

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. PLANNING/OVERSIGHT COMMITTEE

Date: Monday, February 26, 2007

Time: 2:30 p.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 August 14, 2006 Meeting
3. **DISCUSSION ITEM:** Resource Allocation Plan: 2007-2008
4. **DISCUSSION ITEM:** Evaluation of Sacramento Works One Stop Career Center System
5. **DISCUSSION ITEM:** Workforce Innovation in Regional Economic Development (WIRED) Initiative
6. **INFORMATION ITEM:** Review of One Stop Performance Reports
7. Input from the public
8. Adjournment

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

DISTRIBUTION DATE: THURSDAY, FEBRUARY 22, 2007

Sacramento Works, Inc.
Planning/Oversight Committee
Minutes/Synopsis

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

Monday, August 14, 2006
8:00 a.m.

1. Call to Order/Roll Call

Mr. Dourgarian called the meeting to order at 8:04 a.m.

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

Members Absent: Dr. James Hernandez, Matt Kelly, Tim Ray.

Others Present: Robin Purdy, Melissa Noteboom, Earl Sullaway, Ginger Brunson, Ed DeHerrera, Bette Blanchard.

2. ACTION ITEM: Approval of Minutes of the June 12, 2006 Meeting

Minutes were reviewed; no questions or comments.

Moved/Pardun, second/Polster, to approve the minutes of the June 12, 2006 meeting.

Voice Vote: Unanimous approval.

3. ACTION ITEM: Approval to Allocate Performance Incentive Awards

Ms. Bette Blanchard reviewed this item. She stated that a system was produced last year to award program operators for achieving their performance standards. A sample of the award was reviewed by Committee members.

If the Performance Incentive Policy were to have been instituted last year, over \$3,000 would have been awarded. This year \$10,750 will be distributed in incentive awards to program operators. The OJT program was discussed as to why the incentive awards are so difficult to achieve. It was explained the program operators cannot over enroll because of budgetary constraints. It may be difficult, but many of them meet their OJT goals. Staff is requesting approval to award the money at the next board meeting.

Moved/Lambert, second/Polster, to approve awarding incentive funds earned to program operators during the next Workforce Investment Board meeting.

Voice Vote: Unanimous Approval.

4. **ACTION ITEM:** Approval of Average Earnings Wage Goal for Sacramento Works Career Centers

Ms. Robin Purdy stated that Workforce Investment Act performance standards will be changing next year. The Average Earnings Wage Goal is one of the goals that will be required of all employment and training programs. Three standard goals will be measured each year: entered employment rate, retain employment for one year, and average earnings of each person.

Three years ago the board approved using a self sufficiency standard. Ms. Purdy reviewed the standard which is utilized for eligibility for services.

Moved/Polster, second/Pardun, to approve a goal of \$13.00 be set for the Sacramento Works Career Center average wage at placement.

Voice Vote: Unanimous approval.

5. **INFORMATION ITEM:** Workforce Investment Act Annual Report for Fiscal Year 2006

Ms. Melissa Noteboom spoke of the SMARTware system usage. The annual report was reviewed with members of the committee.

6. Input from the public: None.

7. **Adjournment:** Meeting adjourned at 8:59 a.m.

ITEM 3-DISCUSSION

DISCUSSION ITEM - RESOURCE ALLOCATION PLAN 2007-2008

BACKGROUND:

In March 2007, the Planning/Oversight Committee of Sacramento Works will approve the Resource Allocation Plan for the One Stop Career Center system for Fiscal Year 2007-2008. The Resource Allocation Plan determines what activities and services are offered through the one stop center system and the percentage of next year's funds that will be allocated to each activity.

The allocation for Fiscal Year 2007-2008 has not yet been released by the California Employment Development Department. Staff is estimating that funds will be the same as 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:

- ✓ **One-Stop Services**
- ✓ **On-the-Job Training**
- ✓ **Scholarships/Workforce Skills Preparation**
- ✓ **Board Initiatives**
- ✓ **One-Stop Support**
- ✓ **Administration**

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.

