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7640 Greenback Lane
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7000 Franklin Blvd., Ste. 540
Sacramento, CA 95823
(916) 262-3200

GALT

1000 C Street, Suite 100
Galt, CA 95632
(209) 744-7702

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5655 Hilldale Blvd., Ste. 8
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2901 50th Street
Sacramento, CA 95817
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10638 Schirra Avenue
Mather, CA 95655
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RANCHO CORDOVA

10665 Coloma Rd., Ste. 200
Rancho Cordova, CA 95670
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SOUTH COUNTY

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Sacramento, CA 95828
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Administrative Offices & Employer Services

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

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



REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD

DATE: Wednesday, July 28, 2004

TIME: 8:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, California

While the Sacramento Works, Inc. Board welcomes and encourages participation in the Sacramento Works, Inc. meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Sacramento Works, Inc. Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Sacramento Works, Inc. Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

A G E N D A

- I. **Call to Order/Roll Call**
- II. **Consent Items**
 - A. Approval of Minutes of the May 26, 2004 meeting
 - B. Approval of Merger of Planning/Oversight Committee and One Stop Evaluation Committee into one new Ad Hoc Committee and appointment of Chairperson of the new committee
- III. **Action Items**
 - A. Approval to Endorse the Construction Business Planning Process (*GOAL 1 – Train Workers for Critical Industries*)

- B. Approval of Board Initiative Recommendations from the Employer Outreach Committee (*GOAL 3: A Workforce that Creates, Attracts, and Sustains Higher paying Jobs*)
- C. Approval of Workforce Investment Act Local Plan Modification, Fiscal Year 2005 (*GOAL 3: A Workforce that Creates, Attracts, and Sustains Higher paying Jobs*)

IV. Information Items

- 1. Executive Summary of the Caregiver Training Initiative Final Process and Outcome Evaluation Report (Cindy Sherwood-Green)
- 2. Presentation of the 2004/2005 Regional Healthcare Careers Study (John Harden)
- 3. Committee Update
 - Youth Council
- 4. Exemplary Performance Award (Kathy Kossick)
- 5. Summary of Workers Compensation Claims Examiner's Project (William Walker)
- 6. Outstanding Achievement Award for Mark Sanders Career Center (Elvina Carrington and Patricia Espinosa)
- 7. Report on Employer/Employee Dislocations (William Walker)

V. Other Reports

- 1. Chair
- 2. Counsel
- 3. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, JULY 21, 2004

Role of Sacramento Works, Inc., the Local Workforce Investment Board

Sacramento Works, Inc., the local Workforce Investment Board is a 37-member board charged with providing policy, planning and oversight for local workforce development initiatives.

Vision:

Jobs for People and People for Jobs

Mission:

Sacramento Works unites business, education and public agencies to assure qualified and trained workers are available to meet the needs of the region's economy.



Priority Goals

GOAL 1 – Train Workers for Critical Industries

The Board will take a proactive role in engaging the business community by assessing the regional labor market, identifying critical industries, and developing a plan to train workers for critical industries.

GOAL 2 – Develop a Private-sector Driven Initiative to Increase Employer Involvement and Satisfaction

The Board will increase employer involvement and satisfaction with the workforce system by developing a comprehensive business led employer outreach and marketing plan and measuring employer customer satisfaction coordinated by engaging the business community, labor, educators and workforce professionals by focusing attention and resources on minimizing barriers to employment (literacy, childcare, transportation, and housing), promoting career ladders, and preparing a workforce that creates, attracts, and sustains higher paying jobs.

GOAL 3 – A Workforce that Creates, Attracts, and Sustains Higher paying Jobs

The workforce system will become more visible, accessible and better coordinated by engaging the business community, labor, educators and workforce professionals by focusing attention and resources on minimizing barriers to employment (literacy, childcare, transportation, and housing), promoting career ladders, and preparing a workforce that creates, attracts, and sustains higher paying jobs.

GOAL 4 – Prepare Youth to Compete in the Local Economy

The Board will ensure that local youth are prepared to compete in the local economy by supporting education, employer and community partners to ensure that all K-12 students have a quality education and an introduction to the world of work.

GOAL 5 – Evaluate and Improve the One-Stop System

The Board will evaluate the one stop system and make recommendations to continuously improve the system to make it more effective, efficient and relevant to current and future needs of employers.

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MAY 26, 2004 REGULAR BOARD MEETING

BACKGROUND:

Attached are the minutes of the May 26, 2004 Sacramento Works, Inc. Board meeting for your review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD
Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, California

Wednesday, May 26, 2004
8:00 a.m.

I. Call to Order/Roll Call: Mr. Dourgarian called the meeting to order at 8:05 a.m.

Members Present: Sharon Anderson, Dr. Larry Buchanan, Bill Camp, Joan Dailey Polster, Rick Dibble, Michael Dourgarian, Barbara Hayes, Frank Hurtarte, Mark Ingram, Matt Kelly, John Koogler, Kathy Kossick, James Lambert, Matt Mahood, James Pardun, Kim Parker, Bruce Parks, Deborah Portela, Jane Rasmussen, Francisco Rodriguez, Lorenda Sanchez, Larry Suddjian, William Warwick.

Members Absent: Mark Erlichman, Peter Gregerson, Gerry Lawrence, Elizabeth McClatchy, Dave Miller, Anne Moore, Jack Padley, Maurice Read, Clayton Thomas, Kingman Tsang.

- ◆ Quarterly Economic Briefing: Mr. Ryan Sharp presented current regional employment trends. The employment growth is due to the construction and services industries but is mitigated by the loss of jobs in government. Sacramento is in third place in terms of employment growth rates in major California cities. The central California valley has had a huge increase in population over the past four years.

Employment and business growth is driven by construction and services related sectors. Sacramento is specialized in many high level occupations that may serve as advantages in attracting business and investment into the region.

Mr. Sharp stated that the region needs a better understanding of ways to measure the workforce quality.

II. Consent Item

A. Approval of Minutes of the March 24, 2004 Meeting

Minutes were reviewed; there were no questions or comments.

Moved/Camp, second/Kossick, to approve the March 24, 2004 minutes as distributed.

Voice Vote: Unanimous approval.

III. Action Items

A. Approval to Extend WIA Title I Youth Programs for an Additional One Year Term

Ms. Christine Welsch reviewed this item. The Youth Council implemented a new collaborative approach to provide services to the youth of Sacramento. This program would provide additional services to youth by spreading out the funds. The Youth Council had a retreat in October and in December and it was decided to continue with the collaborative approach.

