

## CAREER CENTERS

### **BROADWAY**

915 Broadway  
Sacramento, CA 95818  
(916) 324-6202

### **CITRUS HEIGHTS**

7640 Greenback Lane  
Citrus Heights, CA 95610  
(916) 676-2540

### **FRANKLIN**

7000 Franklin Blvd., Suite 540  
Sacramento, CA 95823  
(916) 262-3200

### **GALT**

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

### **GREATER SACRAMENTO URBAN LEAGUE**

3725 Marysville Blvd.  
Sacramento, CA 95838  
(916) 286-8600

### **HILLSDALE**

5655 Hillsdale Blvd., Suite 8  
Sacramento, CA 95842  
(916) 263-4100

### **LA FAMILIA COUNSELING CENTER**

5523 34th Street  
Sacramento, CA 95820  
(916) 227-2577

### **LEMON HILL**

5451 Lemon Hill Avenue  
Sacramento, CA 95824  
(916) 433-2620

### **MARK SANDERS COMPLEX**

2901 50th Street  
Sacramento, CA 95817  
(916) 227-1395

### **MATHER**

10638 Schirra Avenue  
Mather, CA 95655  
(916) 228-3127

### **RANCHO CORDOVA**

10665 Coloma Rd., Suite 200  
Rancho Cordova, CA 95670  
(916) 942-2165

### **SOUTH COUNTY**

8401 - A Gerber Road  
Sacramento, CA 95828  
(916) 689-3560

## Administrative Offices & Employer Services

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

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



## **SACRAMENTO WORKS, INC.** Executive Committee

**Date:** Monday, September 26, 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 August 22, 2005 Meeting
3. **ACTION ITEM:** Recommendation to the Governing Board for Private Sector Appointments to the Sacramento Works, Inc. Board
4. **ACTION ITEM:** Approval of Election of Officers
5. **ACTION ITEM:** Approval of Proposed 2005-2006 Board Initiative Funds Budget – Employer Outreach
6. **ACTION ITEM:** Approval of Policy Statement from the Ad Hoc Education Committee
7. Review of the September 28, 2005 Sacramento Works, Inc. Board Agenda
8. Adjournment

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

**DISTRIBUTION DATE: TUESDAY, SEPTEMBER 20, 2005**

**SACRAMENTO WORKS, INC.**  
**Executive Committee**  
Minutes/Synopsis

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

Monday, August 22, 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, Mark Ingram, Kathy Kossick, Gerry Lawrence, Elizabeth McClatchy, Jack Padley, Larry Suddjian, Kingman Tsang.

**Members Absent:** Bill Camp

2. Approval of Minutes of the July 18, 2005 Meeting

Minutes were reviewed. No questions or comments.

Moved/Kossick, second/McClatchy, to approve the minutes as distributed.  
Voice Vote: Unanimous approval.

3. **ACTION ITEM:** Recommendation to the Governing Board for Private Sector Appointments to the Sacramento Works, Inc. Board

The applications were reviewed. Mr. Gary Smith's application has not yet been received.

Ms. Kossick suggested reviewing attendance at the next Executive Committee. Staff will e-mail the attendance rosters for both committee and board meetings. Mr. Dourgarian asked that we hold off on making another recommendation until we receive the application from Mr. Gary Smith, SMUD.

The committee agreed to make one recommendation to the Governing Board. Next month attendance will be reviewed and perhaps a seat can be cleared by asking non-participating members to give up their seat on the WIB.

Moved/McClatchy, second/Suddjian, to recommend the appointment of Nancy Bernardi to a Private Sector seat on the WIB.  
Voice Vote: Unanimous approval.

4. **ACTION ITEM:** Approval of WIA Local Plan Modification

Ms. Ginger Brunson reviewed the proposed plan modifications. The plan includes an updated list of career centers.

The WIB Planning/Oversight Committee recently approved this plan modification.

Moved/Suddjian, second/Kossick, to approve the local plan modification to extend the Strategic 5-year Plan for the Sacramento Workforce Investment Area.  
Voice Vote: Unanimous approval.

5. Development of Agenda for Regional Executive Committee Meeting

The other three workforce areas are very chaotic so this meeting may help to deal with issues from a more regional approach. We need to identify what the common issues that we all experience, i.e., transportation. It was suggested that identifying common issues should be discussed before solutions are discussed.

Mr. Padley stated that we need to make this very clear that this is NOT a Sacramento agenda but a regional approach to workforce development.

Ms. Kossick stated that it would be great to have all of the geographic WIBs on the same page. She would like to have these regional meetings quarterly.

Mr. Suddjian stated that the Planning/Oversight Committee took action to support an Ad Hoc Skills Success Institute committee which will be headed up by Walter DiMantova. This is all in preparation of applying for a grant on 9/26. The original idea came out of the Sacramento Works Board Retreat. Mr. Dourgarian officially appointed Mr. DiMantova the chair of this ad hoc committee.

Mr. Dourgarian reported on the first meeting of the Ad Hoc Education Committee which was very well attended.

