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SACRAMENTO WORKS, INC.

Executive Committee

Date: Monday, February 26, 2007

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 January 22, 2007 meeting
3. Adoption of Policy for the Chair of Sacramento Works, Inc. Committees
4. Discussion of Board Development and Board Activities
5. Adjournment

COMMITTEE MEMBERS: Kingman Tsang, Bill Camp, Michael Dourgarian, Mark Ingram, Matt Kelly, Kathy Kossick, Elizabeth McClatchy, Kim Parker.

DISTRIBUTION DATE: TUESDAY, FEBRUARY 20, 2007

SACRAMENTO WORKS, INC.
Executive Committee
Minutes/Synopsis

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

Monday, January 22, 2007
4:00 p.m.

1. Call to Order/Roll Call: Mr. Tsang called the meeting to order at 4:06 p.m.

Members Present: Bill Camp, Mark Ingram, Kathy Kossick, Gerry Lawrence, Elizabeth McClatchy, Kingman Tsang.

Members Absent: Michael Dourgarian, Kim Parker

Other Present: Phil Cunningham, Robin Purdy, Bill Walker, Christine Welsch

2. Approval of Minutes of the September 25, 2006

The minutes were reviewed. No questions or comments.

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

Voice Vote: Unanimous approval.

3. Approval of Appointment of Youth Council Chair

Youth Council Chair Gerry Lawrence will be retiring at the end of the month. The Youth Council nominated Matt Kelly as Chair.

Moved/Camp, second/Lawrence, to approve the Appointment of Matt Kelly as Chair of the Youth Council.

Voice Vote: Unanimous approval.

4. Review of Board Packet for January 24, 2007

Ms. Kossick stated that we have two new board members representing required partners. Gloria Parker, is representing Area 4 agency on Aging and Alan Roberts, is the new director of Sacramento Job Corps.

Ms. Welsch discussed ITEM III-A-Action, approval to allocate \$300,000 in carry over WIA youth program funds. The funds will provide employment for an additional 180 youth. Staff will contact with existing providers to provide subsidized employment opportunities. 75% of the jobs will be in Critical Industries.

Mr. Camp would like to focus on critical industries and would like employers to inform us on what they are looking for when they hire an individual, and how much the job will pay.

Board members discussed that the purpose of the summer program is to provide an introduction to work, to teach work skills, to educate youth on careers that are demand in the region, and to enhance high school completion.

Ms. Welsch reviewed all of the planned components of the summer program, including workshops, boot camps, job fairs, direct job placement and subsidized employment.

Ms. Welsch stated that SETA has found it easy to find employers that will work with us if we subsidize the employment. We will be working with youth 16-21 years old.

Mr. Ingram stated that he would like to have a calendar that shows the activity, dates, numbers served and outcomes for youth completion.

Ms. Purdy discussed ITEM II-B-Action. The Chancellor's Office of the California Community Colleges released a Request for Applications for Career Advancement Academy Programs. Los Rios Community College District is the lead agency for this grant. Los Rios will be focusing on occupations in Construction, Transportation, Administrative Support and Energy. SETA/Sacramento Works will provide case management and connection to the Business Community.

Ms Purdy announced that both of the WIA Governors discretionary grants submitted by SETA have been funded. The grants will be for \$600,000 each. One grant is with C.S.U.S. to do a Bachelor of Science program in Nursing, and the other is focused on Construction/Transportation training.

Ms. Kossick discussed ITEM IV-1-Information item on the AB 1234 Ethics Training. She would like the board to provide a copy of the completion certificate to Nancy Hogan.

Mr. David Butler from LEED will be discussing the LEED update.

Ms. Purdy will be discussing ITEM IV-4-Information item on Second Quarter Reports.

Ms. Terri Carpenter will be discussing the Employer Services Report.

Ms. Kossick will be discussing ITEM IV-7-Information item on the Workforce Investment Act Funding History.

Mr. Camp asked Kathy to find out what the expectations of the Federal Government will be in terms of WIA Reauthorization.

Mr. Walker will be discussing ITEM IV-8-Information item on the Dislocated Worker Update. A. J. Wright has been added to the list of dislocated workers. A. J. Wright is part of T. J. Max.

Mr. Camp asked if any Construction businesses have reported closures or layoffs. Mr. Walker stated that he is not aware of any businesses that are laying off in Construction. Hampton Distribution Company is closing. The Hampton Distribution Company does windows and doors. This company is at McClellan A.F.B.

Mr. Tsang would like staff to contact Chip Conley about how Sacramento Works can assist with recruitment for the Hotel that is being built on 10th and J Street. This hotel has 197 rooms.

Ms. Kossick stated that ITEM IV-9-Information item on the California Budget project came out in January.

Mr. Tsang stated that he would like the board, as a group, to develop a process for board recruitment. He would like to ask each board member from private business to provide the names of 2 contacts they believe would be good members. He asked staff to draft a letter that could be sent to potential members to see if they have an interest in joining. He wants this to be an on-going process, coordinated by a Board Development Committee.

Ms. Kossick handed out information on board membership and what vacancies currently exist on the board.

Ms. Kossick gave an update on Partnership for Prosperity.

Mr. Ingram asked if we are making changes on committee chairs.

Ms. Kossick stated that the changes will be up to the Chair.

Mr. Tsang recognized Gerry Lawrence for his wisdom and compassion.

Mr. Camp stated that Gerry Lawrence has been very valuable to all of us.

Mr. Lawrence stated that working as a youth council chair has added to his life.

5. Adjournment: Meeting adjourned at 5:15 p.m.

ITEM 3 - ACTION

ADOPTION OF POLICY FOR THE CHAIR OF SACRAMENTO WORKS, INC. COMMITTEES

BACKGROUND

Since the formation of the Workforce Investment Board in 2000, the Sacramento Works Board of Directors has established several committees to deal with various aspects of business. The Executive Committee has expressed a desire to clarify the critical role the Chair of any committee plays in implementing the goals of the board.

RECOMMENDATION:

It is the policy of the Sacramento Works, Inc. Executive Committee that the Chair of all committees of the Sacramento Works, Inc. be a current Workforce Investment Board voting member in good standing.