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



SACRAMENTO WORKS, INC. Executive Committee

Date: Monday, July 18, 2005

Time: 4:00 p.m.

Place: Sacramento Employment & Training Agency
Board Room
925 Del Paso Blvd.
Sacramento, CA 95815

A G E N D A

1. Call to Order/Roll Call
2. Approval of Minutes of the April 4 and April 25, 2005 and May 26, 2005 Meetings
3. Recommendation to the Governing Board for Private Sector Appointments to the Sacramento Works, Inc. Board
4. Approval of Sponsorship for the Occupational Outlook and Training Directory – John Harden
5. Development of Agenda for Regional Executive Committee Meeting
6. Adjournment

COMMITTEE MEMBERS: Michael Dourgarian, Bill Camp, Mark Ingram, Kathy Kossick, Gerry Lawrence, Elizabeth McClatchy, Jack Padley, Larry Suddjian, Kingman Tsang

This meeting is open to all members of the Sacramento Works, Inc. Board and the public

DISTRIBUTION DATE: WEDNESDAY, JULY 13, 2005

SACRAMENTO WORKS, INC.
Executive Committee
Minutes/Synopsis

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

Monday, April 4, 2005
4:00 p.m.

1. Call to Order/Roll Call: Mr. Dourgarian called the meeting to order at 4:09 p.m.

Members Present: Michael Dourgarian, Bill Camp, Gerry Lawrence, Elizabeth McClatchy, Jack Padley, Larry Suddjian.

Members Absent: Mark Ingram, Kathy Kossick, Kingman Tsang.

Others Present: Phil Cunningham, Roy Kim, Christine Welsch, Bill Walker, Robin Purdy, Terri Carpenter.

2. Approval of Minutes of the January 24, 2005 Meeting

There were no corrections.

Moved/Camp, second/Lawrence, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

3. **ACTION ITEM:** Approval of Sacramento Works, Inc. Board Retreat Agenda

Mr. Suddjian stated that the Planning/Oversight Committee met on 3/18 to review and come up with a theme for the retreat. The actual time for the retreat will be added on the agenda. There was discussion regarding the reasons behind the retreat and the purpose of the information that will be developed. Mr. Suddjian stated that it is important to get the board members involved in visiting the various training schools and centers.

Moved/Camp, second/Lawrence, to approve the board retreat theme.

Voice Vote: Unanimous approval.

4. **ACTION ITEM:** Approval of Resource Allocation Plan for FY 2006

Mr. Roy Kim stated that there were a couple of committee meetings to review the resource allocation plan. This is the recommendation on what activities and services that will be offered throughout the career center system and the funding that will be made available. The resource allocation plan was reviewed with the committee.

Moved/Camp, second/Padley, to approve the resource allocation plan recommended by the Planning/Oversight Committee for program year 2006, and schedule an action item on the next Executive Committee agenda to decide on the priority areas for the Board Initiative funds for program year 2006.
Voice Vote: Unanimous approval.

5. **ACTION ITEM:** Approval of Request for Quote (RFQ) for WIA Youth Work Scholarship Program: No action on this item.

6. **ACTION ITEM:** Endorsement of Partnership for Prosperity: An Economic Development Strategy for the Greater Sacramento Area

Mr. Walker reviewed this item. Mr. Cunningham has reviewed the budget. There was suggestion that there be an alternate to Kingman should he not be available. Mr. Dourgarian stated that he would agree to be the alternate to Mr. Tsang

Moved/McClatchy, second/Camp, to approve the following:

- 1) Endorse Partnership in Prosperity, an Economic Development Strategy for the Greater Sacramento Area.
- 2) Approve Sacramento Works, Inc as a regional collaborator and sponsor.
- 3) Identify the Vice Chair (Kingman Tsang) to act as the board's representative on the Leadership Coalition.
- 4) Authorize \$10,000 of the Sacramento Works, Inc. Board discretionary funds.

Voice Vote: Unanimous approval.

7. **ACTION ITEM:** Approval to Support Culinary Arts/Hospitality Management Training Program at CSU Sacramento

This item was reviewed; there were no particular questions regarding the program.