Ms. Welsch reviewed the various programs that are being offered throughout the region. Ms. Welsch reviewed the recommended funding extensions and stated that the Youth services providers are doing an excellent job in collaborating and providing the services to Sacramento's youth.

Mr. Cunningham reminded board members that anyone employed by any of the agencies or lead agencies should not participate in the discussion and the vote.

Ms. Joan Dailey Polster and Dr. Larry Buchanan refrained from discussion and will abstain from voting.

Moved/Camp, second/Lambert, to approve staff recommendation for funding of the WIA, Title I Youth Program, FY 2004-2005. The funding extension recommendations are subject to satisfactory performance reviews.

Roll Call Vote: Aye: 21, Nay: 0, Abstentions: 2 (Buchanan and Dailey Polster)

B. Approval to Continue Funding the Youth Development and Crime Prevention Program with WIA Title I Youth Funds

Ms. Christine Welsch reviewed this item. This program assists youth that have been involved in the criminal justice system. Youth mentors assist the youth participants in navigating the mental health system. Staff is requesting that this program continue utilizing WIA funds. Two programs have provided services: Sacramento Chinese Community Service Center and SETA. Services are being provided at Hillsdale and Franklin Career Centers.

There were some youth participants at the Youth Council that gave presentations. This program works with youth ages from 12-21 years of age and it a three-year program. The youth are tracked one year after the program. There has only been a 10% recidivism rate for the youth that have participated in this program.

Dr. Buchanan stated that he had a conflict on this item and would abstain from discussion and voting.

Mr. Warwick spoke of his impression of the young people that provided a presentation at the Youth Council.

Moved/Kelly, second/Rodriguez, to approve funding the Youth Development and Crime Prevention program with WIA Title I Youth Funds in the amount of \$113,370 to the Sacramento Chinese Community Service Center.

Roll Call: Aye: 22, Nay: 0, Abstention: 1 (Buchanan)

- C. Approval of Allocation of WIA Youth Funds to Support Summer Jobs for Youth: No action needed on this item.
- D. Approval of Process to Identify Fiscal Year 2004-2005 Board Initiatives: No action needed on this item.
- E. Approval to Submit a Proposal for High Tech Training to the California Employment Training Panel (ETP)

Mr. Dourgarian left the room during the discussion of this item.

Mr. William Walker reviewed this item. Mr. David Vice provided input on the Tech Skills that provide services in technical and medical administration training. Eighty percent of the training that has occurred happened in 2004. Mr. Vice stated that there is a strong demand for their trainees.

In this particular contract there must be proof that the employers will be retained in their jobs for at least 90 days afterward after the training is completed.

Moved/Dailey Polster, second/Portela, to approve the submittal of a proposal to train 565 incumbent workers in basic and advanced high technology training through Tech Skills to the California Employment Training Panel.

Voice Vote: Unanimous approval with one abstention (Lambert).

IV. Information Items

- 1. Discussion: Current Issues with Vocational Education

Mr. Glen White from Sacramento City Unified School District's Vocational Education program was introduced. Mr. White showed a video about the various opportunities available through ROP. There have been over 200 partnerships with local businesses that invite students to their businesses. Some provide internships and assist to mentor students.

Dr. Larry Buchanan spoke of the vocational programs in Grant Joint Union High School District. There are several streams of funding that assist the District to provide vocational education. The soft skills need to be a part of every school's curriculum. He stated that there needs to be a real-time relationship between

the business and industry in order to make the connection with the youth. There is a maritime model that they work with to prepare staff to work with the Navy.

Mr. Camp asked for a letter to the board of trustees of Sacramento City USD and Grant Joint Unified School District congratulating them in taking up career preparation for the students. Mr. Camp also asked that staff inquire about Elk Grove and San Juan to see if they are preparing kids for work.

Mr. Suddjian inquired whether open shop companies are also invited to participate; Dr. Buchanan replied that all companies are welcome. There cannot be any conflict between the open shops and labor shops.

2. Committee Updates

- Employer Outreach Committee: Ms. Terri Carpenter reviewed the recent accomplishments of the Employer Outreach Committee. The web site has been updated and the first of six ads have been started in the Business Journal. The remainder of the placements will focus on critical industries. Ms. Carpenter reviewed the web site and showed a copy of the e-news which is linked with the Sacramento Metro Chamber.
- Planning/Oversight Committee: Mr. Suddjian stated that this committee will meet June 23 at 3:30 p.m. The committee will be reconstituted with himself as chair. Mr. Suddjian asked that anyone interested in being on the committee contact him or staff.
- Youth Council: No additional report.

3. Report on Employer/Employee Dislocations: No additional comments.

4. Report on Youth Construction Awareness Fair, the Sacramento Builder's Exchange Design/Build Competition, and Sacramento Works for Women: Construction Apprenticeship Conference for Women

Mr. Matt Kelly spoke of the Youth Construction Awareness Fair. Mr. Lambert sponsored the Sacramento Builder's Exchange Design Build. Over 264 people participating in this program.

V. Other Reports

1. Chair: No report.
2. Counsel: No report.
3. Public Participation: No comments.

VI. Adjournment: The meeting was adjourned at 10:03 a.m.

ITEM II-B - CONSENT

APPROVAL OF MERGER OF PLANNING/OVERSIGHT COMMITTEE AND ONE STOP EVALUATION COMMITTEE INTO ONE NEW AD HOC COMMITTEE AND APPOINTMENT OF CHAIRPERSON OF THE NEW COMMITTEE

BACKGROUND:

At its May 26, 2004 Board meeting the Board discussed the possibility of merging the Planning/Oversight Committee and the One Stop Evaluation Committee into one new ad hoc committee.

The Executive Committee and the Chairs of the two respective Committees are now recommending that such action be taken. Specifically they are recommending that the two existing committees, the Planning/Oversight Committee and the One Stop Evaluation Committee, as presently constituted be dissolved and their members thanked and excused from further service on those two committees effective on the adoption of this action. Further, the recommendation is to appoint a new ad hoc committee pursuant to the provisions of Article V, Section 5.02 of the Board Bylaws, to be called the Planning/Oversight Combined Committee and to appoint a new chairperson who is authorized to appoint the members of this committee without Board ratification.

Section 5.02 of the bylaws provides that the Chairperson of the Board shall appoint committee chairs, subject to ratification by the full Board. Section 5.02 further provides that if the resolution creating the new committee so provides then the Chair of the new committee may be authorized to determine the size of the new committee and to appoint the members of the new committee from among the members of the Board, without Board ratification.

