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SACRAMENTOWORKS

## Regular Meeting of the Sacramento Works Youth Council

**Date:** Wednesday, April 11, 2012

**Time:** 8:30 a.m.

**Location:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

### AGENDA

1. Call to Order/Roll Call  
➔ Welcome new members: Susan Wheeler and Zak Ford
2. Action Item: Approval of the January 11, 2012 Minutes
3. WIA Youth program overview – Review of WIA youth program elements, requirements and performance (supporting documents provided at the meeting)
4. Discussion Item: Plans for the future - Summer 2012 and proposed new initiatives
5. Adjournment

**Members:** Brian Broadway, Zak Ford, Matt Kelly, Daniel Koen, Philip Moore, Dennis Morin, Martha Penry, Deborah Portela, Maurice Read, Susan Wheeler, David Younger.

**Youth Advocates:** Tatiana DeLeon and Bunlong Hong

**DISTRIBUTION DATE: THURSDAY, APRIL 5, 2012**

**Regular Meeting of  
SACRAMENTO WORKS YOUTH COUNCIL  
Minutes**

SETA – Hillsdale Career Center  
5655 Hillsdale Blvd., Suite 9  
Sacramento, CA 95842

January 11, 2012  
8:30 a.m.

- I. **Call to Order/Roll Call:** Mr. Matt Kelly called the meeting to order at 8:30 a.m.

Members Present: Brian Broadway, Deborah Portela, Matt Kelly, Dennis Morin, Maurice Read, David Younger

Youth Advocates: Tatiana DeLeon (South County Career Center), Bunlong Hong (LaFamilia)

Member Absent: Daniel Koen, Philip Moore, Martha Penry

Others Present: Phil Cunningham, Robin Purdy, Christine Welsch, Becky Walton, Marty Araiza, Vickie, Bina Donde, Lauren Mechals, Paul Castro, Kathy Kossick.

Ms. Welsch stated that there were meetings with youth specialists and youth advocates in the Career Centers to choose representatives to sit on the Youth Council. Youth Advocates are young people that are former participants in a WIA or similar funded program. The position was created as a career pathway in the workforce development industry. The youth advocates are paid to be assistants to the Youth Specialists in the career centers 20-30 hours per week. The Youth Advocates present are two of the four that have been appointed by the SETA Governing Board on January 5, 2012. Ms. Welsch introduced Ms. DeLeon and Mr. Hong.

Ms. Welsch reported that there are two new adult youth council members recently appointed but not present: Ms. Martha Penry from the California School Employees Association, and Ms. Susan Wheeler from the Sacramento Municipal Utility District. They plan to join us at the next meeting.

2. **Action Item:** Approval of the November 9, 2011 Minutes

Minutes were reviewed; no questions or comments.

Moved/Younger, second/Morin, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

Tour of the Career Center - Ms. Welsch reminded the Youth Council that in past meetings, Youth Council members requested that meetings be held at the career centers. Ms. Julie Davis-Jaffe site supervisor for the Hillsdale Career Center was introduced and provided the members and guests a tour of the center. Ms. Davis-Jaffe stated that there is usually two to three staff on the floor at any time. There is 25 actual

staff at the career center. The Hillsdale Youth team was introduced. There are two AmeriCorps youth on the Hillsdale Youth team.

Meeting agenda continued: Mr. Kelly asked the two new Youth Advocate members to share their experiences with the youth program and career centers. Ms. Tatiana DeLeon is a college student. She has been working with the South County Career Center since she was 16 years old. A youth specialist encouraged her to apply to be a youth advocate. Tatiana has assisted with immigration paperwork and helped youth access services while working at the career center.

Mr. Bunlong Hong went to La Familia Counseling Center when he was in high school. He met with Vidal Gonzales who asked him about his goals. Mr. Hong then got a job at LaFamilia tutoring which he really enjoyed. Mr. Hong is working toward a degree in nutrition hoping to get a job in a hospital.

3. Discussion item: Review of Program Performance

Ms. Welsch distributed information on the universal youth performance. Youth Specialists are charged with working with any youth walking in the door; they provide a variety of services including resume preparation, workshops, and providing career counseling, and filling out college applications. The goal of each youth specialist is to serve at least 440 youth a year. The youth specialists are a result of a request from the youth clients. Additional information will be provided at the next meeting.

Citrus Heights, Galt and Urban League's numbers are low but staff is working with these career centers to make sure their data is being collected correctly. Ms. Welsch stated that staff is working to ensure the tracking of youth is being done. Ms. Portela stated that staff needs to be reminded that if the documentation is not written down that it did not happen.

The career centers receive this information regarding the activity report. The reports are released to the providers and they respond back to SETA administrative staff as to how they will correct their problems. Corrective action begins the end of the second quarter.

Ms. Becky Walton stated that it is part of the universal youth specialists job to track the numbers; they need to be reminded to do the tracking themselves. When Ms. Walton reminded the youth specialists that this is part of their jobs, the numbers went up.

Ms. Welsch distributed in-school/out-of-school activity report which includes data for young people that are case managed. The WIA Youth programs are required to have 100% enrollment by December 31. The current reports include the enrollment status of the individual providers. The providers are allowed a 15% deviation and if they are within that area, the providers will not receive a corrective action letter. Unless the enrollments improve corrective action letters will be sent to: California Indian Manpower, La Familia, and Elk Grove Unified School District.

In school providers – Ms. Welsch shared that it is not uncommon for providers to over enroll. There are no corrective action letters to be sent to the in-school providers. Work

experience is a required activity and required to provide tutoring or academic enrichment. The outcome data is not available until later in the fiscal year.

There are two new providers in out-of-school, one of the new providers California Indian Manpower did not understand the proper way of tracking the data; staff provides technical assistance to the providers to ensure the data is collected correctly.

Ms. Welsch stated that with the new Bamboo software, the data is “real-time” and is easily accessed; Ms. Welsch will provide an update on the performance at the next Youth Council meeting. However, the outcome performance is not available until the end of the third quarter.

Ms. DeLeon asked about programs that had their numbers that tended to be low, what has been done to improve the numbers to get programs to meet their goals? Ms. Welsch replied that staff takes a proactive approach first with a conversation with the provider. The youth staff provide technical assistance prior to the monitoring visit to see if the case management needs to be modified. If it is a question of enrolling or tracking, staff and the provider have to figure out the issue. If after conversation, technical assistance and monitoring visits the program fails to meet goals, a corrective action letter will be issued. The Youth Council has defunded previous programs for performance deficiencies. Staff wants to make sure the money is utilized to serve young people.

There are two additional Youth Advocates:

Narine Danoyan – Sacramento Chinese Community Services Center - Hillsdale

Emilia Grozav – Greater Sacramento Urban League Career Center

Mr. Kelly stated that he would not be at the March meeting.

4. Adjournment: The meeting was adjourned at 9:34 a.m.