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SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE

Date: Wednesday, June 23, 2004

Time: 3:30 p.m.

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

A G E N D A

1. Call to Order/Roll Call
2. **Action Item:** Approval of Minutes of the March 10, 2004 Meeting
3. **Action Item:** Approval of Updated Self-Sufficiency Standard for the Sacramento Workforce Investment Area (Roy Kim, Robin Purdy)
4. **Action Item:** Approval to Endorse the Construction Business Planning Process (Rick Larkey, Theresa Milan, Christine Welsch)
5. Discussion of K-12 Vocational/Career Preparation Plans to Prepare Youth for Careers in Critical Industries (Robin Purdy, Larry Suddjian)
6. Review of Performance of the Sacramento Works Career Center System and Establishing Performance Outcomes for FY2005 (Roy Kim, Robin Purdy)
7. Input from the public
8. Adjournment

Committee Members: Larry Suddjian (Chair), Rick Dibble, Mark Erlichman, Barbara Hayes, Jim Lambert, Anne Moore, James Pardun, Bruce Parks, Clayton Thomas.

DISTRIBUTION DATE: FRIDAY, JUNE 18, 2004

SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE

Minutes/Synopsis

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

Wednesday, March 10, 2004
3:30 p.m.

1. Call to order/Roll Call: Mr. Suddjian called the meeting to order at 3:32 p.m.

Committee Members: Larry Suddjian (Chair), Mark Erlichman, Barbara Hayes, Jim Lambert, James Pardun, Bruce Parks.

Members Absent: Anne Moore, Rick Dibble, and Clayton Thomas.

Others Present: Joan Polster, David Lyons, Robin Purdy, Helen Westbury, William Walker, Roy Kim, Christine Welsch, Cindy Sherwood-Green, Melissa Noteboom, Kathy Kossick.

2. **ACTION ITEM:** Approval of the Minutes of the February 9, 2004 Committee of the Whole Meeting

Moved/Pardun, second/Erlichman, to approve the minutes of the meeting.
Motion carried.

3. **ACTION ITEM:** Approval to Develop a Plan and Timeline for Identification of Regional Critical Industries

Ms. Purdy stated that at the last meeting, the Committee decided to review the critical industries to update them. There are proposed critical industries for:

- 1) Construction
- 2) Miscellaneous Repair Services and Manufacturing
- 3) Tourism/Hospitality/Food Service
- 4) Information Technology/Telecommunications
- 5) Financial Services/Customer Services/Call Centers
- 6) Healthcare & Biotechnology

Mr. David Lyons reviewed the trends for the various industries. Mr. Lyons distributed the Presidents Highgrowth Training Initiative which was referred to in the President's State-of-the Union speech.

Mr. Lyons recommended to continue with the industries but move customer service into financial activities (insurance, etc.). In addition, he stated that IT is not dead by any means; Data Base Developers and IT people are still in high demand.

Mr. John Harden reviewed the critical industries and occupations list. He pulled the jobs that required an AA degree and less and have an hourly salary of \$9 or more. Of those jobs, 73% fall into the critical industries that are being proposed. The primary list came from EDD's forecasting list. The occupational outlook report was also utilized. Fifty occupations a year are utilized as a benchmark and reviewed on a yearly basis.

Ms. Purdy stated that insurance claims adjusters need to be added to the critical industries. Mr. Lyons suggested adding team assemblers as a general category, and testers, graders, sorters. Mr. Harden suggested the addition of clinical laboratory scientists. Mr. Lyons stated that sales representatives would be an occupation that would cross across the industries.

The following positions will be added to the critical industries listing: insurance adjusters/claims adjusters, sales workers, medical clinic and laboratory scientists, team assemblers, testers, graders, sales representatives.

Mr. Lyons would like to have someone come in and talk about the construction industry from an employer's perspective.

Moved/Lambert, second/Hayes, to approve the modified critical industries.
Voice Vote: Unanimous approval.

4. **ACTION ITEM:** Approval of Resource Allocation Plan for Fiscal Year 2005

The Committee requested additional information on this item. The goal of developing this plan is for the board to give staff guidance on how the funds should be expended on customers.

Ms. Purdy stated that it is crucial that the computer issues be taken care of at the one stops. Ms. Purdy suggested that the resource allocation plan be modified to shift \$285,70 from scholarships to one-stop services. A total of \$510,420 is needed to provide additional computer services and staffing at the one-stop career centers.

