

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 Hilldale 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. PLANNING/OVERSIGHT COMMITTEE

Date: Monday, March 13, 2006

Time: 8:00 a.m.

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

AGENDA

1. Call to Order/Roll Call
2. **ACTION ITEM:** Approval of Minutes of the January 9, 2006 Meeting
3. **ACTION ITEM:** Approval of Resource Allocation Plan (Robin Purdy)
4. **ACTION ITEM:** Sacramento Works Education Policy Implementation (Robin Purdy)
5. **INFORMATION ITEM:** Update on Voluntary Income Tax Assistance Program (Espie Lindsay)
6. **INFORMATION ITEM:** WIA Adult/Dislocated Worker Performance Incentive Awards (Bette Blanchard)
7. Input from the public
8. Adjournment

Committee Members: Mike Dourgarian (Chair), Rick Dibble, Dr. Jim Hernandez, Matt Kelly, Kathy Kossick, Jim Lambert, James Pardun, Joan Polster, Tim Ray.

DISTRIBUTION DATE: TUESDAY, MARCH 7, 2006

Sacramento Works, Inc.
Planning Oversight Committee
Minutes/Synopsis

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

Monday, January 9, 2006
8:00 a.m.

1. **Call to Order/Roll Call:** The meeting was called to order at 8:00 a.m.

Members Present: Mike Dourgarian, Kathy Kossick, Jim Lambert, James Pardun, Joan Polster, Tim Ray

Members Absent: Rick Dibble, Dr. Jim Hernandez, Matt Kelly

Others Present: Ginger Brunson, Bill Walker, Melissa Noteboom, Tim Taylor, Phil Cunningham, Roy Kim

2. **ACTION ITEM:** Approval of Minutes of the September 26, 2005 Meeting

Moved/Kossick, second/Ray, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

3. **ACTION ITEM:** Approval to Transfer 20% Funds from Adult to Dislocated Workers

Ms. Ginger Brunson reviewed this item. Approval of this item will have no impact on the resource allocation previously approved by the Planning/Oversight Committee. Ms. Kossick stated that this is a 'normal' transfer and the seventh or eighth year that we have done this.

Moved/Lambert, second/Polster, to approve the submission of a transfer of funds request to move 20% (\$718,538) of Dislocated Worker program funds to the Adult program.

Voice Vote: Unanimous approval.

4. **ACTION ITEM:** Approval of the ETP Nurse Workforce Application

Mr. William Walker reviewed this item which requests approval to submit an application to the State of California Employment Training Panel for Nurse Workforce training. Mr. Lambert inquired about the difference between a CNA and an LVN. Mr. Walker explained the LVN can administer medication and the CNA cannot. In the home health care area, there is a definite need for nursing staff. The role of SETA will be the grant administration of this program and monitor the contract with ETP.

Moved/Polster, second/Lambert, to approve the formal submission of an application to the Employment Training Panel for a Nurse Workforce Program and authorize the Executive Director to sign the contract with ETP.

Voice Vote: Unanimous approval.

5. **DISCUSSION ITEM**: Discussion of Ad Hoc Education Committee Work Plan

Ms. Purdy stated that at the last meeting, this committee approved the work plan for the Ad Hoc Education Committee. She met with the Metro Chamber's Education Committee. Doug Urbick from LEED is going through the re-engineering process and LEED wants to partner with us in rolling out whatever is brought up. At the last WIB board meeting, the implementation of the policy statement was assigned to this committee. This is to discuss what we want to do to support the Ad Hoc Education Committee.

Dave Gordon has already met with the area school superintendents and is very supportive of this work plan. Tim Taylor from the County Office of Education has been active in this committee. Mr. Taylor stated that SCOE is in charge of the ROP in the county. SCOE staff will be meeting with the local school districts to discuss redesigning the ROP program. They are developing a regional planning grant. SCOE is working closely with SETA, LEED and other related organizations.

Ms. Kossick inquired whether the business sector will be included and Mr. Taylor replied that this will be done over the next two years.