RECOMMENDATION:

In the interests of time and efficiency the Executive Committee and Chairs of the Planning/Oversight and One Stop Evaluation Committees are recommending that the current Planning/Oversight Committee and the current One Stop Evaluation Committee be dissolved upon adoption of this motion, and further that a new ad hoc committee, to be known as the Planning/Oversight Combined Committee be formed, and that Mr. Lawrence Suddjian be appointed its first Chair, and further Mr. Suddjian be empowered to determine the size of this new committee and to appoint its first members without further Board ratification.

ITEM III-A - ACTION

APPROVAL TO ENDORSE THE CONSTRUCTION BUSINESS PLANNING PROCESS

BACKGROUND:

In an effort to provide youth and adults meaningful career opportunities and to lessen the immediate and long-term construction workforce shortages, the Construction and Design Consortium created the Business Plan initiative. The Construction and Design Consortium is coordinated by LEED, Sacramento. Doug Urbick, President of Teichert Construction is the Chair and membership on the consortium includes education (high school, community college, and community-based organizations), public agencies representing workforce development and transportation, business associations representing the construction and building industries, employers representing road and highway construction, residential construction and commercial construction, and labor.

On June 23, Mr. Urbick presented the plan to the Sacramento Works, Inc. Planning/Oversight Committee. Main objectives of the Plan include:

- Create a pipeline for job seekers to access construction jobs in the Sacramento Region.
- Expand a construction workforce development system that can be replicated across the state
- Decrease job attrition rates and lower the average age of entry level construction workers
- Increase high school graduation rates for youth enrolled in construction and design programs

SETA and Sacramento Works, Inc. are represented on the Construction and Design Consortium and staff has been involved in the planning meetings which resulted in the development of the Business Plan. As a supporter of the Business Plan initiative, SETA and Sacramento Works, Inc. will receive updates on the planning progress, recognition on all printed Business Plan materials, and recognition on the LEED website and newsletter. In addition, the customers of the Sacramento Works One Stop Career Center will be able to access pre-apprenticeship and pre-apprenticeship training programs and jobs in the construction industry.

RECOMMENDATION:

The Construction and Design Consortium is raising \$100,000 to complete and implement the plan. Funds have been committed by Teichert Construction, the Building Industry Association of Superior California and the Association of General Contractors. The Construction and Design Consortium is requesting an endorsement of the plan and a commitment of \$15,000 from Sacramento Works, Inc. for development and implementation of the Business Plan. On June 23, 2004, the Planning Committee voted to recommend endorsing the Construction Business Plan. Attached you will find a

copy of the Business Plan initiative. In Item III-B of this board packet, the Employer Outreach Committee is recommending \$15,000 of board initiative funds for this effort.

Construction Consortium Business Plan

Situation: The Construction Cluster has an opportunity to increase the level of cooperation amongst the employment and training community to recruit, train, and place qualified applicants who meet the needs of construction employers. In order to take advantage of this opportunity, a Business Plan to develop this construction employment and training system is needed as a basis for seeking sufficient resources necessary to develop this system.

Proposal: LEED proposes to work with its community, education, and business partners to develop a five year business plan as a basis for further joint action on the part of the region.

Business Plan Contents: The following is the outline of the proposed plan:

A. Background

1. LEED

- Geography
- Membership
- Activities

2. History of Consortium

Beginning

Accomplishments

3. Construction Training Development System

- Flow Chart
- Labor Flow
- Information and Training Phases
 - Pre-K
 - K-6
 - 7-9
 - 10-12 (including articulated post secondary programs)
 - Public and Private Colleges/Universities/Community Colleges/Apprenticeship/ROP/Adult Education/Job Corps/NCCT (Certificate-Degree)

B. Coalition Mission and Purpose

C. Goals and Objectives

1. Promotion & Education: Encourage acceptance and participation through education and information presentations, materials, and events directed to students, parents, and potential applicants.

- K-6

- Middle School
 - 9-12
 - Out of School Youth
 - Non-Traditional Promotion
 - Educate Federal and State Legislature, Department Staff, & other stakeholders.
 - Website with links.
 - Master Calendar of Events
 - Geographic map of the training and placement sites
- 2. Assessment & Placement (include map of placement sites):** Develop a focused recruitment and placement system which matches qualified applicants with vacancies in the construction industry.
- Project Pipeline
 - Construction Job Bank
 - Construction Training Bank
 - LEED Assessment System Adoption
 - Job/Career Fairs
 - Recruitment outside of the area
- 3. Career/Job Training (include map of training sites):** Develop a regional education and training system which produces a qualified labor pool sufficient to meet the employment needs of the construction industry by negotiating with each training provider and determining what their interest and commitment is in participating in this effort.
- Sacramento City USD
 - SCOE Charter/ROP
 - Natomas
 - Grant
 - San Juan
 - Elk Grove
 - Washington
 - Folsom-Cordova
 - Other Districts
 - Public and Private Colleges/Universities/Community Colleges/Apprenticeship/ ROP/Adult Education/Job Corps/NCCT (Certificate-Degree)
 - Retraining-Ongoing, After Job Training
- 4. Staff Training:** Develop a variety of training programs and events that properly prepare the various people involved in education, training, and placement of people into construction positions.
- 4.1 Academic Teacher Training
 - 4.2 Construction Teacher Training
 - 4.3 Mentor & Intern Supervisor training

- 4.4 Job Developer, Career Counselor, and Employment Counselor Training
- 4.5 Youth Worker Training

5. Curriculum Development: Utilizing the technical assistance of the construction industry, develop a variety of courses, after-school activities, and learning modules that successfully meet the various educational standards of the state and federal government and meet the employment needs of the construction industry.

- 5.1 Construction Curriculum Development
- 5.2 Lesson and exercise development for elementary, middle and high school
- 5.3 After-school program development
- 5.4 Internship and tutor curriculum.
- 5.5 Retraining-ongoing training, after Job Training curriculum

6. Resource Development: Develop the resources necessary to implement the business plan.

- 6.1 Federal and State Grants procurement
- 6.2 Direct Giving Campaign
- 6.3 Loans and Capitol Improvements

7. Data Collection and Reporting: Develop an internet based data collection and reporting system that allows various partners to communicate and document services provided and receive timely reports on results.

8. Program Monitoring, Evaluation, and Re-planning: Develop a communication and problem solving system that enables the partners to identify successes and solve problems using the data developed in 7.

