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**SACRAMENTOWORKS**

## **Meeting of the Sacramento Works Youth Committee**

**Date:** Thursday, January 10, 2019

**Time:** 2:30 p.m.

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

### **AGENDA**

1. Call to Order/Roll Call
2. **ACTION:** Approval of the December 5, 2018 Minutes
3. Update on Youth Outreach/Scheduling of Youth Voice Sessions for Input on the WIOA Youth Program
4. Review of WIOA Youth Program RFP Planning Calendar – Public Input Meeting, January 10, 3:00 p.m. – 5:00 p.m.
5. Public Input
6. Adjournment

**Members:** David Gordon, Brandon Louie, Matt Perry, Laron Robinson, Jane Ross, Lorenda Sanchez, Susan Wheeler, Peter Tateishi

**DISTRIBUTION DATE: WEDNESDAY, JANUARY 2, 2019**

## SACRAMENTO WORKS YOUTH COMMITTEE

### Minutes

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

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

Wednesday, December 5, 2018  
8:30 a.m.

1. **Call to Order:** Mr. Gordon called the meeting to order at 8:33 a.m.

Members Present: David Gordon, Matt Perry, Jane Ross, Lorenda Sanchez, Laron Robinson (arrived at 8:35 a.m.) Susan Wheeler (arrived at 8:59 a.m.)

Members Absent: Peter Tateishi, Brandon Louie

Others Present: Terri Carpenter, Becky Hansen, Richard Thornhill, Phil Cunningham, Roy Kim, Janice Cartwright, Stacy Heu

2. **ACTION:** Approval of the September 5, 2018 Minutes

The minutes were reviewed; no questions or corrections.

Moved/Perry, second/Ross, to approve the September 5, 2018 minutes.

Roll call vote:

Aye: 4 (Gordon, Perry, Ross, Sanchez)

Nay: 0

Abstentions: 0

Absent: 4 (Louie, Robinson, Tateishi, Wheeler)

3. **Committee Member Update on WIOA Youth Program Visits**

Mr. Gordon asked for reports back from the center visits.

Ms. Ross visited the Elk Grove Unified School District; it was a great visit that lasted about an hour. Ms. Ross watched the leadership meeting; some of the youth participants were in school and others had already graduated. Most of the discussion was about the jobs the youth had and the challenges they were experiencing.

Ms. Sanchez reported that she did not visit a program.

Mr. Laron Robinson visited Goodwill Industries and attended a presentation, Money Matters. There were 10-12 youth present. It was a very informative program. They serve in-school and out-of-school youth. It was very impressive.

Dr. Perry reported that he visited three centers. He visited Folsom Cordova Community Partnership. It was a fantastic visit. It was amazing how well the center was set up for out-of-school youth. It's on the adult campus but they have their own area. There was a beehive of activity of community members coming in for help. Very competent community members were helping out; literally moms and grandmas were helping out. Dr. Perry got to meet all of their case managers. It was well done and everyone was engaged.

Dr. Perry also visited La Familia. They did a fantastic lesson on interviewing skills, first impressions, and it was packed with lots of food. It was a Friday afternoon and everyone was very engaged. Dr. Perry spoke of hearing one young lady who aspired to be a veterinarian; she had to clean the cages at a veterinarian's office and had hard a time deciding whether she wanted to do that. She finished her time at the office to ensure she had a positive outcome. There was a lot of positive energy.

Dr. Perry and Mr. Gordon went to the Sacramento Urban League and they were doing a session with in-school youth from Grant High School. It was a good session on preparing yourself, engaging the community, being motivated, and how to prepare for meeting people. They had a speaker who spoke of her experience losing her home due to financial issues; it was very inspirational. Mr. Gordon stated that the facilitation was very well done and the visit was very helpful to him.

4. **Update on Youth Outreach/Scheduling of Youth Voice Sessions for Input on the WIOA Youth Program**

Ms. Carpenter stated that Brandon Louie will be taking the lead on obtaining youth input in preparation of developing the RFP. The purpose is to outreach to young people to get input on what types of programs they would like to have. Ms. Carpenter and Mr. Louie met with Mutual Housing staff who will be reaching out to their housing communities that have 16-24-year-old youth. They will coordinate a session for the youth and Mr. Louie will facilitate that. The meeting will be in early January at Mutual Housing Assistance. One suggestion is to have a subcommittee of the Youth Committee specifically for youth and meet at a time when young people are available to meet. Staff also reached out to the City of Sacramento Youth Commission to set up a meeting. Another element is to send out an electronic survey to participants over the last three years to get input on their experience with the WIOA Youth program. The public input meeting will definitely be sourcing a number of organizations to get input on youth issues. January 10 is the public input meeting for the RFP process. It was determined by the committee to hold the Public Input meeting from 3:00 pm to 5:00 pm so that youth can attend the meeting.

5. **Update on WIOA Youth Program Provider Enrollments**

Ms. Becky Hansen distributed a report with the currently contracted youth numbers for program year 2018-19. Ms. Hansen reviewed the enrollment as of November 30, 2018. Ms. Carpenter stated that this is part of the performance information on how programs are performing. In addition to giving enrollment numbers, our IT person is working to provide real-time information on services provided to each individual person enrolled in the program.

Ms. Wheeler arrived at 8:59 a.m.

Dr. Perry asked if the numbers behind this report are off or is this normal? Ms. Carpenter replied she was surprised that there are some providers that are not further along. Elk Grove and Folsom Cordova are on track. This year the deadline for enrollment was changed from March 31 to January 31 to ensure the youth are receiving enough services.