Ms. Polster stated that currently, individual districts have advisory committees but there needs to be a regional advisory committee. SCOE would be helping to bring business people to the table for us. The districts are updating the critical industries to industry standards. There is a major need for a partnership with the Metro Chamber especially when it comes to involving the business sector.

Mr. Lambert stated that he thought the work plan would go to the districts for endorsement and then back to us to support the superintendents. He recently received two notifications: one from Partnership for Prosperity for a meeting today and another from the Sacramento Technical Vocational school to have a symposium on technical education in the Sacramento area. LEED is doing something; CCCC is also working on the same thing. There are a lot of organizations all trying to do the same thing. He feels it would be more beneficial to get the business community together FIRST before getting the other groups together.

Mr. Dourgarian stated that the difference with this committee is that we acknowledge what is going on and we support other organizations. What we are trying to do is bring together a wider net to encompass all of these different organizations.

Mr. Taylor stated that on January 27, the superintendents are meeting regionally. He will be meeting with them to discuss the work plan. 'Preschool for all' is another issue that the superintendents need to deal with along with the preparation of the workers.

Mr. Pardun stated that there is no consistency; no uniformly met standards. We have to speak with one voice if there are job standards that are uniformly trained, it would be better for all of the organizations involved. Mr. Lambert said that the business sector needs to define what the EMPLOYERS need and tell the educators what is needed in order to train workers. We want to pull together workforce development goals and give those to the superintendents and find out what they need in order to get the training done.

Mr. Taylor suggested having a regional conference of the superintendents and have industry specific groups. ROP would be willing to get all of the line educators together to find out what businesses want. Perhaps a meeting can be organized by May. Mr. Taylor will work with Ms. Purdy to confirm the date. He will integrate our discussion from the employer side to define what is needed in workforce development. Then we can sit down with the vocational instructors to inform them what the business sector needs. There was also discussion about inviting all of the other industry participants to include the construction consortium and industry specific groups. Mr. Ray stated that this needs to be a 'roll up your sleeves' working session.

6. **DISCUSSION ITEM:** Evaluation of Sacramento Works One-Stop Career Center System

Ms. Purdy reported that in November, 2005, the first quarter reports were distributed and the second quarter reports will be sent shortly. The board still has the ability to extend contracts but there are some areas in the community that are being underserved. Staff is considering extending the centers that are doing well and then do a quick RFP for areas that are not being served. A recommendation will be coming to the committee.

Ms. Noteboom distributed information on core services, intensive services and case management services that are available at career centers. Staff also provided reports on scholarships by career centers and can provide information on job seeker satisfaction. Ms. Purdy reviewed the report with the committee.

The career centers have been evaluated on the same data for the past two years.

The Planning/Oversight Committee wants to know the cost per customer, cost per center, and what resources are being provided per career center.

Ms. Purdy reviewed the background of the Urban League Career Center. One SETA staff member is out stationed there and one from Grant is out stationed there.

Mr. Dourgarian asked about customer satisfaction. Ms. Purdy reviewed the most recent report and the responses were still very good. The partners are decreasing their involvement at the career centers probably due to budget cuts. The committee expressed interest in doing a certification of the career centers and adding mystery shoppers. Mr. Lambert stated that board members used to be encouraged to visit a career center and asked if that could be done as well.

7. **INFORMATION ITEM:** Submission of Regional and Local Incentive Award Application

The CAIZ is a collaborative with our neighbors of Yolo County and Golden Sierra. We have applied for funds from the State Workforce Investment Board. This application includes the North Central Counties Consortium (NCCC) which includes the five counties to the north of Sacramento. What we are trying to reinvigorate a discussion of the broad needs of the region. We need to develop a regional strategic plan for workforce development. A total of \$70,000 was requested.

8. Input from the public

Ms. Kossick stated that at the last WIB meeting, revisions to the critical industries was approved and the updated critical industries list was revised. She distributed the updated information. This updated information has been distributed to all interested parties including the area schools.