D. Statement of Work

1. Phase I: Startup:

- 1.1. Negotiate agreements, identify staff, and resources
- 1.2. Educate staff into plan and review implementation steps
- 1.3. Firm up timelines, deliverables, and budgets

2. Phase II: Year 1 implementation

- 2.1. Promotion
- 2.2. Placement
- 2.3. Career Job Training
- 2.4. Staff Development
- 2.5. Curriculum Development
- 2.6. Resource Development
- 2.7. Data Collection and Reporting
- 2.8. Program Monitoring, Evaluation, and Re-planning

3. Phase III: Year 2 & 3 Implementation

- 3.1. Promotion

- 3.2. Placement
- 3.3. Career Job Training
- 3.4. Staff Development
- 3.5. Curriculum Development
- 3.6. Resource Development
- 3.7. Data Collection and Reporting
- 3.8. Program Monitoring, Evaluation, and Re-planning

4. Phase IV: Year 4 & 5 Implementation

- 4.1. Promotion
- 4.2. Placement
- 4.3. Career Job Training
- 4.4. Staff Development
- 4.5. Curriculum Development
- 4.6. Resource Development
- 4.7. Data Collection and Reporting
- 4.8. Program Monitoring, Evaluation, and Re-planning

E. Structure

1. Organization Chart

2. Position Descriptions: (Note: Especially in the beginning it is not expected that these positions would be “full-time.” It is important to note that these positions represent the different skill sets required to accomplish the task.)

- 2.1. Project Director
- 2.2. Event Coordinator
- 2.3. Speaker Coordinator
- 2.4. Public Relations
- 2.5. Personnel Recruiter
- 2.6. Staff Trainer
- 2.7. Curriculum Coordinator & Developer
- 2.8. Grant Writer
- 2.9. Fund Developer
- 2.10. Database/Website Developer
- 2.11. Job Developer/Employment Placement Coordinator
- 2.12. Secretary/Desktop Publisher

F. Personnel-(Note: it is the intention of the project is to recruit existing staff from partners to fill the various roles and positions that will be finally decided upon.)

G. Facilities, Equipment, & Supplies

H. Budget

Plan Development Schedule:

4/08/04 Present proposal to the LEED Board for discussion (Complete)

4/21/04	Startup Capitol meeting at the Sutter Club (Complete)
4/23/04	Resource Committee Meeting Review (Complete)
5/19/04	Adopted by the Construction Consortium (Complete)
5/31/04	Sufficient funds raised to start project (\$100,000) (\$45,000 to date)
7/01/04	First Draft Produced for Review
8/01/04	Second Draft Produced for Review
9/01/04	Plan Adopted by the Construction Consortium
10/01/04	Phase I: Start Begins

ITEM III-B – ACTION

APPROVAL OF BOARD INITIATIVE RECOMMENDATIONS FROM THE EMPLOYER
OUTREACH COMMITTEE

BACKGROUND:

The Employer Outreach Committee recommends the following Marketing Plan for 2004-2005. The goal of the new plan is to further the marketing activities implemented in 2003-2004:

- Increase the visibility of Sacramento Works, Inc. in the community such that the organization is recognized and utilized by business,
- More effectively develop and coordinate strategic alliances among local workforce development organizations,
- Develop strategic partnerships with employers, and
- Benchmark employer customer satisfaction with Sacramento Works, Inc.

The Employer Outreach Committee approved the budget below and directed staff to create an operating budget that does not exceed the budgeted amount.

Employer Outreach 2004-2005 Marketing Plan	Budget
Update and Revise Employer Services Marketing Brochure	\$10,000
Photos and signage for job fair exhibit	3,000
Purchase premium items for employer/job fairs events	8,000
Radio Advertisement for Spring and Fall of 2005 on stations with audience demographic 35 to 50.	35,000
Expand current print advertisement in the Sacramento Business Journal	32,190
Placement of Ads the Sacramento Bee, Monday Business Section.	28,800
Funding of 3 rd Annual Sacramento Works Employment & Training Expo includes advertising, space rental, and booth set-up.	8,000
Expand participation in job fair and business events	10,000
Expand the website linkages to other "business related" organizations	2,500
Purchase mailing lists for employer outreach	500
Sponsorship of Chamber Activities	14,000
Sponsor SACTO Events	4,500
SACTO web site linkage	500
Metro Chamber Perspectives Event	5,000
Development of Employer Services Database for Employer Information	3,000
Total	\$164,990

Employer Outreach Committee 2003-2004 Marketing Plan	Budget	Actual
Ad Development	\$ 2,000	\$ 2,000
Business Journal Ad Placement	14,160	12,875
Sacramento Works Brochure	5,000	5,000
SACTO Event Sponsorship	4,500	4,500
SACTO Economy Watch	3,600	3,600
Metro Chamber Perspectives Event	5,000	5,000
Chamber Alliance	14,000	9,425
Metro E News (\$4,800)		
Asian Pacific Chamber (\$1,200)		
Black Chamber (\$1,500)		
Hispanic Chamber (\$1,925)		
SACTO Website Linkage	2,500	500
Sacramento Works, Inc. Web pages	5,000	
TOTAL	\$ 55,760	\$ 42,900

Marketing Budget 2003 - 2004	\$ 110,000
Actual Cost of Employer Outreach Marketing Efforts 2003 - 2004	\$ 42,900
Total Unspent Funds 2003 -2004	\$ 67,100
Board Initiative Funding 2004 – 2005	\$ 187,179
Funds Carried Forward from 2003-2004	\$ 67,100
Available Funding 2004 – 2005	\$ 254,279
Marketing Efforts Budget 2004 – 2005	\$ 164,990
SACTO Economic Profile 2004 - 2005	\$ 12,000
Youth Service Provider Network 2004 – 2005	\$ 15,000
Construction Business Plan 2004 – 2005	\$ 15,000
Total Budgeted Expenditure 2004-2005	\$ 206,990
Total Board Initiative Funds Remaining 2004 - 2005	\$ 47,289

RECOMMENDATION:

Approve the Employer Outreach Committee recommendation to allocate \$206,950 of the Sacramento Works board initiative funds for marketing efforts, the SACTO Economic Profile, the Youth Service Provider Network and the Construction Business Plan. In addition, the Employer Outreach Committee requests that the remaining \$47,289 remain unallocated for future board initiatives.

