

**WORKFORCE DEVELOPMENT  
BOARD MEMBERS**

**STACI ANDERSON**  
PRO Youth and Families

**EDWARD W. BAKER**  
Alto Ingredients, Inc.

**N. LISA CLAWSON – Secretary/Treasurer**  
Kaiser Permanente

**LYNN R. CONNER**  
Better Business Bureau

**RONALD J. ELLIS**  
2SS.com

**KEVIN FERREIRA**  
Sacramento Sierra's Building & Construction  
Trades Council

**KRISTIN GIBBONS**  
Department of Human Assistance

**TROY GIVANS**  
County of Sacramento, Economic Development

**DAVID W. GORDON**  
Sacramento County Office of Education

**MANDI HIGLEY**  
Tri-Tool, Inc.

**LYNN HOSOKAWA**  
Villara Building Systems

**LISA M. HUTCHINSON**  
DigiStream Investigations

**MICHAEL JASSO**  
City of Sacramento

**DENISE LEE**  
Sacramento Employment & Training Agency

**FRANK A. LOUIE**  
Sacramento Asian Chamber of Commerce

**JANET NEITZEL**  
Employment Development Department

**DR. JAMEY NYE**  
Los Rios Community College District

**ANDREA OLLANIK**  
Sacramento Metro Chamber of Commerce

**RONALD R. ORR, JR. – Vice Chair**  
VSP, Inc.

**SHARON O'SULLIVAN**  
California Department of Rehabilitation

**JOHNNY PEREZ**  
Clutch Contracts & Consulting

**KARL PINEO**  
Ironworkers Local 118

**LAURIE RODRIGUEZ**  
SMUD

**FABRIZIO SASSO**  
Sacramento Central Labor Council

**ANETTE SMITH – Chair**  
Roth Staffing Companies, L.P.

**DENISE TUGADE**  
SEIU – United Healthcare Workers.

**SHELLY VALENTON**  
Sacramento Regional Transit



**SACRAMENTOWORKS**

**SACRAMENTO WORKS, INC.**  
**Executive Committee**

**Date:** Monday, September 26, 2022

**Time:** 4:00 p.m.

**Location:**

<https://us02web.zoom.us/j/84548000235?pwd=TFdPSGR5SjVhT2swdnhYZ3JvUGpDdz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Works Executive Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/84548000235?pwd=TFdPSGR5SjVhT2swdnhYZ3JvUGpDdz09> Meeting ID: 845 4800 0235; Passcode: 236347. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone by dialing (for higher quality, dial a number based on your current location): One tap mobile: +16699006833,,84548000235# US (San Jose). Dial by your location + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/kbWOWPNTZ>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Executive Committee and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Committee shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. This document and other Committee 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**

1. Call to Order/Roll Call
2. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing (Legal Counsel)
3. Approval of Minutes of the July 25, 2022 and August 22, 2022 Regular Meetings

4. Discussion of Sacramento Works Board Action Plan
5. Review of the September 28, 2022 Sacramento Works Board Agenda
6. Adjournment

**COMMITTEE MEMBERS:** Lisa Clawson, Ron Ellis, David Gordon, Denise Lee, Dr. Jamey Nye, Ron Orr, Anette Smith

**DISTRIBUTION DATE: Monday, September 19, 2022**

Sacramento Works Executive Committee meeting hosted by:  
Anette Smith (Chair), Ron Orr (Vice Chair), Lisa Clawson (Secretary/Treasurer)

## ITEM 2- ACTION

### APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

#### BACKGROUND:

California Governor Gavin Newsom has issued long-existing state of emergency related to COVID-19, which remains in effect. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. In September 2021, the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Sacramento Works Executive Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in-person.
  - ii. State officials continue to recommend measures to promote social distancing.

PRESENTER: Legal Counsel

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

*(The minutes reflect the actual progression of the meeting.)*

**Location:** Meeting held electronically

Monday, July 25, 2022  
4:00 p.m.

1. **Call to Order/Roll Call**

Ms. Smith called the meeting to order at 4:01 p.m. The roll was called and a quorum was established.