9. Adjournment: Meeting adjourned at 9:22 a.m.

ITEM 3 - ACTION

APPROVAL OF THE RESOURCE ALLOCATION PLAN FOR FISCAL YEAR 2006/2007

BACKGROUND:

It is the responsibility of Sacramento Works, Inc. to determine the types of services and activities that should be funded with the Workforce Investment Act formula funds and to develop a "resource allocation" plan. The resource allocation plan determines what activities and services are offered through the one stop career center system and the percentage of next year's funds that will be allocated to each activity.

The allocation for Fiscal Year 2006-2007 has not yet been released by the California Employment Development Department. Staff is estimating that funds will be reduced by at least 1% of last year's allocation.

ACTIVITIES included in the Resource Allocation Plan:

The activities that are included in the resource allocation plan for the Sacramento Works One Stop Career Center system are:

1. **One-Stop Services:** This activity includes the infrastructure, operation and staff costs for 12 Sacramento Works One Stop Career Centers which provide:
 - ✓ Access to information, computers, faxes, copiers, and telephones to assist customers with core job search activities;
 - ✓ Intensive case management services for all customers who are enrolled or receive scholarship funds;
 - ✓ Job development, job placement, job retention and follow-up services to customers seeking employment after training.
2. **On-the-Job Training (OJT):** This activity provides wage subsidies to employers willing to train workers on-the-job. OJT is an effective workplace activity because it provides a commitment to hire by the employer, reimburses wages at 50% or less, and results in wage gain and job retention.
3. **Scholarships/Workforce Skills Preparation:** This activity can be used for tuition, supportive services while a customer receives training, or to provide workforce skills preparation services at career centers.
 - ⇒ **Scholarships** are the costs associated with training customers in critical industries selected by Sacramento Works, Inc. (Tuition, supportive services, and incentive payments).
 - ⇒ **Workforce Skills Preparation** are individualized services purchased "off-the-shelf" from approved vendors. Workforce Skills Preparation services include Vocational Assessment, Small Business Development, Financial Literacy, Interpretation/Translation, Counseling and Guidance, and Job Retention/Life Skills Workshops.
4. **Board Initiatives:** This activity establishes funding for Initiatives developed by Sacramento Works, Inc. Past Board Initiatives included employer outreach and

public relations, researching newly emerging industry clusters and critical industries in the region, participation in development of regional Business Plans, and developing Workforce Skills Certification systems.

5. **One Stop Support:** This activity is provided by SETA and includes program monitoring, technical assistance and training; SMARTware automated case management system support, client tracking, client follow-up, and developing performance reports.
6. **Administration:** This activity is provided by SETA and includes personnel, payroll, fiscal monitoring, purchasing, contracting, board staffing and support, and information technology.

ONE STOP CAREER CENTER PERFORMANCE SUMMARY (see WIA Performance Report attached under separate cover for more detailed information).

Core Services Outcomes:

In the first eight months of Fiscal Year 2006 (July 2005 through February 2006) 26,383 job seekers received 105,458 services. This is a slight increase in the number of job seekers served (59 more job seekers) when compared to the same time period last year. The number of visits increased by 1% (549 more visits) and the number of services provided through the One Stop Career Center system increased by 4.3%, or 4,352 services. The core services cost per job seeker decreased slightly from \$111 per job seeker in 2005 to \$110 in 2006.

The core services provided by the career centers are highly effective at quickly connecting job seekers to employers. Job Seekers learn the skills to find and keep a job, receive follow-up and job retention services, and receive assistance in developing career paths to success.

Intensive and Training Services Outcomes:

For the first six months of Fiscal Year 2006, 88% of adults and 91% of dislocated workers exiting from intensive training were employed in the quarter after they exited services. 83% of adults and 89% of dislocated workers retained their jobs after completing intensive and training services and the annual wages earned by workers six months after they left the program were \$4,412 higher for adults and \$202 higher for dislocated workers. By the end of February 2006, over 65% of the ITA/Scholarship funds were obligated.