ITEM III-C - ACTION

APPROVAL OF WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION, FISCAL YEAR 2005

BACKGROUND:

The State of California, Employment Development Department is requiring Workforce Investment Areas to submit modifications to their Strategic Five-year Local Plans. The Sacramento Five Year Local Plan was initially approved on March 16, 2000. Updates and modifications have been submitted to the state annually to update the plan. For the Sacramento Workforce Investment Area, a Public Notice requesting comments and a draft of the proposed plan modification were made available for public comment beginning July 9, 2004. Comments must be submitted by August 10, 2004. The deadline for submission of the plan modification to EDD is September 30, 2004.

The plan modification includes items that are new, items that were not submitted with the initial plan and/or subsequent year modifications, and required planning forms. The proposed modification to the plan includes:

1. An updated list of the One-Stop Centers in Sacramento County.
2. An update on signed Memoranda of Understanding with all required partners.
3. Budget forms and Participant Planning forms.

A copy of the entire local Workforce Investment Plan is available upon request. Contact Nancy Hogan or Roy Kim or go to www.seta.net and double click on SETA, then double-click on Plans and Proposals. Both the Strategic 5 Year Plan and the 5 Year Plan Update can be accessed through the website.

RECOMMENDATION:

Approve the WIA 5-year plan modification.

Local Workforce Investment Area Strategic Five-Year Local Plan Modification 5, Program Year 2004-05

Local Workforce Investment Area: Sacramento

Submitted on: September 30, 2004 (Projected Submission Date)

Contact Person: Robin Purdy, SETA Deputy Director

Contact Person's Telephone Phone Number: (916) 263-3860

Fifth-Year Local Plan Modification PY 2004-05

Modification # _____ LWIA: Sacramento

Date: 9/30/04

**WORKFORCE INVESTMENT ACT
STRATEGIC FIVE-YEAR LOCAL PLAN**

LOCAL PLAN TABLE OF CONTENTS

			E V I S I O N	PAGE
	<u>Yes</u>	No		NUMBER
Executive Summary				
I. Plan Development Process	<input type="checkbox"/>	X		_____
II. Local Vision and Goals	<input type="checkbox"/>	X		_____
III. Labor Market Analysis	<input type="checkbox"/>	X		_____
IV. Leadership	<input type="checkbox"/>	X		_____
V. One-Stop Service Delivery System	X	<input type="checkbox"/>		<u>1</u>
VI. Youth Activities	<input type="checkbox"/>	X		_____
VII. Administrative Requirements	<input type="checkbox"/>	X		_____
VIII. Assurances	<input type="checkbox"/>	X		_____
IX. Signature Page	<u>Required</u>			<u>2</u>
Attachments				
1. Budget Plan Summaries	<u>Required</u>			<u>3-5</u>

2. Participant Plan Summary	<u>Required</u>		<u>6</u>
3. Performance Indicator Chart	X	<input type="checkbox"/>	<u>7</u>
4. Memorandums of Understanding	X	<input type="checkbox"/>	<u>8-16</u>
5. Public Comments of Disagreement	<input type="checkbox"/>	<input type="checkbox"/>	<u>17(?)</u>
6. LWIA Grant Recipient Listing	<u>Required</u>		<u>18(?)</u>
7. Other Submittal(s)	<input type="checkbox"/>	X	<u> </u>

Page 17, Part V, Item A modification: Describe the One-Stop delivery system in your local area [WIA, Section 118(b)(2)]. Include a list of the comprehensive One-Stop centers and the other service points in your area.

The One-Stop Operator, the Sacramento Employment and Training Agency (SETA), currently has ten established comprehensive One-Stop career centers within the County of Sacramento, and one affiliate site, for a total of eleven (11). Each of these comprehensive centers has mandatory partners co-located on a full or part-time basis, or has established a mechanism for enrolling appropriate customers. All comprehensive sites offer universally accessible core services as well as intensive services. Each center will have the capacity to provide information to assist adult customers in identifying appropriate vocational training services through the use of Individual Training Accounts. The following is a list of the SWCC's currently established in the Sacramento area:

Comprehensive Sites:

1. *Broadway: 915 Broadway, Sacramento, CA 95818*
2. *Citrus Heights: 7640 Greenback Lane, Citrus Heights, CA 95610*
3. *Franklin: 7000 Franklin Boulevard, Suite 540, Sacramento, CA 95823*
4. *Galt: 1000 C Street, Suite 100, Galt, CA 95632*
5. *Hillsdale: 5655 Hillsdale Boulevard, Suite 8, Sacramento, CA 95842*
6. *Lemon Hill: 5451 Lemon Hill Avenue, Sacramento, CA 95824*
7. *Mark Sanders Complex: 2901 50th Street, Sacramento, CA 95817*
8. *Rancho Cordova: 10665 Coloma Road, Suite 200, Rancho Cordova, CA 95670*
9. *South County: 8401 Gerber Road, Suite B, Sacramento, CA 95828*
10. *La Familia: 5523 34th Street, Sacramento, CA 95820*

Affiliate Sites:

Mather: 10638 Schirra Avenue, Mather, CA 95655

Page 25, Part V, Item R, #1-2 modification: Identify those entities with whom you are in the process of executing an MOU. Describe the status of these negotiations. [Interim Final Rule §662.310(b)]

The LWIB has executed MOUs with all required partners, including the Sacramento County Office of Education. The following is a list of required partners that have executed MOUs with the LWIB:

- *AARP Foundation*
- *California Human Development Corporation*
- *California Indian Manpower Consortium*
- *Elk Grove Unified School District*
- *Experience Works*
- *Galt Unified School District*
- *Grant Joint Union High School District*
- *City of Sacramento, Housing Authority*
- *County of Sacramento, Housing Authority*
- *Los Rios Community College District*
- *Sacramento City Unified School District*
- *Sacramento County Dept. of Human Assistance*
- *Sacramento Job Corps Center*
- *Sacramento County Office of Education*
- *San Juan Unified School District*
- *Sacramento Employment and Training Agency*
- *State of California, Employment Development Department*
- *State of California, Department of Rehabilitation*
- *Vietnam Veterans of California*

<input checked="" type="checkbox"/> Fifth-Year Local Plan Modification PY 2004-05	
<input type="checkbox"/> Modification # _____	LWIA: Sacramento
	Date: _____ 9/30/04

IX. SIGNATURE PAGE

This plan modification represents the Sacramento Workforce Investment Board's efforts to maximize and coordinate resources available under Title I of the Workforce Investment Act (WIA) of 1998.