Moved/Camp, second/Padley, to approve staff recommendation for SETA/Sacramento Works become part of the consortium to build the Culinary Arts/Hospitality Management program, authorize the Executive Director to provide a letter of support for the project, to sign a Memorandum of Understanding (MOU) with California State University College of Continuing Education (CCE), and assign staff to represent the board on the Sacramento State Culinary/Hospitality Consortium (SSC/HC) advisory board.

Voice Vote: Unanimous approval.

8. **INFORMATION ITEM:** Update on WIA Governor's Discretionary Grant Applications

Ms. Purdy reviewed the funded programs in the local area. Sacramento did very well in receiving funding.

9. **INFORMATION ITEM:** Sacramento Works Public Relations and Marketing

Ms. Terri Carpenter reviewed this item. Employer outreach brochures are being printed and will be available soon. A photo shoot is being coordinated at the board retreat and these pictures will be added to the web site.

Mr. Padley asked that staff consider putting a monetary cost to employers that use the career centers. Show the employers that we offer a value to the employers.

10. Input from the public: None.

11. Next meeting: Monday, April 25, 2005, 4:00 p.m.

Mr. Suddjian stated that there is no vice chair on the Planning/Oversight Committee. He would like to suggest Jack Padley as the vice chair of the Planning/Oversight Committee. He requested that this be placed on an upcoming agenda for approval.

Bill Camp will not be at the April 25 meeting.

12. Adjournment: Meeting adjourned 5:10 p.m.

SACRAMENTO WORKS, INC.

Executive Committee

Minutes/Synopsis

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

Monday, April 25, 2005
4:00 p.m.

1. Call to Order/Roll Call: The meeting was called to order at 4:16 p.m.

Members Present: Michael Dourgarian, Mark Ingram, Kathy Kossick, Gerry Lawrence, Elizabeth McClatchy, Jack Padley.

Members Absent: Bill Camp, Larry Suddjian, Kingman Tsang

2. Approval of Minutes of the April 4, 2005 Meeting: Next meeting.

3. **ACTION ITEM:** Approval to Transfer Funds from Dislocated Worker to Adult Program

Ms. Purdy reviewed this item. There were no questions.

Moved/McClatchy, second/Ingram, to approve the submission of a transfer of funds request to move \$636,014 of Dislocated Worker program funds to the Adult program.

Voice Vote: Unanimous approval.

4. **ACTION ITEM:** Approval to Accept Workforce Investment Act 15% Discretionary Funding for a Nurses Training Project

The committee reviewed this item. A large portion of this program will be given to Los Rios. The Lemon Hill Career Center is a health-care related career center. This is a two-year project. A large number of the students will be incumbent nurses selected by the hospitals to receive the higher training.

Moved/Kossick, second/Padley, to accept the WIA 15% and Wagner-Peyser 10% funding in the amount of \$800,000 and authorize the execution of subcontracts with Los Rios Community College for \$360,000 to train 40 nurses and CSU, Sacramento for \$180,000 to train 20 nurses.

Voice Vote: Unanimous approval.

5. **DISCUSSION ITEM:** Retreat Follow-up

Mr. Ingram asked if the U.C. Davis review has been completed; Ms. Purdy stated that it is an on-going and they are interviewing 10 WIBs throughout the state.

Ms. Purdy stated that the U.C. Davis people were very impressed with the Sacramento Works, Inc. board. Notes will be prepared and sent to the board.

Mr. Padley stated that he thought that the piece about refining the goals was really good. It was recognition that the goals could be 'tweaked' due to our experience over the years. Mr. Cunningham stated that it feels much more productive than the earlier one. Ms. Kossick stated that the chemistry and participation among board members was really good.

Mr. Ingram stated that there is a lot more collaboration than before. People that are involved in economic development/education/workforce development need to talk more to find ways to avoid doing the same things. Dr. Buchanan helped the board members to understand where we need to focus our efforts to get the schools involved with the one stops. There are so many distractions in the educational environment that if the kids are not on the college track, they do not get much attention. It still begs to answer the question: What are we doing about it?