Over the past five years (2002-2007), the Sacramento Workforce Investment area has experienced a 29% decrease in Workforce Investment Act funding. However, for this same period, there has been an 83% increase in customers, 73% increase in customer visits and 74% increase in customer services system-wide. (see attached charts)

Sacramento Works currently operates 12 One-Stop Career Centers. Funding for the one-stop services activity has remained unchanged in the past two years; even though staffing and facility costs have increased at least 5% per year (some school districts have increased 12-15% in salaries alone). In addition, federal budget reductions have resulted in a loss of staff and leveraged funds provided by partner agencies. In order to offset federal budget reductions and to focus resources on One-stop Services, staff is requesting input from the Planning/Oversight Committee regarding the following Resource Allocation Projections:

- **Increase the One Stop Services activity.**
- **Decrease the WIA funds allocated to On-the-Job Training Services.** SETA has received a commitment of \$ 600,000 from Sacramento County

Department of Human Assistance (DHA) to provide employer reimbursements for OJT positions

- **Decrease the Board Initiative activity.** Over the past two Fiscal years (2005 - 2007), allocations for Board Initiatives have not been fully spent. Sacramento Works approved reserving 3% of the Workforce Investment Act funds, or \$191,109 for Board Initiatives for Fiscal Year 2006-2007 and \$120,418 of unspent Board Initiative funds were carried-in from Fiscal Year 2005-2006. There is currently \$ 148,402 in the current years' Board Initiative fund that is either unspent or available for Board Initiatives. The Chart below shows a breakdown of the amount available for Board Initiatives for Fiscal Year 2007-2008.

Total Board Initiative Allocation 2006-07	\$191,109		
Total Unspent Board Initiative from 2005-2006	120,418		
Total Amount Available for 2006-2007	\$311,527		
Approved Board Initiatives	Budget	Spent to date	Remaining funds
Employer Outreach/Public Relations	\$165,000	\$87,625	\$77,375
Success Skills Institute	50,000	50,000	0
LEED - Youth Service Provider Network	15,000	15,000	0
Partnership for Prosperity - Phase 2	10,000	7,500	2,500
Co-sponsor Region-wide Convergence on Mathematics Preparedness and Achievement for business, education and labor	6,000	3,000	3,000
Subtotal (Approved Board Initiatives)	\$246,000	\$163,125	\$82,875
Total	\$ 311,527	\$163,125	\$82,875
Unallocated Funds	\$65,527		

- **Decrease WIA Scholarship activity.** Through the second quarter of Fiscal Year 2006-2007, statistics indicate that the average training cost per participant has decreased by 14% (from \$3,663 to 3,136) while the average supportive service amount per participant has increased by 204% (\$373 to \$761) In addition, there is a slight increase in the numbers of customers who are choosing no or low cost training providers (community colleges and adult education), who are receiving financial aid, or who are paying for a portion of their tuition.
- **Decrease One Stop support activity.** 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. In the last year, staff has successfully marketed the SMARTware program for use in other counties. The license fees projected as income from SMARTware will be used to pay for one staff next year.

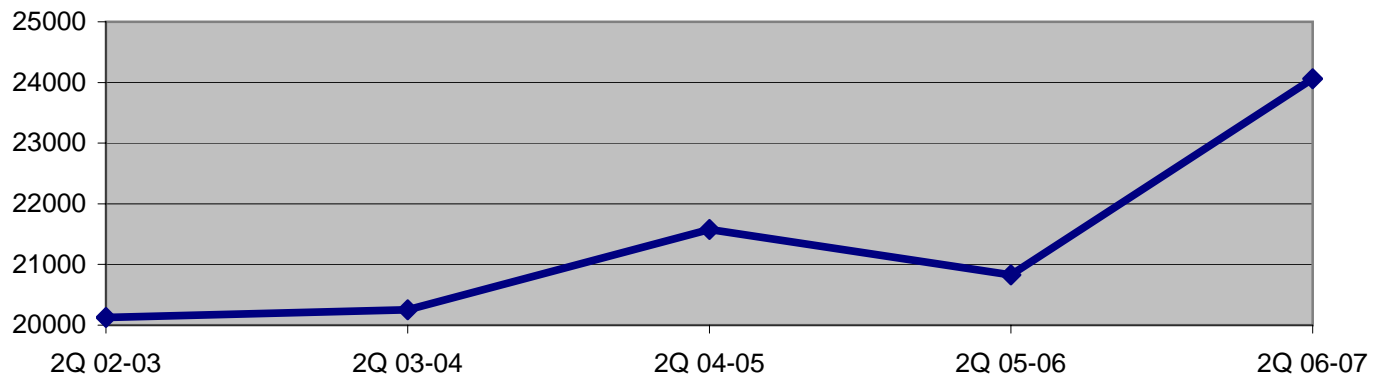
Resource Allocation Plan for 2007-2008

Activity	FY2006 % of Total Allocation	\$ Based on FY2006 Allocation
One Stop Services	39.6%	\$2,522,638
On-the-Job Training	11.9%	758,066
Scholarships/Workforce Skills Preparation	26.3%	1,675,388
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11.5%	732,584
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.7%	490,513
Board Initiatives	3%	191,109
	100.00%	\$6,370,298

