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Meeting of the Sacramento Works Youth Council

Date: Wednesday, May 12, 2010

Time: 8:30 a.m.

Location: SETA Board Room
925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

AGENDA

1. Call to Order/Roll Call/Welcome
2. Review and Approval of Minutes of the January 26, 2010 Meeting
3. Approval of Funding Extension Recommendations for the Workforce Investment Act (WIA) Youth Program for Program Year 2010- 2011.
4. Review of Employer Guide by Sacramento Works for Youth and Youth Development Network - Bina Lefkovitz
5. Review of Youth Council goals
6. Update on Sacramento Works for Youth 2010 summer program
7. Other business

Members: Brian Broadway, Mike Brunelle, Patricia Espinosa, Matt Kelly, John Koogle, Bina Lefkovitz, Dennis Morin, Deborah Portela, Maurice Read, David Younger.

DISTRIBUTION DATE: THURSDAY, MAY 6, 2010

**Meeting of the
SACRAMENTO WORKS, INC. YOUTH COUNCIL
Minutes**

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

Tuesday, January 26, 2010
3:00 p.m.

1. **Call to Order/Roll Call:** Mr. Kelly called the meeting to order at 3:05 p.m. and called the roll.

Members Present: Mike Brunelle, Mike Egan, Patricia Espinosa, Matt Kelly, Bina Lefkovitz, Dennis Morin, Deborah Portela, David Younger.

Members Absent: Shuntae Campbell, John Koogle, Maurice Read, and Jeanette Rodriguez.

Others Present: Christine Welsch, Julie Davis-Jaffe, Stacy Heu, Asoka Ishiura-Lluch, Kathy Kossick, Robin Purdy, Joy Otero.

2. **Review and Approval of Minutes of September 9, 2009 and November 4, 2009 meetings**

Minutes were reviewed. No questions or corrections.

Moved/Younger, second/Brunelle, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

3. **Information Item:** Reminder of Youth Council attendance Policy

Mr. Kelly read the resolution regarding Youth Council attendance. If, by the end of the meeting the absent Youth Council members are not present, they will be considered resigned from the Youth Council.

Mr. Cunningham stated that if Mr. Shuntae Campbell and Ms. Jeanette Rodriguez are not present at today's meeting, they will have missed three meetings. These two seats will be considered vacant. If any Youth Council member is interested in keeping the Youth Council members and extending their term, indicate that interest now.

Ms. Espinosa inquired whether the absences are due to issues or no just shows. Ms. Welsch stated that it is not known since calls to them have not been returned.

Mr. Cunningham stated that the Youth Council has tried different days and times and the youth members do not show interest. He recommends letting the seats become vacant so they can then be filled. Staff was instructed to send letters that their seat has been declared vacant.

4. **Youth Voice: Youth Empowerment Studio Production of Sacramento Works for Youth 2009**

Nicole Gerrett introduced two students involved in the production of the video. Brenda Figueroa spoke about her participation in the program. She expressed her thankfulness for her job producing/editing videos. She learned how to do a resume which was hard. She now wants to go into media because she now knows what she wants to do. Danh Vuong, another student, spoke of his participation in the youth program. He, too, found the experience enriching.

This video will be posted on SETA's web site.

5. **Action Item:** Review and Approval of Funding Recommendations for the American Recovery and Reinvestment Act of 2009 (Recovery Act)/Workforce Investment Act (WIA) Youth Employment Services for Program Year 2010-2011

Ms. Welsch reported that this board made a conscious decision to have another summer youth program. Staff is recommending continuing with the Community College Foundation to provide payroll services. This program will provide 735 youth employment experiences.

Last year, four summer providers were selected to provide 120 youth year-round services utilizing ARRA funds: California Human Development Corporation, Crossroads Diversified Services, Lao Family Community Development, and Mutual Assistance Network.

Mr. Younger had an issue with 16% budgeted for the processing of payroll. Ms. Welsch replied that this amount is not just payroll; it is also workers' compensation as well. The work experience is being requested to be held off until the summer to utilize the funds.

Mr. Cunningham reminded Youth Council members that any potential conflict of interest must be stated. If any member is employed by, a member or director or officer in any of the programs being recommended for funding, identify that organization and exclude yourself from voting.

The following Youth Council members stated conflicts of interest:

- ✓ Mike Brunelle: Sacramento City Unified School District
- ✓ Matt Kelly: Sacramento City Unified School District and Robert's Family Development

Speaker before the board: Richard Dana, Mutual Assistance Network

Mr. Dana stated that they have a very comprehensive program that ties the summer program in with the year-round program. He explained why there was late start up and that the summer program has different requirements than the year round program. The Year round program is much more intensive regarding school than the summer program.

Staff has heard that the President Obama wants to support another summer program; the concern is whether the money will be available early enough for this summer's implementation.

Mr. Younger stated that he wants to have less money going into management and more into services for youth. He asked staff to carefully scrutinize each budget to see if management costs can be cut.

Ms. Welsch reported that operators this year are being required to have at least 20% of jobs in the green jobs area.