RECOMMENDATIONS:

Career center managers, supervisors, staff and partners were surveyed about the workload, the needs of the customers, and the infrastructure needs of the career center system. Performance reports (including information on demographics, core services, intensive and training services, scholarships, customer satisfaction and employer services), community collaboration and partnership information, and the results of the career center surveys were analyzed by staff and the following areas were identified as priorities for next year:

- **Emphasis on high quality customer services.** The Centers must have well-trained staff who are customer friendly.
 - The Regional Training Team has recommended training in the following areas in the next year: Managing Change/Stress; Customer Empowerment and Motivation; Dealing with Difficult People; and Serving Adults with Multiple Barriers to Employment.
 - Career center staff recommended that Win-Way resume software be the standard resume software used in the system and that all staff complete a refresher training on resume' writing skills. Additionally, further training in case management and time management was requested.
 - All customers, including special populations (disabled, limited-English speaking, offenders, veterans, etc.) must have access to the services they need. Specialized partnerships and workforce skills preparation services will be conducted to ensure that services are available.
 - A decrease in the participation of collaborating partners in the system has decreased the number of staff able to serve customers in the resource rooms, thus overloading the remaining staff. Outreach will be conducted to recruit more partners into the career center system.
- **Investment in Equipment.** In the past two years, investments in the technology infrastructure of the system have resulted in updated servers and computers. This year, Site Supervisors have requested investment in updating non-computer equipment at the Centers, including telephones, DVD players, televisions, audio-visual equipment, fax machines, printers, assistive technology and copiers.
- **High-speed internet connectivity.** Two years ago, in response to budget cuts and staffing reductions, SETA/Sacramento Works invested in a system that connects the one stops to a central Citrix system. This has had an impact on the speed at which customers can access the internet. This year, a product has become affordable that will push applications from the central office to the one-stop computers. This will improve the security and speed of applications.
- **Emphasis on meeting the needs of Employers.** The Centers will meet the needs of employers by providing recruiting, screening and referral services, working with regional and local partners to conduct Job Fairs, serving small business through the Business Information Centers, providing upward mobility and job retention services, and integrating employers as career center system partners.
- **Implementing the Common Performance Measures.** Next year, the U.S. Department of Labor is focusing on three performance measures for the adult and dislocated worker population: % Entering Employment, % Retaining Employment for 6 months, and Wage Gain (wage 6 months prior to participation compared to wage 6 months after completion). Staff and providers will need training on the new standards and WIA Monitoring and Management reports will need to be revised for smooth implementation.
- **Resource Allocation Plan:**
 1. Staff recommends continuing to invest in the one stop career center system for the next year while conducting a review of the system which identifies system

efficiencies, possible mergers, and an analysis of which activities provide the best customer outcomes. The review will include the following:

- ⇒ Analyze career center usage, demographics, services and outcomes and make recommendations to decrease the number of comprehensive career centers and define the role of affiliate career centers. Identify which centers are providing comprehensive services with many partners and which centers are affiliates that effectively connect to high-risk communities and programs.
 - ⇒ Compare the outcomes of customers who participated in on-the-job-training, workforce skills preparation, and training scholarships to identify which activities best result in meeting and exceeding performance measures
 - ⇒ Analyze the range of costs for scholarships and the average cost by critical industry and make appropriate recommendations on changing the caps on Scholarships and supportive services.
 - ⇒ Assess the impact of lowering the maximum allowed for scholarships and supportive services on customer outcomes.
2. Staff recommends decreasing the WIA funds allocated to On-the-job Training (OJT) to offset federal budget reductions and to focus resources on One-stop Services and Scholarships. SETA has received a commitment of \$200,000 from the County Department of Human Assistance (DHA) to provide employer reimbursements for OJT positions for CalWORKs clients. SETA also receives special funding targeting refugees and has allocated \$491,554 of these funds to OJT.
 3. Staff recommends approving the following Resource Allocation Plan for FY2006-2007.