Ms. Purdy stated that staff will be working to change the resource allocation to match the modified goals for the WIB. She spoke of the WorkKeys program that will assist to identify the areas where customers need to work in order to become more employable. This works especially well to identify soft-skill deficiencies.

Mr. Dourgarian thought that the best idea is to get the other workforce boards together. The other Workforce Development Areas are having a difficult time to get board members from the private sector. He thinks that we could help the other areas to jumpstart their programs.

Ms. Kossick stated that there is discussion about having a joint executive committee meeting in July or August to see if the other workforce areas would be willing to work together. Ms. Kossick meets quarterly with the 50 statewide directors. The local directors/chairs really do want to work together on a regional basis.

Mr. Lawrence suggested maybe have a steering committee instead of an executive committee. The person heading up the steering committee would have a more global approach to the issue. The executive committee needs to 'lead the charge' instead of the committee chairs.

Ms. Kossick suggested having a person come in to do a critical industry presentation at the next board meeting. Is there anyone that can come in to give a presentation at the May board meeting. Ms. McClatchy suggested bringing back the health care industry since we have such a huge investment in the industry.

Mr. Cunningham stated that the Executive Committee needs to discuss nominees to replace Mr. Dourgarian. Mr. Lawrence and Mr. Tsang have been offered for consideration. Perhaps identify the board members that are in the Private Business sector that can be considered for the chair.

6. Adjournment: Meeting adjourned at 5:16 p.m.

SACRAMENTO WORKS, INC.
Executive Committee
Minutes/Synopsis

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

Thursday, May 26, 2005
8:00 a.m.

1. Call to Order/Roll Call: Mr. Dourgarian called the meeting to order at 8:00 a.m.

Members Present: Michael Dourgarian, Kathy Kossick, Gerry Lawrence, Jack Padley, Larry Suddjian, Kingman Tsang.

Members Absent: Bill Camp, Mark Ingram, Elizabeth McClatchy.

Others Present: Robin Purdy, Phil Cunningham

2. **ACTION ITEM:** Approval of Committee Plan in Response to Sacramento Works, Inc. Board Retreat

This item was reviewed. Ms. Kossick stated that each committee reviewed this document and has agreed that these would be the actions that they would be tackling.

The Youth Council wants to modify a portion of their plan to remove the word 'workers'.

Ms. Kossick stated that staff will try to organize a meeting of all of the regional WIB executive committees. It is anticipated that this could happen in late August or early September. This would be to discuss how we can work together as WIBS. There are a couple of common issues across county lines.

Moved/Tsang, second/Suddjian, to approve the committee plan in response to the Sacramento Works board retreat.

Voice Vote: Unanimous approval.

3. **ACTION ITEM:** Approval of Guidelines for Collaboration with Faith-Based and Community Organizations

Mr. Padley stated that the Planning/Oversight Committee met last week and heard a significant number of speakers. The organizations represented included Community Based Organizations, churches, and other brokers engaged in training. The committee had a good introduction to the potential relationships, especially if the federal government wants to put money into Faith-based Organizations (FBO).

Ms. Purdy came up with a process where if an FBO wants to request funding, there would be a process to ensure that they have capacity, that they would have the mission of Sacramento Works at heart, and that we work together. Five guidelines and a process for entering into these collaborations were developed.

A two-page letter must be submitted by organizations that want to have letters of recommendation and/or support. Staff will review the letter and will review the checklist of meeting the guidelines. Staff is requesting authority to draft the letter which will be reviewed at the next committee meeting. There is no financial relationship other than a cooperative working relationship. If they are requesting financial support, organizations would be informed of the procurement process. Ms. Purdy stated that SETA is not in a position and does not have administrative staff to assist organizations in preparing their places for funding.

Mr. Lawrence asked if only a letter is provided to show the cooperative relationship? Ms. Purdy stated that yes, and the letter will be specific, stating what SETA will do for this organization.