This plan modification is submitted for the period of July 1, 2004 through June 30, 2005, in accordance with the provisions of the Workforce Investment Act.

Workforce Investment Board Chair

Chief Elected Official(s)

Signature

Signature

Michael Dourgarian
Name

Kathy Kossick
Name

Chair
Title

SETA, Executive Director
Title

Date

Date

Fifth-Year Local Plan Modification PY 2004-05

Modification #

LWIA:

Sacramento

Date:

7/1/2004

TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2004, beginning 07/01/04 through 06/30/05

Grant Code 201/202/203/204 WIA IB-Adult

Grant Code 501/502/503/504 WIA IB-Dislocated Worker

FUNDING IDENTIFICATION		R485xxx Subgrant	R5887xx Subgrant
1.	Year of Appropriation	2003	2004
2.	Formula Allocation	2,794,976	3,059,230
3.	Allocation Adjustment- Plus or Minus	(13,063)	
4.	Transfers - Plus or Minus	874,928	636,014
5.	TOTAL FUNDS AVAILABLE (Line 2 plus 4)	3,656,841	3,695,244

TOTAL ALLOCATION COST CATEGORY PLAN

6.	Program Services (sum of Lines 6A through 6E)	3,291,157	3,325,720
	A. Core Self Services	658,231	665,144
	B. Core Registration Services	230,381	232,800
	C. Intensive Services	1,250,640	1,263,773
	D. Training Services	1,151,905	1,164,002
	E. Other		
7.	Administration (Line 5 minus 6)	365,684	369,524
8.	TOTAL (Lines 6 plus 7)	3,656,841	3,695,244

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2003 and July 1, 2004 respectively)

9.	September 2003		
10.	December 2003	965,884	
11.	March 2004	1,825,275	
12.	June 2004	2,925,473	
13.	September 2004	3,656,841	295,620
14.	December 2004	3,656,841	1,182,478
15.	March 2005	3,656,841	2,069,337
16.	June 2005	3,656,841	2,956,195
17.	September 2005		3,695,244
18.	December		3,695,244

	2005		
19.	March 2006		3,695,244
20.	June 2006		3,695,244
COST COMPLIANCE PLAN (maximum 10%)			
21.	% for Administration Expenditures (Line 7/Line 8)	10.0%	10.0%
Rick Pryor, Fiscal Manager		916-263-1677	6/15/2004
Contact Person, Title		Telephone Number	Date Prepared
Comments: A 20% transfer of Dislocated Worker funds to Adult funds will be requested this year.			
NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see Directive WIAD01-10.			

Fifth-Year Local Plan Modification PY 2004-05		
Modification #		LWIA: Sacramento
		Date: 7/1/2004
TITLE IB BUDGET PLAN SUMMARY (Adult or Dislocated Worker)		
WIA 118; 20 CFR 661.350(a)(13)		
PROGRAM TYPE for PY 2004, beginning 07/01/04 through 06/30/05		
Grant Code 201/202/203/204 WIA IB-Adult		
Grant Code 501/502/503/504 WIA IB-Dislocated Worker		
FUNDING IDENTIFICATION		
	R485xxx Subgrant	R5887xx Subgrant
1. Year of Appropriation	2003	2004
2. Formula Allocation	2,916,429	3,180,070
3. Allocation Adjustment- Plus or Minus	(756)	
4. Transfers - Plus or Minus	(874,928)	(636,014)
5. TOTAL FUNDS AVAILABLE (Line 2 plus 4)	2,040,745	2,544,056
TOTAL ALLOCATION COST CATEGORY PLAN		
6. Program Services (sum of Lines 6A through 6E)	1,836,671	2,289,650
A. Core Self Services	771,402	961,653
B. Core Registration Services	91,834	114,483
C. Intensive Services	697,935	870,067
D. Training Services	275,501	343,448
E. Other		
7. Administration (Line 5 minus 6)	204,075	254,406
8. TOTAL (Lines 6 plus 7)	2,040,745	2,544,056
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from July 1, 2003 and July 1, 2004 respectively)		
9. September 2003		
10. December 2003	570,679	
11. March 2004	1,282,968	
12. June 2004	1,938,708	
13. September 2004	2,040,745	508,811
14. December 2004	2,040,745	1,017,622
15. March 2005	2,040,745	1,526,434
16. June 2005	2,040,745	2,035,245
17. September 2005		2,544,056
18. December		2,544,056

	2005		
19.	March 2006		2,544,056
20.	June 2006		2,544,056
COST COMPLIANCE PLAN (maximum 10%)			
21.	% for Administration Expenditures (Line 7/Line 8)	10.0%	10.0%
	Rick Pryor, Fiscal Manager	916-263-1677	6/15/2004
	Contact Person, Title	Telephone Number	Date Prepared
Comments: A 20% transfer of Dislocated Worker funds to Adult funds will be requested this year.			
NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see Directive WIAD01-10.			

Fifth-Year Local Plan Modification PY 2004-05			
Modification #		LWIA: Sacramento	
		Date: 4/1/2004	

TITLE IB BUDGET PLAN SUMMARY (Youth)
WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2004, beginning 04/01/04 through 06/30/05
Grant Code 301/303/304 WIA IB-Youth

FUNDING IDENTIFICATION		R485xxx Subgrant	R5887xx Subgrant
1.	Year of Appropriation	2003	2004
2.	Formula Allocation	3,055,640	3,183,324
3.	Allocation Adjustment- Plus or Minus		
4.	TOTAL FUNDS AVAILABLE (Line 2 plus 3)		3,183,324

TOTAL ALLOCATION COST CATEGORY PLAN			
5.	Program Services (sum of Lines 5A through 5C)		2,864,992
	A. In School	1,925,053	2,005,494
	B. Out-of-School (30%)	825,023	859,497
	C. Other		
6.	Administration (Line 4 minus 5)	305,564	318,332
7.	TOTAL (Line 5 plus 6)	3,055,640	3,183,324

QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2003, and April 1, 2004)			
8.	June 2003	0	
9.	September 2003	487,918	
10.	December 2003	1,274,830	
11.	March 2004	2,013,272	
12.	June 2004	2,851,715	0
13.	September 2004	3,055,640	716,248
14.	December 2004	3,055,640	1,432,496
15.	March 2005	3,055,640	2,148,744
16.	June 2005	3,055,640	2,864,992
17.	September 2005		3,183,324
18.	December 2005		3,183,324
19.	March 2006		3,183,324
20.	June 2006		3,183,324

COST COMPLIANCE PLAN (maximum 10%)			
21.	% for Administration Expenditures (Line 6/Line 7)		10.0%
	Rick Pryor, Fiscal Manager		6/15/2004
Contact Title	Person, Title	Telephone Number	Date Prepared
Comments :			
NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see Directive WIAD01-10.			