Activity	Recommendation for FY2007 % of Total Allocation	FY2006 Resource Allocation Approved Plan	\$ Based on FY2006 Allocation -1%	\$ Increase/ Decrease based on FY 2006 Allocation
One Stop Services	39.6%	39%	\$2,683,334	+13,962
On-the-Job Training	11.9%	13%	806,262	-83,528
Scholarships/Workforce Skills Preparation	26.3%	26%	1,782,114	+2,533
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11.5%	11.4%	779,251	-1,027
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.7%	7.6%	521,759	+1,574
Board Initiatives	3%	3%	203,283	-2,053
	100.00%	100%	\$6,776,097	\$ -68,539

ITEM 4 – ACTION

APPROVAL OF SACRAMENTO WORKS EDUCATION POLICY

BACKGROUND:

At the Sacramento Works Retreat, the Sacramento Works, Inc. Board created an Ad-Hoc Education Committee to develop a policy that would:

- ✓ Support development of an effective, articulated education system by
 - Building relationships with and engaging school superintendents with the board
 - Framing a common vision based on sound principles that top leaders of business and education agree with.
 - Including non-traditional educators/trainers in the process
 - Integrating hands-on and academic training and provide hard and soft skills to all students as a regular part of their education
 - Conducting an Educational Summit

At the November, 2005 meeting, Sacramento Works approved the Ad-Hoc Committee's Education Policy and referred the policy to the Planning/Oversight Committee for implementation. In January 2006, the Planning Committee added specific action statements to the policy (see attached) and requested that staff work with Board members and community partners to support a coordinated, integrated and inclusive approach to implementing the policy.

Over the past two months, Sacramento Works Board members Kathy Kossick and Bill Camp and Deputy Director of SETA Robin Purdy have worked with the Partnership for Prosperity High School Action Team to weave the Sacramento Works Education Policy into the larger Partnership for Prosperity Regional Business Plan. On February 26, 2006, the attached draft High School Action Team Policy statement was developed, which reflects many of the strategies that were included in the Sacramento Works Education Plan.

Staff is recommending that the Planning and Oversight Committee approve the Partnership For Prosperity High School Action Plan and work with other champions and community partners on implementation.

RECOMMENDATION:

Review and approve the Partnership for Prosperity High School Action Team Goals, Strategies, Tactics and Timelines.

Recommend to the full board to "champion" the High School Action Team and designate Kathy Kossick, Executive Director and Robin Purdy, Deputy Director Sacramento Employment and Training Agency to represent Sacramento Works, Inc. on the implementation team.

Sacramento Works, Inc. Planning Committee Discussion 1/9/06 Implementation of Education Policy Statement

As the local workforce investment board for Sacramento County, 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.

The Board engages leaders in business, labor and education to better prepare the workforce for careers identified by critical industries. The Board facilitates efforts of the business and education communities 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

1. Support training programs in critical industries by developing partnerships with education, business and labor that train workers for careers that exist in the region.
 - The board will continue to define the specific workforce needs of the region
 - The board will support collaboration between business/industry and education that results in training and education programs for critical industries and occupations
2. Support the educational system in developing curricula teaching to high standards and preparing students for higher education and emerging careers.
 - The board will work to clearly communicate business and industry's workforce needs to education partners and integrate the business vision with education policy.
 - The board will connect regional vocational education advisory groups to business and support streamlining and consolidating regional vocational education advisory boards and setting uniform standards.
3. Support curricula and the development of essential employability skills that produce young people educated to rigorous and relevant standards.
 - The board will support the use of curricula for career technical preparation courses that meets high school graduation requirements and college entrance requirements.
 - The board will identify methods for integrating soft/success skills into all high school curricula.

Action Steps:

1. Seek the endorsement/partnership of the School Superintendents in Sacramento County.
2. Invite representatives Workforce Development, Economic Development and Industry/ Business Associations to work together to identify the workforce needs of the region and communicate these needs to education leaders "with one voice".

- Conduct small focus group sessions with business to identify workforce needs.
- Gain a working understanding of what groups are doing and identify ways to work together to support changes in the education system that will prepare students for careers and college.
- Present needs of business to Career Technical Education professionals
- Define the contributions that businesses can offer to the education system (menu/directory).
- Work with Sacramento County Office of Education to identify an entity to coordinate connecting volunteers from the business community to schools.



Focus Area: High School Education

Goal Statement: All of the high school students in the Sacramento region will be ready to enter the workforce and ready to pursue further education and training.

