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SACRAMENTOWORKS

**SACRAMENTO WORKS, INC.
PLANNING/OVERSIGHT COMMITTEE**

Date: Wednesday, June 15, 2022

Time: 8:30 a.m.

Zoom Location:

<https://us02web.zoom.us/j/81285081364?pwd=QUEzbW83cFgxWkF4RGxoVUV5WV/kzdz09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Works Planning/Oversight Committee is conducting this meeting on Zoom at

<https://us02web.zoom.us/j/81285081364?pwd=QUEzbW83cFgxWkF4RGxoVUV5WV/kzdz09>

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,,81285081364# US (San Jose); Dial by your location: + 1 669 900 6833US

(San Jose). Find your local number: <https://us02web.zoom.us/j/81285081364?pwd=QUEzbW83cFgxWkF4RGxoVUV5WV/kzdz09>. Webinar ID: 812

8508 1364, Passcode: 223605. Members of the public are encouraged to participate in the

meeting by submitting written comments by email to: Monica.Newton@seta.net. Any

member of the public who wishes to speak directly to the board regarding any item on the

agenda may contact Monica Newton at (916) 263-3753, or 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 Planning/Oversight Committee and included in the record.

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.

AGENDA

1. Call to Order/Roll Call
2. **Action:** Approval of Findings and Authorization to Extend Use of Tele-conferencing 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
3. **Action:** Approval of the February 16, 2022 Minutes
4. **Action/Discussion:** Review of the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for Program Year (PY) 2022-2023 (Michelle O'Camb)

5. Adjournment

Planning/Oversight Committee Members: Dr. Jamey Nye (Chair), Lisa Clawson, Kristin Gibbons, Frank Louie, Sharon O'Sullivan, Karl Pineo, Anette Smith

DISTRIBUTION DATE: Wednesday, June 8, 2022

ITEM 2- ACTION

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 TOPROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has issued a 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 Committee 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, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Board meeting to be held by teleconference procedures consistent with AB 361, the Board must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

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

RECOMMENDATION:

Authorize the continued use of teleconferencing for Sacramento Works Planning/Oversight Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Board 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.
 - i. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

Planning/Oversight Committee
Minutes/Synopsis
(Minutes reflect the actual progression of the meeting.)

Meeting held electronically

Wednesday, February 16, 2022

1. Call to Order/Roll Call

The meeting was called to order at 8:33 a.m. The roll was called and a quorum was established.

Present: Matt Legé, Frank Louie, Sharon O’Sullivan, Dr. Jamey Nye

Absent: Lisa Clawson, Kristin Gibbons, Karl Pineo, Anette Smith

Others present: Phil Cunningham, Michelle O’Camb, Roy Kim, Ralph Giddings, Terri Carpenter, Monica Barber, Denise Lee, Ron Ellis, Roy Arimoto, Julie Davis-Jaffe,

Mr. Cunningham advised the 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 be combined with the approval of minutes to stay in compliance through the March 31, 2022 expiration.

2. Action: Approval of the September 15, 2021 Minutes

The minutes were reviewed; no questions or corrections.

Ms. Cunningham suggested to change this to a consent item and include the teleconferencing authorization in the motion for approval.

Moved/Lagé, second/Louie, to approve the September 15, 2021 minutes and the amended 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: 4 (Legé, Louie, O’Sullivan, Nye)

Nay: 0

Abstention: 0

Absent: 4 (Clawson, Gibbons, Pineo, Smith)

3. Action/Discussion: Sacramento Works Board Action Plan

Mr. Nye reviewed the action plan.

Mr. Kim reviewed the directive given at the last board meeting. The Executive Committee reviewed the list and recommended which committees should be responsible for each supporting goal. The primary goals were reviewed. The example definition of a quality job was reviewed.

Mr. Nye asked how the POC committee can best contribute.

Mr. Kim pointed out the priority goal of quality jobs is for all committees.

Mr. Lege asked what data do we have to help inform the definition. CalJobs has data. The general conversation is formed around workplace, pay, retirement, benefits, etc.

Mr. Nye commented at Los Rios the career education program goal is 80 percent of the state's median wage.

Mr. Louie asked if there are already state definitions? Could we adopt one?

Mr. Cunningham said SETA is the voice of the community. He suggested the committee input their view of what a quality job and then compare to what state definitions are out there. The role of the committee is to set the standard for the community.

Mr. Kim shared that the objective is to develop or define quality jobs; then decide on the application of the definition. We need to go beyond just establishing a definition.

Mr. Cunningham agreed. The definition could become a measurement tool in the future.

Mr. Kim responded to Mr. Lege's question about data. The Workforce Development Department gathers data on outcomes, there is good data from CalJobs too.

Mr. Louie suggested we build on the high road's definition.

Mr. Kim said based on the State's document there is no hard, numerical data in the definition.

Mr. Nye commented the State definition reads more like a mission statement.

Ms. O'Camb suggested we should keep in mind the populations we serve, such as homeless, English language learners, etc., so we do not leave them behind in the future.

Ms. O'Sullivan asked if the Workforce Development Department also gathers information if jobs are benefited.

Mr. Giddings answered we do, but it is self-reported and not specific.

Mr. Nye stated the reason why are we doing this is to drive action. What program areas should we invest in? Why do we have training when the job outcome may not pay as much; because it is part of the pathway? Self-sufficiency is different than employment; maybe we break it out to several areas; could help drive training.

Ms. Lee agreed, even if each committee has a beginning statement it could be flexible enough to use in different areas but ties it together as one vision.