6. Adjournment: Meeting adjourned at 4:50 p.m.

### ITEM 3– ACTION

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

##### BACKGROUND:

There are four Private Business sector seats now vacant on the Sacramento Works, Inc. Board of Directors due to the recent resignation of four 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 ELECTION OF OFFICERS

#### BACKGROUND

Section 4.02 of the Bylaws of Sacramento Works, Inc. provides for an annual election of officers. At an Executive Committee several months ago, a nominations subcommittee of Mike Dourgarian, Kathy Kossick, and Phil Cunningham was formed.

This subcommittee is providing the following recommendations for officers:

Chairperson –Kingman Tsang  
1<sup>st</sup> Vice Chair—Mark Ingram  
2<sup>nd</sup> Vice Chair—Bill Camp  
Secretary/Treasurer—Kim Parker

#### RECOMMENDATIONS:

Review the recommendations of the subcommittee and make appropriate recommendations to the full Workforce Investment Board.

## ITEM 5 - ACTION

### APPROVAL OF PROPOSED 2005-2006 BOARD INITIATIVE FUNDS BUDGET- EMPLOYER OUTREACH

#### BACKGROUND:

At the April 4, 2005 meeting, the Sacramento Works, Inc. Executive Committee approved the Resource Allocation Plan for 2006. The Executive Committee set aside 3% of the WIA funds, or \$205,336 for initiatives developed by the board.

In 2005, the Board delegated responsibility for use of the Board Initiative funds to the Employer Outreach Committee. The funds were used for:

- ✓ Collaborative business outreach
- ✓ Public relations and outreach to the employer community
- ✓ Researching newly emerging industry clusters and critical industries in the region
- ✓ Developing/selecting a Workforce Skills Certification system.

Staff has identified \$72,082 in unspent funds from last year's Board Initiative funds, which will be added to this year's funds, for a total of \$277,418 to use for board initiatives.

The Employer Outreach Committee is recommending that \$141,500 for the following Public Relations and Outreach Plan for 2005-2006. The goal of the plan is to further employer outreach activities implemented in 2004-2005:

- 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.

#### RECOMMENDATION:

The Employer Outreach Committee is recommending approval of the attached budget.

<b>Activity</b>	<b>Budget</b>
SACTO Economic Profile, 2005 - 2006	\$ 12,000
Agency's Outreach Brochure	18,500
SACTO Event Sponsorships	4,500
Give-away items for employer/job fair events	5,000
4th Annual Expo Job Fair	8,000
Job Fair/Business Events	10,000
Mailing Lists/employer outreach	500
Sponsorships/Chamber Alliance	6,000
Metro Chamber Perspective Event*	5,000
Print Advertising	25,000
Radio Advertising	15,000
<b>Sub-Total</b>	<b>109,500</b>
Retain Public Relation Services	32,000
<b>TOTAL Employer Outreach and Public Relations</b>	<b>\$ 141,500</b>

Total Board Initiative 2005-06	\$ 205,336
Total Unspent Board Initiative/Employer Outreach 2004-05	72,082
Total Amount Available in 2005-2006	277,418
Recommended amount for Employer Outreach/Public Relations	141,500
Total reserved for other WIB Initiatives	\$ 135,918

In addition to this recommendation, the Employer Outreach Committee members suggested that Board Initiative funds be used for the following initiatives in the next year:

- ➔ Redesign of SETA/Sacramento Works website (estimate \$15,000)
- ➔ Workforce Development Research (estimate \$50,000)
- ➔ Skills Success Institute (estimate \$50,000)

Approve the Employer Outreach Committee recommendation for public relations and employer outreach for \$141,500.

Consider the recommendation of the Employer Outreach Committee for utilization of the remaining board initiative funds.

## ITEM 6 - ACTION

### APPROVAL OF POLICY STATEMENT OF AD HOC COMMITTEE ON EDUCATION

#### BACKGROUND:

At the April Board Retreat, the Board identified the need for an Ad Hoc Committee to support the development of an effective, articulated education system and act as a catalyst for dialogue between employers and education.

An Educational Ad Hoc Committee was formed and has held two meetings. The Committee has developed a draft Policy Statement regarding the Board's perspective on the business/labor/education partnership.

#### RECOMMENDATION:

Review the draft policy statement and recommend approval to the full Workforce Investment Board.



# DRAFT

## SACRAMENTO WORKS POLICY STATEMENT

As the local workforce investment board for Sacramento County, Sacramento Works developed the following mission statement: “Sacramento Works unites business, *labor*, education and public agencies to assure qualified and trained workers are available to meet the needs of the region’s economy.”

In an ongoing effort to better prepare the workforce for jobs created by critical industries ~~the economy~~, the Board ~~will~~ engages leaders in business and education. The Board facilitates ~~will~~ ~~support~~ efforts of the business and education communities ~~to~~ ~~increase dialogue~~ to reduce the gaps between the “skill” needs identified by employers and the “skills” taught by existing education/training programs.

It is the policy of the Board to *support* ~~value~~ relevant training programs developed in partnership with the business community, that train workers for jobs that exist in the region. The Board recognizes that not all students will pursue higher education and the Board will work to support curricula in elementary and secondary schools that produce educated young people capable of successfully pursuing work and becoming self-sufficient.