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Sacramento Metro Chamber of Commerce

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Better Business Bureau

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Sacramento Sierra's Building & Construction
Trades Council

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Department of Human Assistance

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Development

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Sacramento County Office of Education

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Tri-Tool, Inc.

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ANETTE SMITH – Chair
Roth Staffing Companies, L.P.

RICK WYLIE
Villara Building Systems



SACRAMENTOWORKS

SACRAMENTO WORKS, INC.
Executive Committee

Date: Monday, January 24, 2022

Time: 4:00 p.m.

Location:

<https://us02web.zoom.us/j/83370445909?pwd=ekMvV0FKb0REK1NnY1dJSXZCNDkwUT09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Employment and Training Agency Sacramento Works Executive Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/83370445909?pwd=ekMvV0FKb0REK1NnY1dJSXZCNDkwUT09>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone by dialing (for higher quality, dial a number based on your current location): One tap mobile: +16699006833,83370445909#US (San Jose); Dial by your location: + 1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/j/83370445909?pwd=ekMvV0FKb0REK1NnY1dJSXZCNDkwUT09>. Meeting ID: 833 7044 5909, Passcode 107292. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: Monica.Newton@seta.net. Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or Monica.Newton@seta.net. Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Employer Outreach Committee and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net

AGENDA

1. Call to Order/Roll Call
2. **Action/Discussion**
Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing
3. Approval of Minutes of the November 15, 2021 Special Meeting
4. Approval of an Appointment to the Sacramento Works Board
5. Approval of Assignment of Sacramento Works Board Action Plan Areas to Committees
6. Review of the January 26, 2022 Sacramento Works Agenda Packet
7. Adjournment

COMMITTEE MEMBERS: Lisa Clawson, Ron Ellis, David Gordon, Dr. Jamey Nye, Ron Orr, Anette Smith

DISTRIBUTION DATE: Friday, January 14, 2022

ITEM 2 – ACTION/DISCUSSION

APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR COMMITTEE MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

BACKGROUND:

California Governor Gavin Newsom has recently extended until March 31, 2022 the long-existing state of emergency related to COVID-19. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. Recently the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Committee Meetings, provided necessary procedures are followed. The Sacramento Works Executive Committee on January 24, 2022 will be the first board meeting conducted utilizing the AB 361 Procedures, which are reflected in the Notice for the Committee Agenda.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Sacramento County continues to follow recommendations of the federal CDC promoting social distancing outside of the home and especially indoors. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:

ITEM 2 – ACTION/DISCUSSION (continued)

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- i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
- ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Sacramento Works Executive Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom and the continuation of local and federal recommendations promoting social distancing outside of the home and especially indoors and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
 - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - ii. State or local officials continue to impose or recommend measures to promote social distancing.

PRESENTER: Legal Counsel

ITEM 3 – ACTION/DISCUSSION

APPROVAL OF MINUTES OF THE NOVEMBER 15, 2021 SPECIAL MEETING

BACKGROUND:

Attached are the minutes of the November 15 special meeting for review.

RECOMMENDATION:

The Committee review, modify if necessary, and approve the attached minutes.

SACRAMENTO WORKS, INC.

Executive Committee

Minutes

(The minutes reflect the actual progression of the meeting.)

Location: Meeting held electronically

Monday, November 15, 2021
4:00 p.m.

1. **Call to Order/Roll Call**

Ms. Smith called the meeting to order at 4:01 p.m. The roll was called and a quorum was established.

Members Present: Lisa Clawson, Ron Ellis, Kathy Kossick, Dr. Jamey Nye, Anette Smith

Member Absent: David Gordon, Ron Orr

Others Present: Phil Cunningham, Roy Kim, William Walker, Terri Carpenter, Karl Pineo, Kriztina Palone, Michael Jasso

2. **Action**

Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing

3. **Approval of Minutes of the September 22, 2021 Meeting**

Minutes were reviewed; no questions or corrections.

Moved/Ellis, second/Clawson, to approve the following items:

2. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing
3. Approval of Minutes of the September 22, 2021 Meeting

Roll call vote:

Aye: 5 (Clawson, Ellis, Kossick, Nye, Smith)

Nay: 0

Abstention: 0

Absent: 2 (Gordon, Orr)

4. **Review of the November 17, 2021 Sacramento Works Agenda Packet**

The agenda packet was reviewed.

Mr. Roy Kim spoke on the Sacramento Works Board Action Plan for 2022. The top five action plan focus areas chart from the second Sacramento Works Board retreat on November 5, 2021 was reviewed. Mr. Kim noted the action plan is not finalized; there will be additional discussions to prioritize and add items as needed.

Mr. Ellis asked if we have a methodology for moving forward from the matrix.

Mr. Kim replied the methodology has not been discussed yet. Mr. Bob Lanter with the California Workforce Association plans to attend the board meeting; he can provide additional guidance, if needed. The guidance provided from the board retreat was to prioritize areas of focus, specifically, to pick one or two of the listed five items to focus on.

Ms. Smith requested for additional conversation after the summarization of the second retreat is reviewed. We need to look at the listed focus areas, determine what the board wants to focus on short and long term, and then strategize accordingly.

Mr. Nye stated that today's task is to come up with a plan for Wednesday's meeting. He suggested to start with column three "Develop and define quality jobs and livable wages in partnership with the business community," for one of two areas of focus. We need to develop and define what livable wage is. Without that definition the other pieces are not as well defined. Under this goal, the board can narrow the focus on creating a business support network and explore possibilities of investing in CRM or other tech to support businesses.