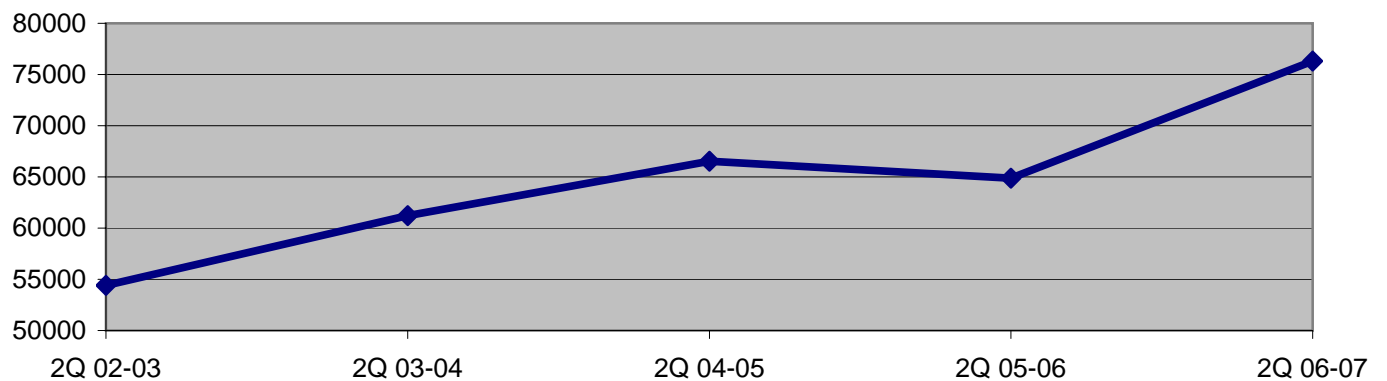
SETA - Customer, Services, and Visits Trend Information System-wide

	2Q 02-03	2Q 03-04	2Q 04-05	2Q 05-06	2Q 06-07
Customer Count	20129	20252	21579	20827	24059
Customer Visits	54408	61211	66517	64875	76311
Customer Services	82111	77224	74205	75910	111097