Moved/Lefkovitz, second/Egan, to approve recommendations as follows with the exception of Sacramento City Unified School District and Robert's Family Development:

- ✓ Approve the staff funding recommendation of \$1,858,711 for the Recovery Act / WIA Youth Services 2010-11:
 1. Provide 735 youth summer employment services through subcontracts.
 2. Authorize staff to increase average hours per week based on available funds.
- ✓ Negotiate with the Recovery Act providers who were augmented to provide year-round services and programs to utilize funds from their WIA year-round youth contract for summer subsidized employment, and augment these providers for staffing, overhead and additional youth wages for an additional three months to continue services through the summer.
- ✓ Utilize the service contract with the Community College Foundation to coordinate payroll for the summer program.
- ✓ Allocate \$25,000 to the Center for Multicultural Cooperation (CMC) for YES to serve up to 10 youth.
- ✓ Allocate up to \$60,000 for program and curriculum development, classroom instruction and program supervision for Career Pathways programs to serve up to 25 youth.

Roll Call Vote: Aye: 6, Nay: 0, Abstentions: 2 (Kelly and Brunelle)

6. Other business

Mr. Brunelle reported that he recently attended the National Association of Career Educators which asked to have two representatives to talk about WIA reauthorization. SETA staff gave them a list of suggestions. There were 33 states represented and every state had the same issues regarding reauthorization.

The meeting was adjourned at 4:20 p.m.

ITEM 3 - ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA) YOUTH PROGRAM FOR PROGRAM YEAR 2010 - 2011

BACKGROUND:

The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The service delivery is a collaborative approach that enhances the program funding, resources and services available to the community. The WIA Youth collaboratives are required to include active membership and participation from:

- Educational Institutions
- Sacramento Works One Stop Career Centers (SWCC),
- Community Based Organizations, and

The youth program serves youth ages 16 to 21 identified as in-school (ISY) and out-of-school (OSY) youth. The primary goals of the Sacramento Works Youth WIA program incorporate the following **required WIA Program Elements**:

- Improving Academic Achievement**
Secondary school completion & drop out prevention strategies (ISY)
Alternative secondary school services (OSY)
- Preparing for & Succeeding in Employment**
Occupational skills training
Work Experience / On-the-Job Training directly linked to academic and occupational learning
- Supporting Youth Development**
Leadership development opportunities
Supportive services
Adult mentoring
Comprehensive guidance & counseling including alcohol and drug abuse
Follow-up services for one year

The principles that guide the work of the Youth Council and the WIA Youth program include:

- Asset-based - **Youth Development** approach
- Focus on the identified **critical occupational groups** for training and placement;
- Focus on soft skills to attain and retain employment and academic achievement
- Services to **high-risk populations**, including youth at risk of or involved in the criminal justice systems and current and emancipating **foster youth**;
- Continually reach out to the community, youth and employers to enhance and increase the services to Sacramento youth.

Evaluation Process

SETA staff routinely monitors and evaluates the WIA Youth program services and performance. Areas that are reviewed and addressed include:

- Demonstrated ability to attain of WIA Common Measures, enrollment, training completion and placement goals. Sacramento’s outcomes for the youth common measures are:
 - ⇒ **Placement in Employment or Education – 70%**
Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
 - ⇒ **Attainment of Degree Or Certificate - 53%**
Defined as: *Attaining a diploma, GED or certificate*
 - ⇒ **Literacy Or Numeracy Gains – 35%**
Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*
- SMARTware documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council’s program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all component elements.

Funding Challenges and Available Funding

The current WIA program year ends June 30, 2010. Annual performance reports will be completed and ready for review by August 2010. The 2010-2011 WIA Youth allocation is almost 10% less than last year. The attached recommendation is based on the estimate of available funds.

Individualized services	\$2,180,428
Universal Services	<u>\$ 580,000</u>
Total	\$2,760,428

Several programs continue to have challenges meeting enrollment goals. The under-enrollments are of concern given the increased demand for youth services. Although the program and funding year begins in July, several programs did not enroll youth until the third quarter (ending 3/31/10).

ITEM 3 – ACTION

Page 3

Staff is recommending decreasing the funding for two providers:

- Galt Joint Unified School District from 45 to 35 as the program has been continued to be under-enrolled and/or delayed enrollments.

- Staff is not recommending the continuation of funding for the Sacramento Regional Conservation Corps (SRCC).
 - For the past two years, Sacramento Regional Conservation Corps (SRCC) has been under-enrolled and/or delayed enrollments well into the program year. The enrollment goal for 2009-2010 is 25. The expectation is that programs are to be almost fully enrolled by the end of the second quarter. At March 31, 2010, of the twenty-one enrollments, fourteen (14) of SRCC current enrollments were made after December 1, 2009. When SETA raised this concern, the provider responded that they were waiting to enroll until work experience slots were available. Work experience is historically the culminating event for the youth and not the only activity. Other services such as life skills, academic enrichment, leadership training, etc. are to be provided and documented in SMARTware during the enrollment period.
 - As a stipulation of the funding, SRCC (and other Out-of-School Youth providers) is required to collaborate and be out-stationed at a specific career center. SRCC has not been a consistent presence at their appointed career center.
 - All providers are offered ongoing technical assistance and are required to attend routine training sessions. SRCC has not been consistent in attending both the required trainings, documenting program services nor opted for technical assistance regarding specific program and operational requirements.
 - These issues have been ongoing since the program's inception and SETA staff has continued to monitor for improvement and compliance. Staff is not recommending continuation of the WIA youth funding for SRCC.