Mr. Nye asked what areas do we want to focus on? Key areas and/or groups of clients.

Mr. Kim stated that over 90 percent of job center customers have one or more significant barrier(s) to employment. Staff would support a definition that would take into consideration the characteristics of the clients. We do not need to define every single population with a barrier. The Board's definition should take into consideration characteristics of clients and skill/career pathways.

Mr. Nye said if we take into consideration the characteristics of the customer and pathways, such as youth on public assistance, adults returning to work, etc., what are we preparing them for? What are we investing in? Youth for example – entry-level minimum wage jobs are common and provide the opportunity to learn skills.

Mr. Lege said there are some factors across the board. The factors are consistent but weighted different for the different groups. For example, retirement for youth is less important than for adults returning to work.

Ms. O'Camb said wages are up above minimum wage. Disabled and refugee programs are examples.

Mr. Lege said in a labor market shortage, where are we investing our dollars and helping them to get placed. We want to make sure the jobs are set in pathways to move forward.

Mr. Nye agreed. Wages, retirement, sick leave, etc., in some groups are a greater emphasis than others.

Mr. Kim commented that the Board and Executive Committee requested feedback; not necessarily a definition.

Ms. O’Camb asked if it would be worth it to put feelers out to other workforce boards to see if they have developed quality job definitions.

Mr. Frank Louie left the meeting at 9:00 a.m.

Mr. Cunningham said it would good to make it more of a tiered level definition.

Mr. Kim said moving forward in the discussion it would be beneficial if we use concrete examples, which is lacking in the state definition.

Mr. Nye suggested to also give examples of what we are trying to avoid.

4. Information: WIOA Performance Report

Mr. Ralph Giddings reviewed the AJCC summary report from 7/1-12/31/2021. New enrollments are 42 percent of total enrollments of 1,162.

Mr. Nye asked if anything stands out as poor performance.

Mr. Giddings answered no, we are slightly lower in new enrollments than previous years.

Mr. Nye asked are we seeing trends on who is seeking services? High touch clients?

Mr. Giddings said that is still the case. A large percentage of customers come with multiple barriers.

Mr. Kim reminded the committee of the COVID-19 backdrop; the Centers have done a great job to meet the needs and provide services.

Mr. Giddings looked at the number of enrollments; we have worked with other grants, which are not reflected on this report.

Mr. Nye asked what are next steps on what was discussed today? He would like to see specific examples of why we define something as a quality job.

5. Adjournment: The meeting adjourned at 9:08 a.m.

ITEM 4 - ACTION/DISCUSSION

REVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT
(WIOA) RESOURCE ALLOCATION PLAN FOR
PROGRAM YEAR (PY) 2022-2023

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how funds, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works Job Center System (SWJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

At the May 25, 2022, Sacramento Works Board Meeting, the Board approved a recommendation to maintain the current RAP categories and percentages as follows:

63.8%	Career Services
22.4%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
100%	Total

The Board Chair requested that the Planning/Oversight Committee review and discuss the approved RAP in detail, and return with any recommendations.

Subsequent to the Board approval of the RAP, SETA received its preliminary WIOA allocations for PY 2022-2023. The preliminary WIOA Adult and Dislocated Worker program is \$7,122,715, approximately 13 percent (\$813,318) higher than the PY 2021-2022 allocation of \$6,309,397. The approved RAP chart has been updated based on preliminary allocations and is attached for reference.

Additional data on the SWJC System will be provided at the meeting, and staff will be available to answer questions.

RECOMMENDATION:

Review and discuss the approved WIOA Resource Allocation Plan for 2022-2023, and take appropriate action.

Resource Allocation Plan for FY 2022-2023

Job Center Services Activities and Functions	Allocation % for Fiscal Year 2021-2022	Allocation % for Fiscal Year 2022 2023	WIOA Adult and Dislocated Worker Funding 2021-2022	WIOA Adult and Dislocated Worker Funding 2022-2023	Increase/ Decrease from last year
Career Services: Costs associated with outreach, intake, orientation, registration, eligibility determination, skill review, initial/vocational assessments, career planning/coaching, short-term pre-vocational services, workforce preparation activities, financial literacy, English language acquisition, referral/coordination, information workshops, labor market information, and technology resources. This activity also includes ongoing comprehensive casemanagement services, business services, and facilities/operational costs.	63.8%	63.8%	\$ 4,023,970	\$ 4,542,683	\$ 518,713
Training Services: Costs associated with customers in training activities, including Scholarships/Individual Training Accounts for occupational skills training, On-the-Job Training, pre-apprenticeship and apprenticeship, customized training, incumbent worker training, entrepreneurial training, job readiness training, and ongoing comprehensive case management services for customers in training activities.	22.4%	22.4%	\$ 1,414,730	\$ 1,597,097	\$ 182,367
Job Center Support: Program Monitoring and Quality Control; SacWorks support, Client tracking, reporting and follow-up; capacity building.	6.7%	6.7%	\$ 422,730	\$ 477,222	\$ 54,492
Administration: General Administration, HR, Payroll, Information Systems, Fiscal and Contracts.	5.6%	5.6%	\$ 353,326	\$ 398,872	\$ 45,546
Board Initiatives: Sacramento Works, Inc., Board initiatives, including employer outreach, research, and participation in workforce initiatives.	1.5%	1.5%	\$ 94,641	\$ 106,841	\$ 12,200
Total	100.02%	100.02%	\$ 6,309,397	\$ 7,122,715	\$ 813,318