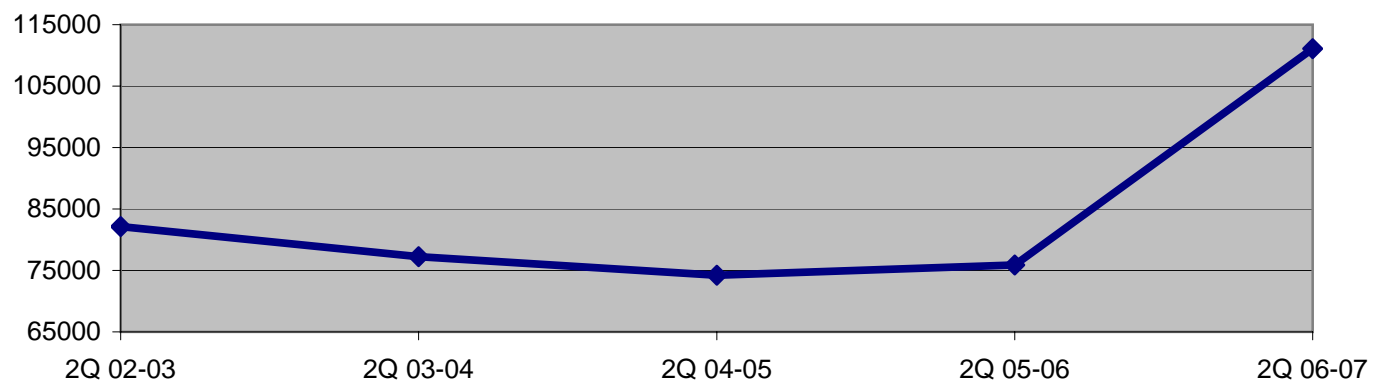
SETA - Customer Count Trend System-wide



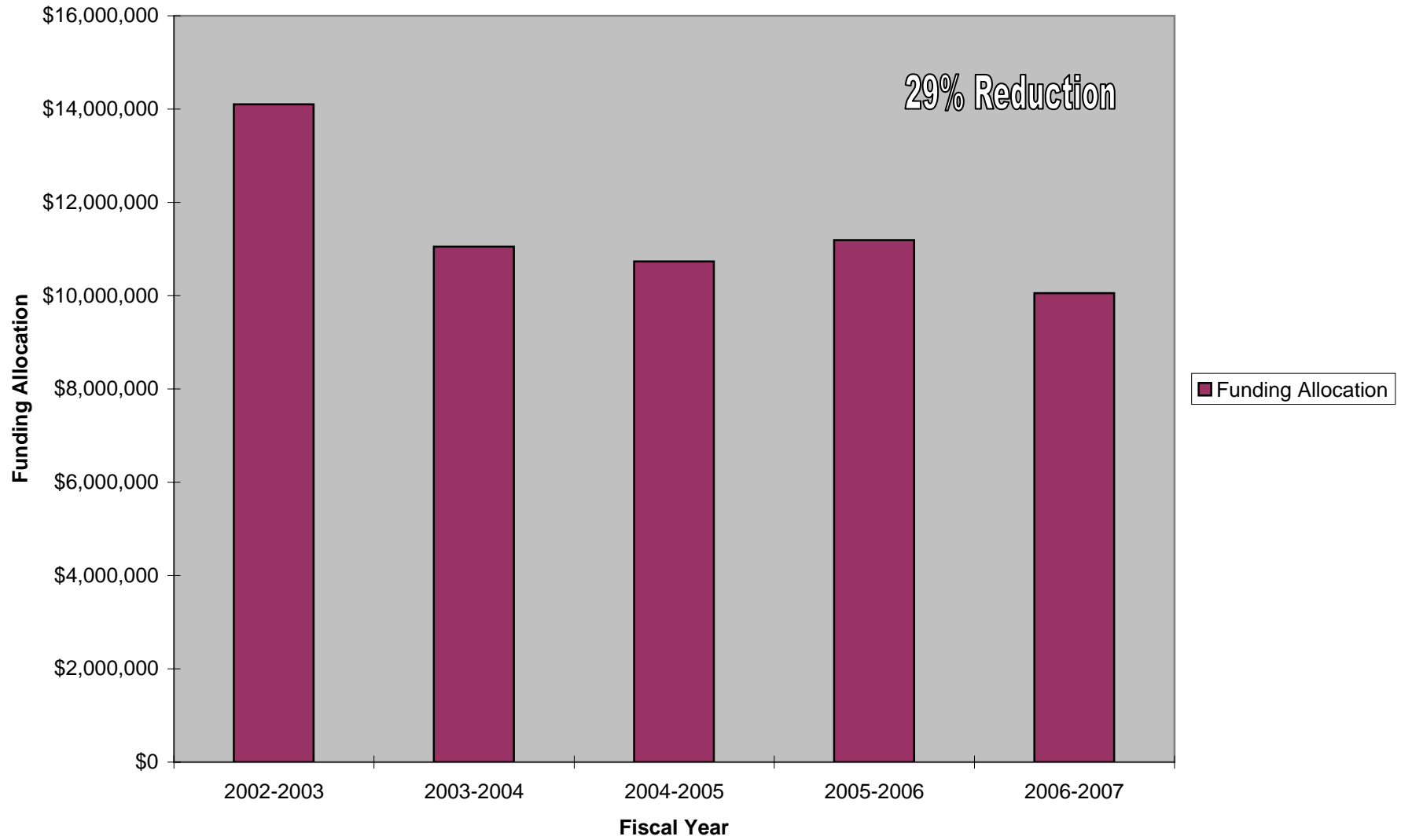
SETA - Customer Visit Trend System-wide



SETA - Customer Services Trend System-wide



Sacramento County Workforce Investment Act Funding History



ITEM 4 - DISCUSSION

EVALUATION OF SACRAMENTO WORKS ONE STOP CAREER CENTER SYSTEM

BACKGROUND:

In March 2007, the Planning/Oversight Committee of Sacramento Works will begin developing recommendations on the resources allocations for Workforce Investment Act Adult and Dislocated Worker programs. The Resource Allocation Plan defines the activities that are funded with Workforce Investment Act funds. The current Resource Allocation is:

Activity	Recommendation for FY 2007 % of Total Allocation	\$ WIA Available FY 2007
One Stop Services	39.6%	\$2,522,638
On-the-Job Training	11.9%	758,066
Scholarships/Workforce Skills Preparation	26.3%	1,675,388
Board Initiatives	3%	191,109
On-Stop Support	11.5%	732,584
Administration	7.7%	490,513
Totals	100.00%	\$6,370,298

The activities funded by the Resource Allocation Plan are provided by staff from the Sacramento Employment and Training Agency and service providers. The existing contracts include a provision which allows for annual extensions through June, 2008, based upon a performance evaluation and approval by the SETA Governing Board. The criteria for the performance evaluation are developed by Sacramento Works, Inc. It is the responsibility of the Planning/Oversight Committee to recommend the criteria used to evaluate performance of the Sacramento Works One Stop Career Center system to the full board.

In the past, the following performance criteria have been used to evaluate career centers and providers:

- Ability to provide universal services to job seekers and employers
- Ability to recruit and enroll adults and dislocated workers/career center usage
- Ability to train and place workers in critical industries
- Services to special populations
- Entered employment rate
- Wage at placement
- Job retention rates
- Wage gain and wage replacement
- Customer satisfaction (employer and job seeker)
- Employment and credential rate

In this discussion, staff is requesting input from the Planning/Oversight Committee regarding

- ⇒ data, information and reports that they would like to use in evaluating the activities included in last year's Resource Allocation Plan
- ⇒ ideas for factors and weights to use when evaluating performance.

ITEM 5 - DISCUSSION

WORKFORCE INNOVATION IN REGIONAL ECONOMIC DEVELOPMENT (WIRED) INITIATIVE

BACKGROUND:

The WIRED Initiative, launched by the U.S. Department of Labor in November 2005, stresses the critical role talent development plays in creating effective regional economic development strategies.

WIRED goes beyond traditional strategies for worker preparation by bringing together state, local and federal entities; academic institutions (including K-12, community colleges and universities); investment groups; foundations; and business and industry to address the challenges associated with building a globally competitive and prepared workforce.

In February 2006, following a Solicitation for Grant Applications, the U.S. Department of Labor announced 13 regions that comprise the [WIRED 1st Generation](#). First Generation regions face various challenges in economic development and sustainability including: remaining competitive with a globalized workforce; managing existing growth opportunities; and creating a more innovative economy by focusing on developing small business. First Generation WIRED Regions were awarded \$15 million over three years to revitalize their local economy. In California, **13 counties** (Alameda, Santa Cruz, Santa Clara, Monterey, San Luis Obispo, Kern, Santa Barbara, Ventura, Los Angeles, San Bernardino, Orange, Riverside, San Diego) received WIRED funding to **Target Industries involved in** Advanced Aerospace (Space exploration); Advanced R&D; Advanced Manufacturing Supply Chain.

In April, 2006, the Department of Labor added 13 additional regions, then known as the Virtual Regions. These regions received \$100,000 planning grants, were invited to participate in all WIRED related activities and were given access to the tools and resources developed. In January 2007, these regions became the [2nd Generation Regions](#) and received an immediate investment of \$500,000. This investment supports the development of a comprehensive implementation plan. Upon completion and acceptance of this plan, each region will receive an additional \$4.5 million investment over a three year period. In California, **18 counties**: Alpine, Butte, Colusa, Sierra, Siskiyou, Sutter, Tehama, Trinity, Yuba, Del Norte, El Dorado, Lake, Lassen, Modoc, Nevada, Placer, Plumas, Shasta received WIRED funding to create a private-sector network of local investors to provide capital for local entrepreneurs to expand to a larger market.

To further support regions that are seeking to transform their economies and enhance their global competitiveness through talent development, ETA is announcing a new

round of grants for the third generation of regions under the WIRED Initiative. The third generation is designed to fully engage local workforce investment boards in collaborative partnerships and transformational leadership within regional economies nationwide. The Department of Labor is making \$65 million available for this new round of grants. This round of the WIRED Initiative will take place over the course of three years and the Department anticipates that individual grant awards will total \$5 million over this period. Only Governors may apply on behalf of regions within their states or across state lines. Each Governor may submit up to two applications.

DISCUSSION:

Staff has been assessing the interest from Regional Workforce Investment boards, educational institutions, employers and workforce development partners in developing a WIRED Initiative proposal and is requesting input from the Planning/Oversight Committee on the feasibility of developing a competitive grant for the region.