

## 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) 452-3601

### **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) 852-3608

### **SOUTH COUNTY**

8401 - A Gerber Road  
Sacramento, CA 95828  
(916) 525-4717

## Administrative Offices & Employer Services

925 Del Paso Blvd.  
Sacramento, CA 95815  
(916) 263-3800

Website: <http://www.seta.net>



## **SACRAMENTO WORKS, INC.**

### Executive Committee

**Date:** Monday, August 27, 2007

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

**Place:** Sacramento Employment & Training Agency  
Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

### AGENDA

1. Call to Order/Roll Call
2. Approval of the June 25, 2007 Minutes
3. Update on discussions of Board Development Committee
4. Approval of Draft Board Agreement
5. Adjournment

**COMMITTEE MEMBERS:** Kingman Tsang, Bill Camp, Michael Dourgarian, Mark Ingram, Matt Kelly, Gary King, Kathy Kossick, Elizabeth McClatchy, Kim Parker.

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 22, 2007**

**SACRAMENTO WORKS, INC.**  
**Executive Committee**  
Minutes/Synopsis

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

Monday, June 25, 2007  
4:00 p.m.

1. Call to Order/Roll Call: Mr. Ingram called the meeting to order at 4:10 p.m.

**Members Present:** Bill Camp, Mike Dourgarian, Matt Kelly, Kathy Kossick, Elizabeth McClatchy, Kingman Tsang

**Members Absent:** Gary King, Kim Parker

**Others Present:** Phil Cunningham, Robin Purdy, Bill Walker, Terri Carpenter

2. Approval of the May 22, 2007 Minutes

Moved/Kossick, second/Tsang, to approve the revision of the minutes by striking out the words "Joan Polster" and replacing with "Larry Buchanan" in bullet #4.

Voice Vote: Unanimous approval.

3. Approval to Increase Board Size

Ms. Kathy Kossick presented the new guidance on SB293 to increase labor seats to 15% of the Board's membership. Ms. Kossick stated that Anne Moore, Executive Director of SHRA had no issue if SHRA was removed from the board to reduce the number of public sector one-stop partners. SHRA would continue to be represented on the Sacramento Works Youth Council.

Robin Purdy stated that she had contacted the state for an interpretation of Section 121 of the Workforce Investment Act. State guidance has been received and is as follows:

"That in accordance with section 121 of the law, since there are currently no employment training activities carried out by the local office, you could fill this WIB slot with other representation." (It was mentioned that SB 293 requires an addition labor representative).

Also, you may wish to document in your WIB composition file, that even though there is a local HUD office, there are no employment training activities so there is no HUD representative on the WIB.

Staff are exploring whether SHRA can be eliminated as a required partner. Staff are also exploring reducing the number of Education seats to 3 instead of 4.

Staff presented two options:

Option 1		Option 2	
37	Members if education and SHRA are eliminated	38	Members if Ed or SHRA is eliminated
3	Additional Labor seats	4	Additional Labor seats
1	Additional private sector	3	Additional Private sector seats
41	Seats	45	Seats

Mark Ingram stated that his goal is to have:

1. complete representation from all sectors
2. as few members as possible to ensure quorum
3. integrity of representation

Moved/Camp, second/Dourgarian to recommend that full Board approve both options, with Option 1 being preferable, if the SHRA seat can be eliminated.

4. Report back from the Board Development Committee

Mr. Tsang reported on the efforts of the Board Development Committee. The four items mentioned from the board packet include:

- matrix
- introductory meetings
- standards/commitment
- recruitment/retention materials

Members discussed the goals of the committee, agreed to set up a buddy system to better integrate new members into the board. Ms. Terri Carpenter will be developing drafts for the members to review at their next meeting.

5. Discussion and review of the Sacramento Works, Inc. Board Initiative Funds

Ms. Terri Carpenter reviewed the funding summary for the Sacramento Works Board Initiative funds. The Board discussed allocating funds to board development and sponsorship of the Salute to Labor Event.

Moved/McClatchy, second/Camp, to approve \$157,300 of the Board Initiative funds for Employer Outreach activities. The Employer Outreach Committee will be reviewing the proposed detailed budget at their next meeting.

6. Adjournment: Meeting was adjourned at 5:10 p.m.

Workforce Investment Board-Sacramento County  
Sacramento Works, Inc.

**Board Agreement**

To: 2007/2008 Sacramento Works, Inc. Board Members

From: Mark Ingram, Chair  
2007/2008 Sacramento Works, Inc Board

**Introduction**

Sacramento Works, Inc. (the local Workforce Investment Board) is part of a national effort to eliminate the gap between the people who employ workers and the people who prepare and train workers for jobs by bringing together leaders from employer groups (chambers of commerce, organized labor, private businesses) and the worker preparation community (school districts, educational institutions, community-based organizations, private training providers.) Our goal is to ensure that the needs of both job seekers and employers are identified, and to develop policies and systems to satisfy those needs.