Fifth-Year Local Plan Modification PY 2004-05			
Modification #		LWIA:	Sacramento
Date:		9/30/2004	

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13)

Plan the number of individuals that are in each category.

Totals for PY 2004 (07/01/04 through 06/30/2005)		ADULT	DW	OY	YY
1.	Registered Participants Carried in from PY 2003	590	274	187	491
2.	New Registered Participants for PY 2004	438	366	167	265
3.	Total Registered Participants for PY 2004 (Line 1 plus 2)	1,028	640	354	756
4.	Exiters for PY 2004	210	290	9	44
5.	Registered Participants Carried Out to PY 2005 (Line 3 minus 4)		350	345	712

PROGRAM SERVICES

6.	Core Self Services	22,000	22,000		
7.	Core Registered Services	20	20		
8.	Intensive Services	1,070	47		
9.	Training Services	182	128		

SKILL ATTAINMENT

10.	Attained a Skill/Goal				200
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EXIT STATUS

11.	Entered Employment	145	232	6	20
11A.	Training-related	145	200	4	16
11B.	Entered Postsecondary/Advanced/Credential Program	41	63	3	
12.	Remained with Layoff Employer		0		
13.	Entered Military Service				2
14.	Entered Advanced Training			3	7
15.	Entered Postsecondary Education			3	8
16.	Entered Apprenticeship Program				1
17.	Attained High School Diploma/GED				19
18.	Returned to Secondary School				3
19.	Exited for Other Reasons				4

Caroline Stromberg, ETA III		9/30/20 04
Contact Person, Title		Date Prepared
Comments:		

Fifth-Year Local Plan Modification PY 2004-05

Modification # Year 5 LWIA: Sacramento

Date: 7/1/04

LOCAL PERFORMANCE INDICATORS AND GOALS⁽¹⁾

WIA Requirement at Section 136(c)	State Performance Indicator(s) WIA Years					Local Performance Goals WIA Years				
	1	2	3	4	5	1	2	3	4	5
Adults										
Adult Entered Employment Rate	66%	68%	70%	72%	72%	63.84	65.78	67.66	68	71.3
Adult Employment Retention Rate	74%	76%	78%	81%	82%	71.58	73.51	75.42	74	80.2
Adult Earnings Rate	\$3500	\$3600	\$3400	\$3400	\$3450	3,206	3,299	3,391	3,600	3,600
Adult Employment and Credential Attainment Rate	40%	50%	50%	50%	55%	40	50	60	60	50
Dislocated Workers										
Dislocated Worker Entered Employment Rate	68%	69%	70%	79%	79.5%	69.74	70.79	71.78	72	78.8
Dislocated Worker Employment Retention Rate	81%	83%	85%	88%	88%	83.07	85.15	87.19	84	87.6
Dislocated Worker Earnings Replacement Rate	85%	86%	88%	96%	96%	85.00	86.02	88.00	86.00	91.7
Dislocated Worker Employment and Credential Attainment Rate	40%	42%	45%	58%	58%	40	42	45	45	58.0
Youth Aged 19-21										
Older Youth Entered Employment Rate	55%	56%	58%	66%	67%	55.61	56.61	58.65	59	65.6
Older Youth Employment Retention Rate	70%	72%	74%	76.5%	78%	70.78	72.83	74.87	75	76.2
Older Youth Earnings Gain	\$2500	\$2600	\$2700	\$3000	\$3000	2,344	2,438	2,530	2,500	3,380
Older Youth Employment and Credential Attainment Rate	36%	42%	30%	30%	30%	36	42	45	45	30
Youth 14-18										
Younger Youth Skill Attainment Rate	65%	70%	75%	76%	76.5%	66.10	71.79	76.24	76	75.2
Younger Youth Diploma or Equivalent Rate	40%	42%	45%	55%	55.5%	40	42	44.98	45	53.3
Younger Youth Retention Rate	40%	42%	45%	53%	53%	40.65	42.71	45.75	46	55
Participant Customer Satisfaction Rate	66%	67%	68%	75%		766	67	68	69	7
Employer Customer Satisfaction Rate	64%	65%	66%	75%		764	65	66	67	6

⁽¹⁾ Guidance on the definitions of specific indicators can be obtained from the State of California Consultation Paper on WIA Performance Measures (Information Bulletin WIAB99-15) at <http://www.edd.ca.gov/empran.htm> and from the Department of Labor WIA Web site at www.usworkforce.org.

**STATE of CALIFORNIA
 LOCAL WORKFORCE INVESTMENT AREA
 GRANT RECIPIENT LISTING
 SACRAMENTO WORKFORCE INVESTMENT AREA**

(Name of Local Workforce Investment Area)

ENTITY	ORGANIZATION	CONTACT (NAME/TITLE)	ADDRESS (STREET, CITY, ZIP)	PHONE, FAX, E-MAIL
Grant Recipient (or Subrecipient if applicable)	Chief Elected Official/Sacramento Employment Training Agency Governing Board	Don Nottoli Chair	925 Del Paso Blvd., Suite #100 Sacramento, CA 95815	263-3800 263-3825
Fiscal Agent	Sacramento Employment and Training Agency	Kathy Kossick Executive Director	925 Del Paso Blvd., Suite #100 Sacramento, CA 95815	263-3800 263-3825 KATHY@delpaso.seta.net
Local Area Administrator	Sacramento Employment and Training Agency	Kathy Kossick Executive Director	925 Del Paso Blvd., Suite #100 Sacramento, CA 95815	263-3800 263-3825 KATHY@delpaso.seta.net

Signature: _____

Chief Elected Official

Date

If a Local Grant Subrecipient has been designated, please submit a copy of the agreement between the Chief Elected Official and the Subrecipient. The agreement should delineate roles and responsibilities of each, including signature authority.

ITEM IV-1- INFORMATION

EXECUTIVE SUMMARY OF THE CAREGIVER TRAINING INITIATIVE FINAL PROCESS AND OUTCOME EVALUATION REPORT

BACKGROUND:

Attached for your information is the executive summary of a report entitled *Caregiver Training Initiative: Final Process and Outcome Evaluation Report*. The evaluation of the project was conducted by a research team from UCLA and UCSF. The report describes:

- the implementation of THE Caregiver Training Initiative (CTI),
- the program strategies used to recruit, train and retain caregivers,
- program innovations, challenges, and outcomes,
- CTI's effectiveness in developing career ladders and improving working conditions, and
- recommendations for future caregiver training programs.