Why is this goal worthwhile? Community leaders agree that skilled people are the fundamental units of the region’s economic capacity, and one of the best times to invest in building people’s interest and expand their horizons is during high school education. The region’s high school system should strive to set high expectations, continually increase curriculum relevance to the real world, and support all students in feeling hopeful about their future. These efforts will not only benefit the region now, they also serve as an insurance program for our long-term economy because they constantly renew the pool of workers that are instilled with motivation to excel in careers and education.

Timeline: 2006 – 2008

Champions:

Christopher Cabaldon, Mayor, *City of West Sacramento*, and Chair, *Partnership for Prosperity*

Dave Gordon, *Sacramento County Office of Education*

Kathy Kossick, Executive Director, *Sacramento Works* and *Sacramento Employment and Training Agency*

Strategies	Tactics & Timeline	Progress Measures
<p>1. Create and analyze an inventory of the region’s training programs and future employment needs to identify how the education system can become more aligned with emerging economic opportunities.</p>	<p>a. Review existing data sources about training programs and employment opportunity areas, and determine how to express information in the most user-friendly format in the future. Identify new information and analyses that need to be completed. The survey of training programs should include programs at local schools, teen centers, faith-based initiatives, summer camps, and community centers. [Completion Date:]</p> <p>b. Work with the County Offices of Education to understand and improve how they are aligning their programs with economic opportunities. [Completion Date:]</p> <p>c. Use information from the American Diploma Project to identify the skills and competencies that the region’s businesses need. [Completion Date:]</p>	<ul style="list-style-type: none"> ● Inventory is created with analysis of opportunities to build better alignment between programs and regional economy. ● Increase the number of students receiving training in economic opportunity areas.
<p>2. Improve the connections between multiple education initiatives in the region, and streamline the process of engaging the region’s top educational leaders in shaping and tracking education programs.</p>	<p>a. Determine how PFP’s Action Team, local WIBs, the P-16 Council, and LEED’s new Board are coordinated to maximize effectiveness. [Completion Date:]</p> <p>b. Work with LEED to host an educational Summit to review the training program inventory and gap analysis, and build better coordination between ongoing programs and new initiatives. [Completion Date:]</p> <p>c. Create a centralized system of vetting and coordinating new education projects in the region. [Completion Date:]</p>	<ul style="list-style-type: none"> ● Establish centralized, regional structure to coordinate education programs.



Strategies	Tactics & Timeline	Progress Measures
<p>3. Maximize the amount and depth of business and community engagement in high school education.</p>	<ol style="list-style-type: none"> a. Review best practices to identify new ways to accomplish this goal. [Completion Date:] b. Survey high school teachers to determine how much they are aware of regional economic opportunities and identify the best ways to provide this information for their use in the future. [Completion Date:] c. Create more internship programs and job fairs. [Completion Date:] <ol style="list-style-type: none"> c.i. All students should go through some form of basic skills training before they participate in internships/job fairs. c.ii. Facilitate the process for businesses and professional Associations to get involved in education. d. Increase and support the amount of business participation in programs at high schools and community centers. Develop ways for businesses to provide “authentic examples” for how subject matter is relevant in the real world. [Completion Date:] 	<ul style="list-style-type: none"> ● Completion of best practices study. ● Increase the number of student internships and job fairs. ● Increase the number of business-sponsored programs.

ITEM 5 – INFORMATION

UPDATE ON VOLUNTARY INCOME TAX ASSISTANCE PROGRAM

BACKGROUND:

The Earned Income Tax Credit is a tax credit available to low and moderate income working families. For the past five years, SETA/Sacramento Works has partnered with the Sacramento County Department of Human Assistance and the IRS to assist qualifying families with income tax preparation assistance. This year, twenty-four (24) SETA/Sacramento Works volunteer employees are assisting customers complete their income tax forms at five sites. To date, the SETA/Sacramento Works staff have assisted 169 customers complete their tax returns, resulting in refunds totaling \$220,983. The program will continue through April 15, 2006.

