, office vacancy rate, payroll growth, unemployment rate, venture capital investment); **People** (measured indicators: college enrollment, educational attainment, graduation rate, median household income, household income spread, population growth); and **Place** (measured indicators: air quality, charitable

contributions, commute time, crime rate, fair market rent growth, housing affordability). The three categories are aggregated to create the Prosperity Index. All indicators used in the project reflect a balance of historical, current and future performance and relate to aspects that regional organizations can be influenced or directly affected by the actions and/or efforts of the regional communities.

**Criteria for indicators include the following:** they must be a key characteristic in describing Business, People or Place overall; comparative data must be available nationally from sources that provide consistent methodology across regions and over time; and indicators must have a relation to aspects that regional communities can influence or directly affect.

**About the Selection of Competitor Regions:**

In addition to the national average, ten competitor regions were chosen as benchmarks. The competitor regions are those that the Sacramento Region most often competes with for corporate site locations. Half of the regions are located in California and the other half are scattered throughout the western United States. They include **Austin, TX; San Francisco Bay Area, CA; Denver, CO; Inland Empire (Riverside/San Bernardino), CA; Los Angeles, CA; Phoenix, AZ; Portland, OR-WA; Reno, NV; Salt Lake City, UT; and San Diego, CA.**

ITEM IV-4 - INFORMATION

UPDATE ON THE VOLUNTEER INCOME TAX ASSISTANCE (VITA)/EARNED  
INCOME TAX CREDIT (EITC) PROJECT

BACKGROUND:

The EITC is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

For tax year 2005, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continues to participate in the EITC Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

As of March 11, 2006, the SWCCs have reported the following activity:

<b>SITE</b>	<b>NUMBER OF RETURNS PREPARED</b>	<b>EITC</b>	<b>FEDERAL</b>	<b>STATE</b>	<b>NET REFUND</b>
Del Paso	511	\$34,153	\$78,732	\$6,319	\$85,051
Franklin	30	14,816	43,449	5,220	48,669
Hillsdale	70	32,701	71,879	10,875	82,754
Rancho Cordova	55	31,700	48,366	4,457	52,823
<b>TOTAL</b>	206	\$113,370	\$242,426	\$26,871	\$269,297

ITEM IV-5 – 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 March 10, 2006 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

<b>WARN Status</b>	<b>Month Received Notice</b>	<b>Company and Address</b>	<b>Dislocation Date</b>	<b># of Affected Workers</b>	<b>SETA's Intervention</b>
Official	6/30/05	<b>Qualex Inc.</b> 125 Main Avenue Sacramento, Ca. 95838	9/18/05	93	8/11/05
Unofficial	7/12/05	<b>Meadowview Community Action Inc</b> 2251 Florin Road, Suite #156 Sacramento, CA 95822	8/12/05	12	8/12/05
Unofficial	6/02/05	<b>Cintas Corporation</b> 1231 National Drive Sacramento, CA 95834	11/15/05	30	8/25/05
Official	8/01/05	<b>National Imaging Associates, Inc. (NIA)</b> 11050 Olson Drive, Rancho Cordova, California	9/30/05	51	9/30/05 Delivered Material
Official	8/03/05	<b>*Cingular Wireless</b> 10000 Goethe Rd. Sacramento, California	9/27/05	1	9/27/05
Official	9/09/05	<b>Sprint/Nextel</b> 3075 Prospect Park Drive Rancho Cordova, CA. 95670	9/26/05	20	10/03/05
Official	9/15/05	<b>*Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California	10/25/05	1	10/03/05
Unofficial	9/19/05	<b>Fidelity National Agency Sales and Posting</b> 8801 Folsom Boulevard, Suite 230 Sacramento, CA. 95626	10/31/05	40	10/14/05
Official	10/05/05	<b>E-Trade Financial</b> 10951 White Rock Road Rancho Cordova CA 95670	12/16/05 through 4/30/06	106	Employer Declined Services
Official	10/11/05	<b>Apria Healthcare</b> 4244-A South Market Court Sacramento, CA 95834	1/06/06	74	12/06/05