Ms Purdy reviewed the Training Provider Performance Report and how the training providers have done.

Mr. Erlichman asked if there has been any fallout on the caps on the scholarship. Ms. Sandra Brown stated that there hasn't been a problem and the schools are adapting to the caps.

Moved/Hayes, second/Erlichman to approve the staff recommendation.
Voice Vote: Unanimous approval.

5. Input from the public: No comments.

Ms. Purdy stated that there will be a recommendation to the Executive Committee to combine the one stop and the planning committees. The next issue for the Planning Committee will be the evaluation of the one-stop centers.

Ms. Purdy reported on that 500 Cal Trans workers will be given layoff notices but will be issued in June. The people affected will have 30 days to bump other people. All of the departments have been asked for a 10% reduction. Mr. Erlichman provided an overview of the possible layoffs at the Department of Rehabilitation and stated that due to attrition, they will not be affected much.

Ms. Purdy stated that SETA has applied for a grant to provide rapid response services to the state employees that will be affected.

6. Adjournment: Meeting adjourned at 4:37 p.m.

ITEM 3 – ACTION

APPROVAL OF UPDATED SELF-SUFFICIENCY STANDARD FOR THE
SACRAMENTO WORKFORCE INVESTMENT AREA

BACKGROUND:

Self-sufficiency under the Workforce Investment Act (WIA) is defined by the Local Workforce Investment Board. It represents the income level at which a family can be sustained without relying on income supports or public assistance. In addition, self-sufficiency is used as one criteria to determine eligibility for youth, and for adults who are employed, but are in need of intensive services to obtain or retain employment that leads to self-sufficiency. Under the WIA, self-sufficiency, is at a minimum, employment that pays at least the Lower Living Standard Income Level (LLSIL).

The Sacramento Works, Inc. Board’s current definition of self-sufficiency is “**150% of the LLSIL or \$10.00 per hour, for each individual family member, whichever is greater.**” The chart below has been updated to reflect 150% of LLSIL in dollar amounts for the current program year.

Family Size							
	1	2	3	4	5	6	Additional
150% of the Lower Living Standard Income Level							
Annual	\$17,100	\$28,020	\$38,460	\$47,475	\$56,025	\$65,520	+\$9,495 each additional family member
Hourly	\$8.29	\$13.58	\$18.63	\$23.00	\$27.14	\$31.74	
OR Minimum Hourly Rate	\$10.00 for each individual family member						

Self-sufficiency for Dislocated Workers in Sacramento County is currently defined as an Earnings Replacement of at least 85% of the pre-dislocation wage. This rate was initially established to mirror the wage replacement benchmark for dislocated workers. However, the wage replacement benchmark for dislocated workers has increased over the past three years to 91.7%, and it is anticipated that the benchmark will continue to increase over time. Therefore, staff is recommending a definition of self-sufficiency that is tied to the wage replacement benchmark.

RECOMMENDATION:

1. Approve the updated definition of self-sufficiency as shown in the chart above.
2. For Dislocated Workers, approve a definition of self-sufficiency that is equal to the Earnings Replacement Rate for dislocated workers.

ITEM 4 - 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.

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

Christine Welsch, SETA Workforce Development Manager has represented SETA and Sacramento Works, Inc. on the Construction and Design Consortium and took part in the planning meetings which resulted in the development of the attached 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.

Attached is a copy of the Business Plan initiative.

RECOMMENDATION:

Endorse the attached Business Plan initiative.

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.
 - 3.1. Academic Teacher Training
 - 3.2. Construction Teacher Training
 - 3.3. Mentor & Intern Supervisor training
 - 3.4. Job Developer, Career Counselor, and Employment Counselor Training
 - 3.5. 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.
 - 4.1. Construction Curriculum Development
 - 4.2. Lesson and exercise development for elementary, middle and high school

- 4.3. After-school program development
- 4.4. Internship and tutor curriculum.
- 4.5. Retraining-ongoing training, after Job Training curriculum
- 6. Resource Development:** Develop the resources necessary to implement the business plan.
 - 5.1 Federal and State Grants procurement
 - 5.2 Direct Giving Campaign
 - 5.3 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.)

Facilities, Equipment, & Supplies

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