SITE	RETURNS Completed	Earned Income Tax Credit	FEDERAL Refunds	STATE Refunds	NET REFUND
Del Paso	41	\$ 23,860	\$55,583	\$4,246	\$59,829
Franklin	27	9,892	35,921	5,083	41,004
Hillsdale	56	28,878	62,006	7,462	69,468
Rancho Cordova	45	29,799	46,402	4,280	50,682
TOTAL	169	\$92,429	\$199,912	\$21,071	\$220,983

ITEM 6 - INFORMATION

WIA ADULT/DISLOCATED WORKER PERFORMANCE INCENTIVE AWARDS

BACKGROUND:

On July 1, 2005, SETA enacted a policy that allows providers to earn an incentive award for exceptional performance. At the end of each quarter, real-time performance on each performance measure is assessed. Centers/Program Operators performing at or above incentive level (110% of goal) on all measures are eligible for an incentive award for that quarter. Awards are banked each quarter and added to each Career Center and/or Subgrantee next years' allocation. Operators may accept and use incentive funds for any expenditure deemed an allowable cost.

Attached is a copy of the most current incentive awards update.



Incentive level performance (110% of target)



Performance on target



Performance at Corrective Action (at or below 84% of target)

PY 2005/2006 ADULT/OJT PERFORMANCE INCENTIVE MEASURE SUMMARY

Region:	North City/County				South City				South City				South/East County				South/East County			
Subgrantees	Urban League				Asian Resources				Sac Lao Family				Sac Chinese				La Familia			
Quarters	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
New Enrollments																				
Entered Employment Rate																				
Employment Credential Rate																				
Adult Earnings Change																				

Banked Incentive Amounts

Quarter 1	\$0	\$100.	\$100.	\$0	\$100
Quarter 2	\$0	\$250.	\$250	\$0	\$0
Quarter 3					
Quarter 4					
Year End Award					

PY 2005/2006 SWCC PERFORMANCE INCENTIVE MEASURE SUMMARY

Region: North City/County	Citrus Heights				Hillsdale			
	1	2	3	4	1	2	3	4
Adult (A)								
New Enrollments								
Entered Employment Rate								
Employment Credential Rate								
Adult Earnings Change								
Dislocated Worker (DW)								
New Enrollments								
Entered Employment Rate								
Employment Credential Rate								
Wage Replacement Rate								

Banked Incentive Amounts

Quarter 1 A	\$0	\$0
DW	\$0	\$0
Quarter 2 A	\$0	\$0
DW	\$0	\$0
Quarter 3 A		
DW		
Quarter 4 A		
DW		
Year End Award		

Region: South City	Broadway				Franklin				Mark Sanders				South County			
	Quarters	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3
Adult (A)																
New Enroll-ments																
Entered Emp. Rate																
Emp/Cred Rate																
Earnings Change																
Dislocated Worker (DW)																
Enroll-ments																
Entered Emp. Rate																
Emp/Cred Rate																
Wage Replacement Rate																
Quarter 1 A	\$0				\$0				\$100				\$0			
DW	\$0				\$0				\$0				\$0			
Quarter 2 A	\$250				\$250				\$250				\$0			
DW	\$0				\$0				\$0				\$0			
Quarter 3 A																
DW																
Quarter 4 A																
DW																
Year End Award																

Region: South/East County	Galt				La Familia				Lemon Hill				Mather				Rancho Cordova			
Quarters	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3		1	2	3	4
Adult (A)																				
New Enrollments																				
Entered Emp. Rate																				
Emp/Cred Rate																				
Earnings Change																				

Dislocated Worker (DW)																				
New Enrollments																				
Entered Emp. Rate																				
Emp/Cred Rate																				
Wage Replacement																				

Banked Incentive Amounts																				
Quarter 1 A																				
DW		\$100				\$100				\$0				\$100				\$100		
Quarter 2 A																				
DW		\$0				\$0				\$0				\$0				\$0		
Quarter 3 A		\$250				\$250				\$0				\$250				\$250		
DW		\$0				\$0				\$0				\$0				\$0		
Quarter 4 A																				
DW																				
Year End Award																				