

CAREER CENTERS

BROADWAY

915 Broadway
Sacramento, CA 95818
(916) 324-6202

CITRUS HEIGHTS

7640 Greenback Lane
Citrus Heights, CA 95610
(916) 676-2540

FRANKLIN

7000 Franklin Blvd., Suite 540
Sacramento, CA 95823
(916) 262-3200

GALT

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

GREATER SACRAMENTO URBAN LEAGUE

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

HILLSDALE

5655 Hillsdale Blvd., Suite 8
Sacramento, CA 95842
(916) 263-4100

LA FAMILIA COUNSELING CENTER

5523 34th Street
Sacramento, CA 95820
(916) 227-2577

LEMON HILL

5451 Lemon Hill Avenue
Sacramento, CA 95824
(916) 433-2620

MARK SANDERS COMPLEX

2901 50th Street
Sacramento, CA 95817
(916) 227-1395

MATHER

10638 Schirra Avenue
Mather, CA 95655
(916) 228-3127

RANCHO CORDOVA

10665 Coloma Rd., Suite 200
Rancho Cordova, CA 95670
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SOUTH COUNTY

8401 - A Gerber Road
Sacramento, CA 95828
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925 Del Paso Blvd.
Sacramento, CA 95815
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SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE

Date: Monday, January 9, 2006

Time: 8:00 a.m.

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

AGENDA

1. Call to Order/Roll Call
2. **ACTION ITEM:** Approval of Minutes of the September 26, 2005 Meeting
3. **ACTION ITEM:** Approval to Transfer 20% Funds from Adult to Dislocated Workers
4. **ACTION ITEM:** Approval of the ETP Nurse Workforce Application
5. **DISCUSSION ITEM:** Discussion of Ad Hoc Education Committee Work Plan
6. **DISCUSSION ITEM:** Evaluation of Sacramento Works One-Stop Career Center System
7. **INFORMATION ITEM:** Submission of Regional and Local Incentive Award Application
8. Input from the public
9. Adjournment

Committee Members: Mike Dourgarian (Chair), Rick Dibble, Dr. Jim Hernandez, Matt Kelly, Kathy Kossick, Jim Lambert, James Pardun, Joan Polster, Tim Ray.

DISTRIBUTION DATE: THURSDAY, DECEMBER 22, 2005

Sacramento Works, Inc.
Planning Oversight Committee
Minutes/Synopsis

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

Monday, September 26, 2005
3:00 p.m.

1. **Call to Order/Roll Call:** The meeting was called to order at 3:05 p.m.

Members Present: Larry Suddjian (Chair), Rick Dibble, Dr. Jim Hernandez, Kathy Kossick, Jack Padley, James Pardun.

Members Absent: Rick Dibble, Matt Kelly, Jim Lambert, Joan Polster

Others Present: Ed DeHerrera, Ginger Brunson, Phil Cunningham.

2. **ACTION ITEM:** Approval of Minutes of the August 22, 2005 Meeting

Minutes were reviewed. No corrections.

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

3. **ACTION ITEM:** Approval to Endorse the Use of the Self-Sufficiency Calculator in Sacramento County

Ms. Purdy distributed a slide show that shows the self-sufficiency calculator. This will be used by case managers in workforce development and CSBG programs. A data base has been developed and the calculator is utilized to counsel the customers as to how much they would need to earn to become self sufficient. The self sufficiency standard has been utilized since 2001. The calculator has been a more recent development.

Moved/Kossick, second/Hernandez, to endorse the use of the Self-Sufficiency Calculator in Sacramento County.
Voice Vote: Unanimous approval.

4. **INFORMATION ITEM:** Update on Letters of Collaboration for Workforce Development Initiatives

This is a result of the action taken at the May 20 Planning Committee.

Mr. De Herrera stated that a two-page letter will be requested of faith-based organizations regarding current collaborations and their infrastructure.

Staff is in the process of reaching out to the various churches or faith-based organizations to collaborate with them. Information will be sent out about funding

opportunities and training services. The nonprofit resource center has a link on their web site to SETA for the faith based organizations.