Members Present: Lisa Clawson, Dr. Jamey Nye, Ron Orr, Ron Ellis, Anette Smith

Member Absent: Denise Lee, David Gordon

Others Present: Phil Cunningham, Roy Kim, Julie Davis-Jaffe, Michelle O'Camb

2. **Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing**

Moved/Ellis, second/Orr, to approve the Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

Roll call vote:

Aye: 5 (Clawson, Nye, Orr, Ellis, Smith)

Nay: 0

Abstention: 0

Absent: 2 (Lee, Gordon)

3. **Approval of Minutes of the June 27, 2022 Regular Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Clawson, second/Ellis, to approve the June 27 minutes as written.

Roll call vote:

Aye: 4 (Clawson, Nye, Ellis, Orr)

Nay: 0

Abstention: 1 (Smith)

Absent: 2 (Gordon, Lee)

4. **Discussion of Sacramento Works Board Action Plan**

Mr. Orr stated the Employer Outreach Committee met in a subcommittee that settled on a definition for quality jobs, based on the definition by San Diego. They approached the definition from an employer's stand point. Mr. Ellis gave the definition of a quality job as "A high-quality job is one that provides all the necessities, a path of opportunity and features that align well with the individual's and employer's goals and circumstances."

Mr. Ellis proposed changing the meeting time for the Board meetings. Mr. Cunningham suggested bringing it up under Board Member Reports.

5. **Review of the July 27, 2022 Sacramento Works Board Agenda**

Ms. Smith reviewed the Board packet.

Ms. Clawson suggested the two new Board members be introduced at the Board meeting.

Ms. Smith asked if the Board agenda feels stale. Ms. Clawson suggested putting it to the SETA team and Board.

Mr. Ellis suggested having special guest speakers at the Board meetings.

Ms. Smith gave an update on the recruitment process for the Executive Director position.

6. **Adjournment**: The meeting was adjourned at 4:23 p.m.

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

*(The minutes reflect the actual progression of the meeting.)*

**Location:** Meeting held electronically

Monday, August 22, 2022  
4:00 p.m.

1. **Call to Order/Roll Call**

Ms. Smith called the meeting to order at 4:10 p.m. A quorum was not reached; no action was taken.

Members Present: Dr. Jamey Nye, Ron Ellis, Anette Smith

Member Absent: Denise Lee, Lisa Clawson, Ron Orr, David Gordon

Others Present: Phil Cunningham, Roy Kim, Julie Davis-Jaffe, Michelle O'Camb, Lauren Mechals, William Walker

Ms. Smith suggested an invitation be extended to the SETA Governing Board for the September Sacramento Works Board meeting. Greater Sacramento Economic Council (GSEC) will be presenting on their digital upskills program at the September Board meeting. There will be SETA customer success stories presented as well. Concern was expressed on keeping the presentation narrative constructive. Ms. Smith would like to see a stronger working relationship between SETA and GSEC, and for SETA to have more control of their narrative. The committee reviewed the Planning/Oversight Committee's discussion on the Resource Allocation Plan and the pros and cons of significant changes.

2. **Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing:** No action taken

3. **Approval of Minutes of the July 25, 2022 Regular Meeting:** No action taken

4. **Discussion of Sacramento Works Board Action Plan:** No discussion

5. **Adjournment:** The meeting was adjourned at 4:28 p.m.

## ITEM 4 – ACTION/DISCUSSION

### DISCUSSION OF SACRAMENTO WORKS BOARD ACTION PLAN

#### BACKGROUND:

In late June, a survey was sent out to all Sacramento Works Board members requesting input on the top priority areas for the Sacramento Works Board to focus on in the coming year. Using the results of the survey, the Board engaged in two separate retreat sessions on October 6, 2021 and November 5, 2021.

At the November 17, 2021 Board Meeting, the Board approved the attached Sacramento Works Board Action Plan for 2022, and selected the following categories as the Board's priorities for 2022:

- Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable
- Develop and define quality jobs and livable wages in partnership with the business community

The Executive Committee met on January 24, 2022, and assigned specific action plan tasks to Committees. The assignments were approved by the full Board on January 26, 2022, and each Committee was asked to review the specific action plan tasks and provide feedback on tasks that fall within their respective areas.