Ms. Kossick agreed with Mr. Nye on the topics to focus on.

Mr. Ellis suggested that the focus recommendations be brought to the board.

Mr. Nye said this could be one of the two areas of focus. It is a good starting point to figure out how to meet tangible results and focused efforts.

Ms. Smith said she would like to see the board focus on quality jobs and board structure. It will fall to SETA staff to get things done; it would be necessary to know what is going to be expected of staff.

Mr. Ellis stated the idea was for the board to mandate a tool that would be of use, and then use staff to help implement.

Ms. Clawson said she would like to focus on developing quality jobs. She asked about board structure; do we have the flexibility in the bylaws to enhance the structure of the board.

Ms. Smith said per the board's bylaws we have three standing committees: Employer Outreach, Planning/Oversight, and Executive Committee, plus the Youth Committee. She would like to take a look at whether these committees are focused in the right direction, and possible creation of new committees if needed.

Ms. Clawson said she agrees, for the second and third columns as the focus areas. Column two is listed as "Review board structure and processes to enable our organization to be creative, agile, dynamic, and equitable." Column three is listed as "Develop and define quality jobs and livable wages in partnership with the business community."

Mr. Cunningham said if the second column is made the number two focus, the board can discuss the items listed under the main focus area.

Ms. Smith said once the main focus areas are determined then we can move to the subsequent areas of focus.

Mr. Jasso commented on how the list aligns with the City's current priorities.

Ms. Palone said the City is also looking to reinforce quality jobs with good pay, livable wages. A lot of what is outlined for the action plan is also outlined in the City's current framework. The City is using the data collected from a 2019-2020 EMSI occupational report to drive which industries they are focusing on. The City is looking to move communities into higher wage jobs, with upward mobility and careers for longevity.

Ms. Smith thanked Ms. Palone.

Mr. Pineo agreed with column three, Sacramento has one of the highest housing markets. Both livable wage and sustainable employment are impacted by this.

Mr. Ellis suggested a survey of the board be done, if needed to narrow down the focus areas.

5. **Adjournment**: The meeting was adjourned at 4:26 p.m.

ITEM 4 – ACTION/DISCUSSION

APPROVAL OF AN APPOINTMENT TO THE SACRAMENTO WORKS BOARD

BACKGROUND:

Fifteen of the twenty-seven seats on the Sacramento Works Board are reserved for Private Business members. One upcoming vacancy is anticipated to occur due to the resignation of Mr. Rick Wylie, Villara Corporation.

Ms. Lynn Hosokawa, Villara's HR Director, has submitted an application to fill the Private Business seat. Her application is being sent under separate cover.

Historically, the Sacramento Works Executive Committee has recommended the names of individual applicants for appointment to the Sacramento Works Board's Private Business seats by the SETA Governing Board.

RECOMMENDATION:

Review the application and provide the SETA Governing Board the name of the applicant recommended to fill the Private Business seat.

ITEM 5 – ACTION/DISCUSSION

APPROVAL OF ASSIGNMENT OF SACRAMENTO WORKS BOARD ACTION PLAN TARGET AREAS TO COMMITTEES

BACKGROUND:

In late June, a survey was sent out to all Sacramento Works Board members requesting input on the top priority areas for the Sacramento Works Board to focus on in the coming year. Using the results of the survey, the Board engaged in two separate retreat sessions on October 6, 2021 and November 5, 2021.

At the November 17, 2021 Board Meeting, the Board approved the attached Sacramento Works Board Action Plan for 2022, and selected the following categories as the Board's targets for 2022:

- Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable
- Develop and define quality jobs and livable wages in partnership with the business community

The Board delegated to the Executive Committee the responsibility to discuss how the current committees could support the Board's new targets, and/or whether to create new ad hoc committees.

RECOMMENDATION:

Discuss the Sacramento Works Action Plan target areas and take appropriate action.

Sacramento Works Board Action Plan 2022

Develop a roadmap of programs to ensure equity and lead to quality jobs	Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable.	Develop and define quality jobs and livable wages in partnership with the business community.	Define set of data, goals, outcomes, and success stories that will consistently show ROI to the community	Seek strategic partnerships that provide targeted populations opportunities to quality jobs and expand and enhance Sac Works capacity.
Adopt Strategies for job readiness curriculum	Recruit members from high demand industries	Create a business support network	Research and develop Sacramento Works outcome dashboard	Connect with Sac County homeless leadership
Develop and deploy digital literacy training and tools	Increase program awareness of board members	Explore possibility of investing in CRM or other tech to support business	Improve our story telling capability	Implement an Aggie Square partnership
Replicate GSEC Coding Bootcamp	Initiate and complete board member composition review	Support COVID vaccine mandate deployment	Develop and focus on job retention measurements	Coordinate strategic outreach to small and medium size businesses
Increase funding and access to OJT programs	Research and ID key industries for pipeline development	Pair Board members to program areas to leverage individual networks	Develop and publish entry level job index	Create award program with Board initiative funds.
Develop and implement a turnkey internship program	Bring youth voice on the Board	Adopt standard toolbox for wants and needs of employers		Build partnerships around specific projects.
ID and articulate career pathways specifically for youth	Hold summit of select public and private industries	Develop a standardized definition of “quality” jobs and employers		
Coordinate internships leading to employment	Develop and complete entry level job index report	Develop a SETA Virtual Bootcamp for employers		
		Conduct and publish a private sector wage and benefit survey		