A question was asked if there is a process in place to follow-up with what has happened to the proposals. Mr. DeHerrera will be following up. Mr. Padley stated that we have to make sure that after we give a letter of support, the FBO follows through with what they are proposing to do.

What is the procedure for noticing potential organizations? Mr. DeHerrera stated that the organizations that spoke at the May 20 meeting were contacted. He made sure that they would be part of the non-profit network. He also works with the Casey Great Start program to ensure that their programs know about this. All of the career centers have been notified as well. Mr. DeHerrera and Ms. Brunson will be working as a team to follow up.

There has been one organization that we have notified that we could not work with them. It was not a faith-based organization, but an insurance company.

5. Input from the public: Today is Mr. Suddjian's last meeting of the Planning/Oversight Committee. He expressed his appreciation to the members for all of the work that has been done.
6. **Next Meeting:** Friday, October 21, 2005, 8:30 a.m.
7. Adjournment: Meeting adjourned at 3:35 p.m.

ITEM 3 - ACTION

APPROVAL TO TRANSFER FUNDS FROM DISLOCATED WORKER TO ADULT PROGRAM

BACKGROUND:

Local areas are allowed to request transfers of funds from the dislocated worker to the adult funding stream. The maximum amount that may be transferred between funding streams is 30%. For the Sacramento Workforce Investment Area, staff is recommending transferring 20% (\$718,538) of PY2005-2006 dislocated worker funds to the adult funding stream because of the continuing need to sustain the adult program and provide services to special populations of adults. This will have no impact on the resource allocations recommended by the Planning Committee and approved by the WIB.

RECOMMENDATION:

Approve the submission of a transfer of funds request to move 20% (\$718,538) of Dislocated Worker program funds to the Adult program.

ITEM 4 - ACTION

APPROVAL TO SUBMIT AN EMPLOYMENT TRAINING PANEL APPLICATION FOR UPGRADE NURSING TRAINING

BACKGROUND:

The Sacramento Employment and Training Agency /SWCC staff have begun the development of a contract with the Employment Training Panel (ETP) to provide upgrade training to 80 frontline workers from Certified Nursing Assistant (CNA) to Licensed Vocational Nurse (LVN). The Agency will collaborate with the Grant Adult Education Community and Vocational Nursing Program. The Grant Adult Education Community and Vocational Nursing Program currently works with 27 employers that are requiring skills upgrading for their existing CNA staff.

SETA is currently the grant administrator for another ETP grant, collaborating with Tech Skills to provide training to 472 incumbent workers in information technology. SETA/SWCC will establish a similar relationship with the Grant Adult Education Community and Vocational Nursing Program for 80 frontline workers currently employed as CNAs in various healthcare facilities.

RECOMMENDATION:

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.

ITEM 5 - DISCUSSION

AD HOC EDUCATION COMMITTEE WORK PLAN

BACKGROUND:

At the November meeting, Sacramento Works approved the attached Education Policy. Board members and community partners supported a coordinated, integrated and inclusive approach to implementing the policy.

Currently there are two efforts underway that may impact the implementation of the education policy:

- The board of LEED Sacramento has been in the process of re-engineering their mission and will focus more on workforce development in the next year and
- The Partnership for Prosperity has published their foundations strategies for the Business Plan for the Sacramento Region, and have included “making sure all of the regional high school students are ready-for-school-ready-for-work”.

In an effort to be collaborative and support the efforts of the schools, LEED Sacramento and the Partnership for Prosperity, the Planning and Oversight Committee has been asked to review the policy, identify key stakeholders and potential collaborating partners, and identify the actions that Sacramento Works can take to support this effort.

Ad Hoc Education Committee Policy Statement

Revised October 25, 2005

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."

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 support training programs in critical industries by developing partnerships with business and labor that train workers for careers that exist in the region. The Board recognizes that all students will require programs teaching to high standards whether they pursue higher education or emerging careers. The Board will work to support curricula and the development of essential employability skills that produce young people educated to rigorous and relevant standards.