Universal Services and Youth Advocates: The Sacramento Works Youth program is well integrated into the One Stop Career Center system helping to make the Sacramento Career Center system a youth-friendly system. Staff recommends the continuation of the Youth Specialists outstationed at the career centers. Additionally, staff recommends the continuation of the Youth Advocates which are “youth” working in the career centers. This demonstrates the ongoing commitment in career pathways and young people entering the workforce development field.

ITEM 3 – ACTION

Page 4

A chart outlining the funding recommendation and stipulations is attached.

RECOMMENDATION:

Review and approve the staff funding recommendations for the WIA, Title I, Youth Program, PY 2010-2011 with the program year beginning July 1, 2010.

Approve with the stipulations noted above and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August 2010 and may face deobligation of funds.

WIA Youth Funding Stipulations - 2010

Universal Services

- Services are for all youth – there is no age category nor eligibility
- Youth Specialists are not case managers nor job developers for Individualized Youth programs
- Funded providers are expected to staff one (1) FTE dedicated to provide SWCC Universal Services
- Youth Advocates will be stationed at the Sacramento Works Career Centers assisting the Youth Specialist and providing services to universal youth.

Individualized Services

- It is expected that the majority of Out-of-School services are provided at the Sacramento Works Career Centers. Therefore, staff should be co-located at a SWCC site.
- Out-of-school youth that do not have a GED or high school diploma must be provided services to attain either the GED or high school diploma.

Staffing

- Due to the complexity of the WIA youth program requirements, it is expected that funded staff are dedicated to the WIA Youth Program (not providing classroom training or other program case management services).
- Providers must submit rosters to SETA of WIA funded staff. Funds for unfilled positions (more than 60 days) are subject to deobligation and/or redirection.

WIA YOUTH FUNDING PY 2010-2011

		Recommended Funding PY 2010-2011					
Provider	2009-2010 Allocation	2010 Reduction	WIA 10 Elements	Youth Advocate	Total Served	Cost per participant	Total Allocation
Out-of-School Youth							
Elk Grove Unified School District	\$ 355,667	\$ 35,567	\$ 307,100	13,000	90	3,557	\$ 320,100
Galt Joint Union High School District *	\$ 195,261	\$ 39,052	\$ 143,209	13,000	35	4,463	156,209
La Familia Counseling Center	\$ 297,749	\$ 29,775	\$ 254,974	13,000	61	4,393	\$ 267,974
Sacramento City Unified School District	\$ 206,325	\$ 20,633	\$ 185,693		45	4,127	\$ 185,693
Asian Resources, Inc.	\$ 355,088	\$ 35,509	\$ 306,579	13,000	86	3,716	\$ 319,579
Local Conservation Corps	\$ 97,325						\$ -
In School Youth							
Sacramento Chinese Community Service Center	\$ 428,753	\$ 42,875	\$ 359,878	26,000	80	4,823	\$ 385,878
Sacramento County Office of Education	\$ 174,600		\$ 174,600		30	5,820	\$ 174,600
City of Sacramento	\$ 220,173	\$ 22,017	\$ 198,156		59	3,359	\$ 198,156
SWY wage subsidies**					100		\$ 172,240
Total	\$ 2,330,941		\$ 1,930,188	78,000	586	3,294	\$ 2,180,428

* Amount reflects reduced enrollment goals

** Includes wages leveraged in CalGRIP, Career pathways and Green Jobs Corps program:

Total Individualized Services \$ 2,180,428
Toal Universal Services \$ 580,000
Total WIA Youth Funding \$ 2,760,428

WIA YOUTH FUNDING PY 2010-2011

UNIVERSAL SERVICES				
Provider	Number of Youth	2009 Allocation	2010-2011 Recommendation	SWCC
Asian Resources, Inc.	440	\$ 58,000	\$ 58,000	Broadway
Crossroads	440	\$ 58,000	\$ 58,000	Rancho
Crossroads	440	\$ 58,000	\$ 58,000	Citrus Heights
Elk Grove Unified School District	440	\$ 58,000	\$ 58,000	South County
Greater Sacramento Urban League	440	\$ 58,000	\$ 58,000	GSUL
La Familia Counseling Center	440	\$ 58,000	\$ 58,000	LFCC
Sacramento Chinese Community Service	440	\$ 58,000	\$ 58,000	Franklin
Sacramento City Unified School District	440	\$ 58,000	\$ 58,000	Lemon Hill
San Juan Unified School District	440	\$ 58,000	\$ 58,000	Hillsdale
SETA	440	\$ 58,000	\$ 58,000	Galt
Total	4,400	\$ 580,000	\$ 580,000	