Mr. Cunningham expressed several concerns regarding the delegation of discretion to the staff. The wording on the process, the last bullet should be staff issues collaboration letter to entities meeting Sacramento Works, Inc. collaborative guidelines for approval to the Planning Committee at their next meeting. Mr. Cunningham spoke of the guidelines. Do we want to have an experience requirement according to their number of years in existence, tax ID number. In response to a question from Mr. Tsang, Mr. Cunningham stated that it is appropriate to allow staff to decide whether or not an FBO meets the checklist criteria. The FBO can go to the Planning/Oversight Committee and protest if need be. He stated that the Committee could delegate to staff all administrative approval if they meet all of the criteria in the guidelines.

Mr. Padley stated that the key is the refined criteria for capacity. It is crucial that the programs have capacity PRIOR to funding.

Moved/Kossick, second/Lawrence, to approve this item to direct staff to draft a checklist and ask that a more defined criterion regarding the participation with CBOs and FBOs be developed.

Voice Vote: Unanimous approval.

4. Discussion of Potential Uses of Sacramento Works, Inc. Set-Aside Funds

This set-aside fund started with \$254,000 and \$206,000 has been spent so far. A new fiscal year will begin on July 1 so a decision must be made as to how to spend the remaining funds.

Mr. Dourgarian suggested having an annual state of the workforce meeting to have groups get together to speak about workforce development. This would not

be just a regional meeting. Have a conference AND a summit to look at the state of the workforce. The single great idea that has not been addressed is the state of the workforce.

The Employer Outreach Committee will be meeting. Staff will return with a more detailed budget from this committee.

5. Discussion of Process for Selecting New Chair

Mr. Phil Cunningham suggested that this item be put on an agenda, or have a nominating committee submit a slate of officers. Normally there is a nominating committee and this is normally done in October. Mr. Cunningham reminded the members that Mr. Dourgarian can appoint people to a nominating committee and let the committee provide a list of nominees. The only criterion is that the chair has to be from the private sector. Ms. Kossick stated that she will ask for volunteers at next week's meeting. A slate of nominees will be brought to the September meeting for election and installation. Ms. Kossick volunteered to be on the nominating committee.

6. Review of Board Packet

Ms. Kossick stated that Dave Gordon is expected to be present at the Sacramento Works board meeting at 9:00 a.m. The performance incentive award policy was sent through the Planning/Oversight Committee at two separate meetings. The only prohibition is you cannot do bonuses to staff; the funds have to go back into program operation and/or training.

Mr. Tsang reported that he will be resigning from the bank and will be going into business for himself.

Mr. Gerry Lawrence accepted the chair of the Youth Council.

7. Next meeting: Monday, June 27, 2005, 4:00 p.m.

8. Adjournment: Meeting adjourned at 9:00 a.m.

ITEM 3– ACTION

RECOMMENDATION TO THE GOVERNING BOARD FOR PRIVATE SECTOR APPOINTMENTS TO THE SACRAMENTO WORKS, INC. BOARD

BACKGROUND:

There are two Private Business sector seat now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of two members.

Applications have been sent to interested applicants. Copies of the applications will be provided to Committee members at the meeting.

The Governing Board is requesting that the Executive Committee review the applicants and forward a recommendation to their board.

Staff will be available to answer questions.

RECOMMENDATION:

Review the staff report, review the applications, and make two Private Business sector recommendations to be forwarded to the SETA Governing Board.

ITEM 4 – ACTION

APPROVAL OF BOARD ENDORSEMENT OF SPONSORSHIP PROJECT FOR THE OCCUPATIONAL OUTLOOK AND TRAINING DIRECTORY REPORT

BACKGROUND:

John Harden, SETA's LMI Project Supervisor, would like to request Board endorsement of the sponsorship project associated with The Occupational Outlook & Training Directory. We would like to offer sponsorship opportunities to local organizations for inclusion in the 2005 – 2006 Occupational Outlook & Training Directory.

John Harden will be available to provide additional information and answer questions.

RECOMMENDATION:

Endorse the Sponsorship Project for the 2005 – 2006 Occupational Outlook & Training Directory.