**Benefits from Serving on the Board**

Sacramento Works, Inc. board members do not receive compensation. Sacramento Works does reimburse for expenses related to the organization's mission, such as attendance at workforce development conferences. The primary benefits Board members receive consist of the following: an opportunity to help shape the workforce of the region; to interact with high level community leaders, both in the public and private sector; and, to be involved directly in the leadership of economic and workforce development activities in the region.

**Selecting Board Members**

As a community-wide organization, Sacramento Works, Inc. strives to have a Board that reflects the community. Sacramento Works, Inc. actively seeks Board members from throughout the Sacramento area, and seeks to have ethnic, gender, and geographic diversity and representation from a wide variety of business sectors and critical occupational clusters represented on the Board. Board members are expected to be active in the organization and to understand its operations.

**Time Commitment**

Serving on the Sacramento Works, Inc. Board will require a commitment of at least 25-35 hours per year in addition to attendance at an annual Board retreat. The time commitment includes:

1. Six bi-monthly Board meetings, held from 8:00 a.m. to 10 a.m.
2. 8-12 Committee meetings, which generally last less than two hours

### **Term of Office**

Board members serve a three-year term, and may serve a second term.

### **Board Responsibilities**

- Implement the Vision, Mission and Strategic Plan for the organization.
- Select the Sacramento Works, Inc., chair and participate in self-evaluation of the board.
- Approve and monitor the organization's programs and services.
- Engage in strategic planning.
- Select and orient new Board members.
- Enhance the organization's public image.
- Ensure effective Board and Committee communication.
- Assist with membership recruitment and retention, as needed.

### **Attendance and Punctuality**

- Attend Board meetings and designated committee meetings regularly.
- Be present at the scheduled beginning of meetings and remain until adjournment.
- Board and Committee Chairs should start and conclude meetings on time.
- The Chair will cancel any meeting when there is no substantive agenda.
- Each Board Committee determines its schedule.
- Committee meetings are announced through email and Board mailings.

### **Participation**

- Prepare for meetings by reviewing pre-meeting materials, and contact resource people as necessary for further information and opinions.
- Use our best thinking and sound judgment on substantive board issues. We should look for a candid expression of ideas and opinions among colleagues and respect each other's opinions on different points of view.
- The Board Chair and Executive Committee members should provide -friendly preparatory materials in advance of each meeting.
- Be prepared to tap into other resources available to use in order to carry out our Board Mission. Such resources might include professional networks, technical supports, corporate gifts, etc.

Thank you for your commitment of time and expertise.

Mark Ingram, 2007/2008 Sacramento Works, Inc. Chair

Print Name: \_\_\_\_\_

2007/2008 Sacramento Works Inc. Board Member

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Sacramento Works, Inc. Board Roles and Responsibilities**

### **Vision, Mission, Strategic Areas**

The Sacramento Works, Inc. areas of focus are:

- **Areas of Strategic Concern:**  
The Board must monitor and study the region's economy to accurately meet the demands of the labor market as it evolves. To work best, the WIB must have a good idea of the kinds of jobs in demand for the future and the numbers of workers needed. Ideally, the Board needs to know this information in advance to be able to devise appropriate training programs to meet the market demands.
- **Governing the Workforce Investment System**  
The Board has the authority and responsibility to implement the federal/state workforce system in the Sacramento area. To do this the board must conduct an on-going community-wide dialogue to formulate workforce policies for each of these areas.

### **The Board's Role in the Community**

- Identify key economic and workforce trends which will impact our community's economy.
- Engage experts in employment, training and education in an ongoing effort to better prepare the workforce for jobs created by the economy.
- Set policy for the workforce investment system.
- Recommend policy for workforce development groups that will assure proper infrastructure is in place for workforce training.
- Inform the community of the opportunities and advantages to be gained by participating in the workforce investment process.

### **Board Legal Status**

The Board of Sacramento Works, Inc. has been officially designated as the Workforce Investment Board for the Sacramento area under the provision of the federal "Workforce Investment Act of 1998". The authority to set policy for the area's workforce investment system is detailed in Section 117 of this statute ([www.usworkforce.org](http://www.usworkforce.org)). Sacramento Works, Inc. is a 501 (c) (3), not-for-profit, California corporation.

### **Board Relationship with Local Elected Officials**

The Governing Board of the Sacramento Employment and Training Agency (SETA) is the local body officially responsible for the Workforce Investment Act. The Governing Board has two members from the Sacramento City Council (Bonnie Pannell and Robbie

Waters) and two members from the Sacramento County Board of Supervisors (Don Nottoli and Jimmie Yee), as well as one public member (Sophia Scherman, currently on the Elk Grove City Council). The relationship between the Workforce Investment Board and the SETA Governing Board is explained in the WIB/LEO Operating Agreement, a copy of which is available in the orientation manual.

### **Member Liability**

State statute limits the personal liability of the members of government related and not-for-profit boards of directors. Additionally, the Board has an insurance policy in place covering the liability of Directors and Officers.