Ms. Hansen stated that there has been a lot of staff turnover in eight of the ten programs this year. Providers have not had staff to serve the youth clients due to the staff turnover.

Ms. Ross asked what happens when the programs meet their numbers; what do they do and do they still serve the youth? Ms. Carpenter replied that they refer out to other service providers.

Mr. Gordon said that if this is a recurring pattern, maybe have service providers come to speak about what is going on with the delay in enrollments. What is in the way for getting youth enrolled? Maybe we need new providers that can provide the services better.

Ms. Carpenter stated that providers are brought in every quarter to talk about challenges and even the staff are telling SETA staff that one of the biggest issues is the staff turnover.

Mr. Gordon said that if recruiting is the issue, maybe have a group specifically charged with recruiting kids.

Ms. Wheeler reported that she visited the City of Sacramento youth program. They did not have that many attendees but those attending were engaged. She was impressed with the trainings they had.

## **6. Review of WIOA Youth Program Draft RFP Planning Calendar**

Ms. Carpenter reviewed the draft planning calendar. A public input meeting will be held Thursday, January 10, 2019. A public notice will be placed in the Sacramento Bee and will be sent to 100+ organizations. The plan is to have new input on things that we should do differently, as well as suggestions on program change. The afternoon was chosen as it is probably better to get youth input.

Ms. Carpenter asked Youth Committee members to consider reading and scoring proposals. She will be seeking participants after the March 21 deadline.

Dr. Perry stated that at the last meeting, there was discussion of youth not wanting a year-long program, especially probation youth. How do we engage those youth? How do we build services for that population into the RFP? How do we serve the most at need youth when they need to work and still need training?

Dr. Perry suggested a program to capture the probation youth that want to work full time; maybe they can meet in the evenings or have services provided on a Saturday. He suggested that perhaps a service provider can come up with something innovative to serve this population.

Mr. Gordon stated that if the Youth Committee is going to make major changes in the RFP, we ought to be able to tell the board so they are comfortable with what is delegated. It is important to be transparent. Mr. Gordon suggested an item included in the Sacramento Works board packet regarding changes to the Youth RFP.

Ms. Carpenter said that because 75% of funds go to out-of-school services, she requested input from the committee: should we continue to serve in-school youth since it is only 25% of the funding or can the funding be transferred to out-of-school youth? Ms. Carpenter replied that SETA is one of a few workforce areas that provide services to in-school youth. Dr. Perry does not want to lose the toe-hold of youth in-school; there is potential to knock the in-school program out of the park. Ms. Carpenter reported that the community is reaching out and telling us that new organizations need to be given an opportunity.

Mr. Thornhill stated that one of EDD's new initiatives is to go into all of the high schools and meet with the career counselors to find out what their needs are. They like people from the outside coming in to provide services to the youth in-school.

Ms. Carpenter stated that there are 10 local ZIP codes that are high poverty zones and the youth in those ZIP codes are automatically eligible for services.

Mr. Gordon stated that if we fund new youth providers, some of the previously funded providers may not be funded due to the amount of funding available.

## 7. Discussion of Draft Measures to Achieve Youth Committee Goals

Ms. Carpenter distributed a chart with the Youth Committee Goals. The goals on the left were approved at the last meeting. The committee came up with ideas of

how the goals are measured. The measurements were reviewed and some modifications were made.

8. **Public Input:** The next meeting is January 10, 2019, 3:00 pm -5:00 p.m. which is also the public input meeting. Ms. Kossick suggested that the Youth Committee meet at 2:30 p.m. prior to the Public Input Meeting beginning at 3:00 pm. The Committee agreed.
9. **Adjournment:** The meeting was adjourned at 10:02 a.m.

**Sacramento Employment and Training Agency/ Sacramento Works, Inc.**

**Workforce Innovation and Opportunity Act (WIOA) Title I, Youth Program**

**Program Year 2019 - 2020**

**PLANNING CALENDAR**

(Dates and Times are subject to change)

<b>DATE</b>	<b>EVENT</b>
<b>Thursday, January 10, 2019 3:00 pm – 5:00 pm</b>	<b>Sacramento Works Youth Committee &amp; Public Input Meeting - WIOA youth services</b>
Wednesday, January 23, 2019 (8:00 a.m.)	Sacramento Works, Inc. Authorizes the Youth Committee to Review/Approve the Release of Request for Proposals
Wednesday, February 6, 2019 (8:30 a.m.)	Sacramento Works Youth Committee Reviews/Approves Request for Proposals
Thursday, February 7, 2019 (10:00 a.m.)	Governing Board Reviews Approves Release of Request for Proposals
<b>Friday February 8, 2019</b>	<b>Release of Request for Proposals</b>
Thursday, February 14, 2019 (9:30 a.m.)	Bidders Conference
Thursday, February 28, 2019 (4:00 p.m.)	Pre-qualification Requirements Due at SETA
Thursday, March 21, 2019 (4:00 p.m.)	<b>Proposals Due at SETA</b>
Friday, April 26, 2019	Publish Staff Recommendations
Wednesday, May 1, 2019 (8:30 a.m.)	Presentations of Bidders to the Sacramento Works Youth Committee. Youth Committee reviews the Staff recommendation and makes funding recommendation to Sacramento Works, Inc.
Wednesday, May 22, 2019 (8:00 a.m.)	Sacramento Works, Inc. Review/Approves Youth Committee Recommendation
Thursday, June 6, 2019 (10:00 a.m.)	Governing Board Reviews Sacramento Works, Inc. Decisions and Agrees
<b>July 1, 2019</b>	<b>Program Year Begins</b>

*All meetings will be held at the SETA offices, 925 Del Paso Blvd. Sacramento, CA 95815*