Plan of Action:

1. Meet with area superintendents to seek input on how the workforce system can support their efforts to prepare youth for success in further education, work and life. (County Superintendent of Schools - October 14, 2005)
2. Seek approval of Policy Statement and Action Plan by Sacramento Works, Inc. board (November 30, 2005)
3. Identify major collaborators in business, labor, education, and workforce development and conduct a Convergence to identify educational strategies that will result in workers prepared to meet the hiring demands of critical industries in the region
4. Support a regional business plan that integrates career technical preparation into the rigorous academic curriculum in elementary and secondary schools.
 - Conduct an environment scan
 - Focus on industries/occupations critical to the region
 - Align supply and demand
 - Focus on return on investment
 - Identify a regional approach to fund and coordinate resources to promote career technical education in the schools.

ITEM 6 - DISCUSSION

EVALUATION OF SACRAMENTO WORKS ONE STOP CAREER CENTER SYSTEM

BACKGROUND:

In March 2006, the Planning/Oversight Committee of Sacramento Works will begin developing recommendations on the resources allocations for Workforce Investment Act Adult and Dislocated Worker programs. The Resource Allocation Plan defines the activities that are funded with Workforce Investment Act funds. The current Resource Allocation is:

Activity	Recommendation for FY2006 % of Total Allocation	\$ WIA Available FY2006	\$ WIA Increase/ Decrease from last year
One Stop Services	39%	\$2,669,372	\$250,746
On-the-Job Training	13%	889,790	83,581
Scholarships/Workforce Skills Preparation	26%	1,779,581	167,164
Board Initiatives	3%	205,336	19,288
One-Stop Support	11.4%	780,278	73,295
Administration	7.6%	520,185	48,863
Totals	100%	\$6,844,542	\$642,937

The activities funded by the Resource Allocation Plan are provided by a combination of staff from the Sacramento Employment and Training Agency and service providers. The existing contracts include a provision which allows for annual extensions through June, 2008, based upon a performance evaluation and approval by the SETA Governing Board. The criteria for the performance evaluation is developed by Sacramento Works, Inc. It is the responsibility of the Planning/Oversight Committee to recommend the criteria used to evaluate performance of the Sacramento Works One Stop Career Center system to the full board.

In the past, the following performance criteria have been used to evaluate career centers and providers:

- Ability to recruit and enroll adults and dislocated workers/career center usage
- Ability to train and place workers in critical industries
- Services to special populations
- Entered employment rates
- Wage at placement
- Job retention rates
- Wage gain and wage replacement
- Customer satisfaction (employer and job seeker)
- Employment and credential rate

In this discussion, staff is requesting input from Planning/Oversight Committee regarding data, information and reports that they would like to use in evaluating the Sacramento Works One Stop Career Center system, and ideas for factors and weights to use when evaluating performance.

ITEM 7 – INFORMATION

SUBMISSION OF REGIONAL AND LOCAL INCENTIVE AWARD APPLICATION

BACKGROUND:

Under the WIA, states are required to reserve funds for incentive awards to Local Workforce Investment Areas (LWIA) for regional cooperation among local labor boards or local coordination of WIA activities, and for exemplary performance by LWIAs on meeting their local performance measure goals.

In December 2005, the California Workforce Investment Board (State Board) requested applications for the Workforce Investment Act Regional Cooperation or Local Coordination (RC/LC) incentive awards. Incentive awards for RC/LC efforts are for those efforts over and above the required WIA activities. The total funding available statewide for the RC/LC Incentive Award is \$420,000 and the maximum award level locally will be \$70,000.

The Workforce Investment Areas of Sacramento, Yolo, Golden Sierra and North Central Consortium, through a collaborative effort, submitted a grant application for the WIA Incentive Awards. The response to the incentive award proposed to re-innovate and advance an on-going regional collaborative. The goal is to reinvigorate the Regional Coordinating Council as the voice of the Workforce Development community, create a partnership with both education and economic development through the Partnership of Prosperity and develop a regional economic strategy. In addition to the on-going regional collaborative effort, the Coordinating Council will advance and develop a Success Skills Institute (SSI) for this region. The maximum award level of \$70,000 was requested.

SETA staff will be available to answer any questions the Committee might have concerning this item.