In 2001, SETA applied for and received a \$2.6 million Caregiver Training Initiative grant to train 378 individuals in entry level health care occupations, primarily Certified Nurse Assistant. In collaboration with Yolo County, Golden Sierra Job Training Agency, healthcare employers, education partners and a labor union, 500 students were enrolled, 70% of which completed training and became certified in an 18 month period. In addition, a new Psychiatric Technician School was opened with Grant Adult, a new Licensed Vocational Nurse (LVN) prerequisite class was begun at Sutter Hospital, and 400 In-Home Support Services workers completed a series of topic-specific workshops as a result of CTI funding.

Staff will be available to answer questions.

ITEM IV-2 -INFORMATION

PRESENTATION OF THE 2004/2005 REGIONAL HEALTHCARE CAREERS STUDY

BACKGROUND:

The special study of healthcare occupations in the Sacramento region has been completed. The project was designed to identify a number of critical elements in the local Healthcare Industry, including analysis of the supply of trained and qualified applicants versus the demand for those workers by local healthcare employers, estimates of growth, and education/experience requirements.

ITEM IV-3 – INFORMATION

COMMITTEE UPDATE

BACKGROUND:

This item provides an opportunity for a report from the Youth Council.

ITEM IV-4 – INFORMATION
EXEMPLARY PERFORMANCE AWARD

BACKGROUND:

Attached for the Board's review is a copy of a letter from the Employment Development Department indicating SETA's performance goals.

Staff will provide additional information.

ITEM IV-5 - INFORMATION

SUMMARY OF WORKERS COMPENSATION CLAIMS EXAMINERS PROJECT

BACKGROUND:

The State's Workforce Investment Division asked SETA/Sacramento Works, Inc., staff to participate in a workgroup addressing employment in the Workers Compensation Industry. The workgroup consisted of SETA/Sacramento Works, Inc., EDD and the Insurance Commission staff as well as the leading educator in the industry, Insurance Educational Association (IEA). The group focused on meeting the needs of the employers regarding their responses to Insurance Commissioner John Garamendi's Worker's Compensation Claims Examiner Training Survey.

Over a period of several weeks, SETA and EDD staff met and interviewed five leading employers in the industry: Inservices Inc., Adventist Health, Claims Management, Inc., Zurich of North America and Kemper Insurance Company.

As result of the workgroup meetings and interviews with employers, the Workforce Investment Division allowed SETA/Sacramento Works, Inc. to work with the Insurance Educational Association to develop an Accelerated Workers Compensation Claims Examiner Program for new hires in the industry. Professor David Chetcuti, American Commercial Claims Administrators (ACCA) took IEA's five semester class certificate program along with an advanced Workers' Compensation Claims Professional program created for existing workers in the field, and condensed it into an intensive four-week eight hours a day program. This included a three-day business skills training tailored to the requirements of the Claims Examiner's duties and responsibilities.

SETA/Sacramento Works, Inc., EDD staff and two employers held two orientations where over 120 interested job seekers attended. Staff, along with employers' input, was able to assess, screen and interview about 80 prospective trainees. Of that 80, 26 of the most qualified individuals were selected to participate in the training. Two employers worked closely with SETA/Sacramento Works staff in the selection process, Debra Yokota of Sutter Health and Kim Davis from Claims Management, Inc. Debra and Kim shared with the group the opportunities in the Worker Compensation Industry and validated the need for qualified claim examiners. Their participation was one of the key factors in the retention rate.

All 26 students completed their course work on July 2, 2004. Every student passed the test that Jo Thackrey, course instructor, described as one of the hardest tests that she had ever developed.

Upon graduation, IEA sent student resumes to various associations and organizations including Valley Industrial Claims Association (VICA), the largest Sacramento workers' compensation claims association. The president of this association was asked and

agreed to forward the student resumes to their membership. Student resumes were also sent to key managers of California Workers' Compensation Claims Institute (CWCI), the research institute for the California workers' compensation claims community. CWCI members are most of the private insurance companies and several large self-insured organizations in California. IEA administrators feel that this class will be highly successful in finding employment. In addition, a job fair for the class with industry employers is scheduled in late July, 2004.

ITEM IV-6 – INFORMATION

OUTSTANDING ACHIEVEMENT AWARD FOR MARK SANDERS CAREER CENTER

BACKGROUND:

SETA and EDD were recently awarded with an exemplary performance award for the Mark Sanders Career Center.

Staff will provide additional information.

ITEM IV-7- INFORMATION

REPORT ON EMPLOYER/EMPLOYEE DISLOCATIONS

BACKGROUND:

Attached is the most current dislocated worker report. Staff will be available to answer questions.

Dislocated Worker Information PY2004/2005

The following is an update of information as of July 20, 2004 on the Worker Adjustment and Retraining Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN Status	Month Received Notice	Company and Address	Dislocation Date	# of Affected Workers	SETA's Intervention
Unofficial	6/03/04	Pacific Gas and Electric Company Sacramento Records Office 10375 Old Placerville Road Sacramento, CA 95827-2506	8/02/04	59	Union Displacement Services
Unofficial	6/15/04	McClellan Defense Commissary Agency Building 949 McClellan Business Park	8/27/04	23	7/28/04
Unofficial	6/24/04	Sprint 3075 Prospect Park Drive Rancho Cordova, CA	10/30/04	37	7/15/04 & 7/30/04
Official	7/02/04	Brown & Williamson Tobacco Corporation 3100 Zinfandel Drive, Suite 280 Rancho Cordova, CA 95670	8/31/04	38	Pending
			Total # of Affected Workers	<u>157</u>	

ITEM V - OTHER REPORTS

1. CHAIR'S REPORT: The Chair of the Sacramento Works, Inc. Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

2. COUNSEL REPORT: The Sacramento Works, Inc. Legal Counsel is the firm of Phillip M. Cunningham, Attorney at Law. This item provides the opportunity for Legal Counsel to provide the Sacramento Works, Inc. Board with an oral or written report on legal activities
3. PUBLIC PARTICIPATION: Participation of the general public at Sacramento Works, Inc. Board meetings is encouraged. The Sacramento Works, Inc. Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chairperson, if they wish to speak.