In addition, the Board adopted as its top priority - ***develop a standardized definition of quality jobs and employers***, and requested that Committees discuss and respond with potential definitions. Attached is a summary of the Sacramento Works Board Action and recommended definitions from the Board's Committees.

At its February 28, 2022 meeting, the Executive Committee discussed the potential impact on customers with significant barriers to employment, and requested demographic data on participants served through the Job Center network. At its March 23, 2022 meeting, the Board reviewed demographic data for the most recent program year.

This item provides an opportunity for the Board to continue the discussion.

#### RECOMMENDATION:

Discuss the Sacramento Works Board Action Plan and take appropriate action.



## Sacramento Works Board Action Plan 2022

Develop a roadmap of programs to ensure equity and lead to quality jobs	Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable.	Develop and define quality jobs and livable wages in partnership with the business community.	Define set of data, goals, outcomes, and success stories that will consistently show ROI to the community	Seek strategic partnerships that provide targeted populations opportunities to quality jobs and expand and enhance Sac Works capacity.
Adopt Strategies for job readiness curriculum	Recruit members from high demand industries (BD)	Create a business support network (EO)	Research and develop Sacramento Works outcome dashboard	Connect with Sac County homeless leadership
Develop and deploy digital literacy training and tools	Increase program awareness of board members (EX/BD)	Explore possibility of investing in CRM or other tech to support business (PO/EO)	Improve our story telling capability	Implement an Aggie Square partnership
Replicate GSEC Coding Bootcamp	Initiate and complete board member composition review (BD)	Support COVID vaccine mandate deployment – Tabled	Develop and focus on job retention measurements	Coordinate strategic outreach to small and medium size businesses
Increase funding and access to OJT programs	Research and ID key industries for pipeline development (EX)	Pair Board members to program areas to leverage individual networks (ALL)	Develop and publish entry level job index	Create award program with Board initiative funds.
Develop and implement a turnkey internship program	Bring youth voice on the Board (YTH/EX/BD)	Adopt standard toolbox for wants and needs of employers (EO)		Build partnerships around specific projects.
ID and articulate career pathways specifically for youth	Hold summit of select public and private industries (EO)	Develop a standardized definition of “quality” jobs and employers (ALL) – Priority #1		
Coordinate internships leading to employment	Develop and complete entry level job index report (EO)	Develop a SETA Virtual Bootcamp for employers (EO)		
		Conduct and publish a private sector wage and benefit survey (EX/EO)		

NOTE: All Committees to review and provide feedback on tasks that fall within their respective areas.

## SACRAMENTO WORKS BOARD ACTION PLAN – SUMMARY OF COMMITTEE RECOMMENDATIONS ‘QUALITY JOBS’ DEFINITION

### Planning/Oversight Committee

- **Data** - Need to ensure that data is collectible/available to support the definition. CalJOBS contains demographic and outcomes data that is typically self-reported.
- **Factors** – Generally agree with factors identified in the State’s definition, with emphasis on wages, benefits, and worker voice. Los Rios applies an 80% of median wage standard to define “healthy” programs.
- **Customer-Centered** – Need a definition that considers the needs of customers and recognizes pathways to careers and self-sufficiency. Consider weighting factors and/or developing a tiered approach based on the needs/skill levels of customers.
- **Evolving** – To help clarify the definition, provide examples of specific cases that meet the definition, as well as examples of specific cases that do not meet the definition.
- **Research** – Explore other Workforce Development Areas that have developed similar definitions and identify best practices.

### Employer Outreach Committee

A high-quality job is one that provides all the necessities, a path of opportunity and features that align well with the individual’s and employer’s goals and circumstances.

### Youth Committee

- **Youth Voice/Inclusion** – Definition should include input from youth and the needs of youth.
- **Career Pathways** – Definition must allow for career pathways that account for youth skill development.
- **Nontraditional** – Definition should recognize nontraditional opportunities for youth, such as self-employment, internships, etc.