Official	10/19/05	<b>*Cingular Wireless</b> 2729 Prospect Park Drive, Suite200 Rancho Cordova, CA 95626	12/06/05	2	12/15/06
Official	10/19/05	<b>The Good Guys Store</b> 2121 Arden Way Sacramento, CA 95825	12/03/05	33	11/01/05 Delivered Material
Official	10/11/05	<b>The Good Guys Store</b> 5500 Sunrise Blvd. Citrus Heights, CA	12/01/05	20	10/25/05 Delivered Material
Official	11/28/05	<b>Sun Microsystems (Sacramento Site)</b> 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	12/31/05	1	11/30/05 Mailed Material
Official	11/21/05	<b>Standard Parking</b> 6736 Earhart Drive, Sacramento, CA	12/31/05	215	12/15/05
Official	12/28/05	<b>Metro One Telecommunications Inc.</b> 650 Howe Avenue, Suite 300 Sacramento, CA 95825	1/31/06	101	1/19/06
Official	12/06/05	<b>AMC Mortgage Services</b> 10600 White Rock Road, Suite 200 Rancho Cordova, Ca. 95670	1/20/06	2	1/20/06
Official	12/07/05	<b>Digital Insight</b> 1860 Howe Ave., Suite #161 Sacramento, CA 95825	3/31/06	88	Pending
Official	12/22/05	<b>Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, CA 95670	1/31/06	1	Mailed 1/31/06
Unofficial	1/05/06	<b>Port of Sacramento</b> 3251 Beacon Blvd., Suite 210 West Sacramento, CA 95798	3/06/06 through 3/20/06	24	Pending
Official	1/09/06	<b>Sun Microsystems, Inc. (Sacramento site)</b> 8880 Cal Center Drive, Suite 200, Sacramento, CA 95826	3/11/06	1	Mailed
Official	1/13/06	<b>Sprint/Nextel</b> 3075 Prospect Park Rancho Cordova, CA 95670	7/01/06	60	1/26/06

Official	2/01/06	<b>Cingular Wireless</b> 2729 Prospect Park Drive, Suite 200 Rancho Cordova, California 95670	3/28/06	1	Mailed
Official	2/01/06	<b>Ralphs Grocery Company (#983)</b> 5025 Marconi Ave. Carmichael, CA 95808-4205	3/27/06 through 4/10/06	68	Pending
Official	2/01/06	<b>Ralphs Grocery Company (#966)</b> 3615 Bradshaw Rd. Sacramento, CA 95827-3258	3/27/06 through 4/10/06	64	Pending
Official	2/01/06	<b>Ralphs Grocery Company (#962)</b> 9522 Greenback Lane Folsom, CA 95630-2044	3/27/06 through 4/10/06	57	Pending
Official	2/01/06	<b>Ralphs Grocery Company (#988)</b> 25000 Blue Ravine Bd. Folsom, CA 95630-5279	3/27/06 though 4/10/06	82	Pending
Official	2/01/06	<b>Ralphs Grocery Company (#906)</b> 7101 Elk Grove Blvd. Elk Grove, CA 95758	3/27/06 through 4/10/06	74	Pending
Official CA.WARN	2/08/06	<b>Fischer Imaging Corporation</b> 12300 North Grant Street Denver, Colorado 80241	4/07/06	1	Pending
			<b>Total # of Affected Workers</b>	<b>1323</b>	

ITEM IV-6 – INFORMATION

UPDATE ON THE REAUTHORIZATION OF THE WORKFORCE INVESTMENT ACT  
AND THE PRESIDENT'S 2007 BUDGET

BACKGROUND:

Attached is an analysis by the National Association of Workforce Boards on the status of reauthorization of the workforce Investment Act and the President's 2007 Budget. Staff will be available to answer questions.

## ITEM IV-7 - 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.