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**LAURIE RODRIGUEZ**  
SMUD

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Sacramento Central Labor Council

**ANETTE SMITH – Chair**  
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SEIU – United Healthcare Workers.

**SHELLY VALENTON**  
Sacramento Regional Transit



**SACRAMENTOWORKS**

**SACRAMENTO WORKS, INC.  
PLANNING/OVERSIGHT COMMITTEE**

**Date:** Wednesday, August 17, 2022

**Time:** 8:30 a.m.

**Zoom Location:**

<https://us02web.zoom.us/j/84428253964?pwd=UEY0Z0dhNW1Nc0Q1UzNtVWZZK0J6QT09>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Works Planning/Oversight Committee is conducting this meeting on Zoom at

<https://us02web.zoom.us/j/84428253964?pwd=UEY0Z0dhNW1Nc0Q1UzNtVWZZK0J6QT09>

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,,84428253964# US (San Jose); Dial by your location: + 1 669 900 6833US

(San Jose). Find your local number: <https://us02web.zoom.us/j/84428253964?pwd=UEY0Z0dhNW1Nc0Q1UzNtVWZZK0J6QT09>. Meeting ID:

844 2825 3964, Passcode: 121887. Members of the public are encouraged to participate in

the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto: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](mailto: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 Planning/Oversight Committee and included in the record.

Closed captioning will be available. This document and other Committee meeting information

may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

1. Call to Order/Roll Call
2. **Action:** Approval of Findings and Authorization to Extend Use of Tele-conferencing 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. **Action:** Approval of the June 15, 2022 Minutes
4. **Action/Discussion:** Review of the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for Program Year (PY) 2022-2023

5. **Action/Discussion:** Discussion of Sacramento Works Board Action Plan
6. Adjournment

**Planning/Oversight Committee Members:** Dr. Jamey Nye (Chair), Lisa Clawson, Kristin Gibbons, Frank Louie, Sharon O'Sullivan, Karl Pineo, Anette Smith

**DISTRIBUTION DATE: Wednesday, August 10, 2022**

## ITEM 2 - ACTION

### APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD 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 issued long-existing state of emergency related to COVID-19, which remains in effect. 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. In September 2021, 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.

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, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. 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:
  - 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 Planning/Oversight Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment 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 officials continue to recommend measures to promote social distancing.

**Planning/Oversight Committee**  
Minutes/Synopsis  
(Minutes reflect the actual progression of the meeting.)

Meeting held electronically

Wednesday, June 15, 2022

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

The meeting was called to order at 8:33 a.m. The roll was called and a quorum was established.

**Present:** Lisa Clawson (*joined at 8:36 a.m.*), Frank Louie, Sharon O’Sullivan, Dr. Jamey Nye, Karl Pineo (*joined at 8:40 a.m.*)

**Absent:** Anette Smith, Kristin Gibbons

**Others present:** Phil Cunningham, Michelle O’Camb, Roy Kim, Ralph Giddings, Monica Barber, Denise Tugade

- 2. Action:** Approval of Findings and Authorization to Extend Use of Tele-conferencing 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. Action:** Approval of the February 16, 2022 Minutes

Moved/Louie, second/O’Sullivan, to approve the following items:

- 2. Action:** Approval of Findings and Authorization to Extend Use of Tele-conferencing 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. Action:** Approval of the February 16, 2022 Minutes

Roll call vote:

Aye: 3 (Louie, O’Sullivan, Nye)

Nay: 0

Abstention: 0

Absent: 4 (Smith, Gibbons, Clawson, Pineo)

- 4. Action/Discussion:** Review of the Workforce Innovation and Opportunity Act (WIOA) Resource Allocation Plan for Program Year (PY) 2022-2023

Mr. Kim reviewed that at the last Board meeting it was requested that the Planning/Oversight Committee (POC) review the Resource Allocation Plan (RAP). There are increases across the board due to an increase in WIOA allocations. A matrix was reviewed of all of SETA workforce development grants.

The RAP is exclusively WIOA Adult/Dislocated Worker programs. A demographic chart was shared; our customers have one or more significant barriers to employment. Information was shared on a Department of Labor research project and report called the Gold Standard with key findings.

Mr. Nye stated the review of the RAP is more for next year, 2023-2024. Is all this at the Board's discretion or is it fixed.

Mr. Kim replied the Board has discretion with the caveat that the final decision is with the SETA Governing Board. If we are going to make huge changes in resource allocations, then we will need to cancel the current RFP which is focused on career services. We might need to make shifts from one category to another.

Mr. Cunningham said the categories most likely to change are career services and training services.

Mr. Kim said the WIOA administrative cap is ten percent, which is about half of that.

Mr. Nye said the focus to make sure there is due consideration of training services compared to career services. Is it the right balance for right now, or is there room to discuss moving things to training services?

Mr. Kim said it depends. We currently have a neighborhood-based service delivery model. Our centers are smaller on average and located in underinvested communities. In large part because it is a priority for SETA and the Governing Board. We could have fewer centers. The consequence of reprogramming more dollars into training is that it could lead to reductions in job centers. The system is designed so that career services is the foundation of the Job Center system. There are partners in the workforce system that focus on training services. The majority of finances are allocated to support job centers, which provides a pathway to more advanced technical skills instructions. The consequence of that change would be a reduced focus in one area to focus more in another area. It might make a difference in the customers we target.

Ms. O'Camb agreed. The hallmark of the WIOA is for all of the WIOA titles to work together. The Department of Rehabilitation for example: there is a training that costs of \$15,000; SETA picks up \$3,000 of that and the Department of Rehabilitation picks up the remainder. Slowly our formula funding is increasing; with that we will have more flexibility. We do have one more year of the funding cycle. If we have not seen a major shift then it does not make sense to redirect mid-cycle. It is currently sufficient. Subsidized employment is not a hot topic right now. Employers are ready to hire, they are okay with skill gaps and will train on the job. Employers are going to direct hire.

Mr. Cunningham said this formula would likely remain in place through 2022-2023, any change would be to 2023-2024. Ms. O’Camb said yes, we have one more year.

Mr. Nye asked have the fixed costs on training services gone up, or was it an augmentation.

Mr. Kim said those dollars have not been allocated yet. Staff can return with an augmentation recommendation, which could change percentages.

Mr. Nye stated if there were big shifts then it would affect neighborhoods.

Mr. Kim said if you asked the jobs centers they are thinly funded.

Mr. Nye said he wants to know what the options there are. Looking to discuss for 2023-2024. If we put the \$500,000 to career services this year, it feels like a big reduction next year.

Mr. Kim said one of the other things going on is there is a significant increase of state funding for workforce programming. A lot of the state funding is earmarked for high road training partnerships.

Ms. O’Camb said the allocation for career services is sufficiently funded in efforts to mitigate the volatility of the economy. The job centers are not heavily staffed with our level of funding. We are already starting to see numbers increase as stimulus monies end.

Mr. Nye stated we want to make sure our RAP is aligned with the Board goals. Would like to discuss with the Board any specific interests in training resources, any specific area to focus on.

Ms. O’Camb highlighted the demographics; the first rung of a career pathway is adult education/continued education. We will leave them behind if we are focused primarily on high-level training.

Mr. Louie said businesses are still struggling. Entrepreneurship is percolating more. We are shifting from pandemic programs to recession programs. In general, everyone is worried about funding. It has been difficult to replace retention staff. It’s critical that community-based organizations and job centers are propped up.

Ms. O’Camb gave the example of a 27-year-old that lacks a high school diploma or work experience; getting a high school equivalency would not be enough to get them ahead in a career. There are a lot of other life domain assessments that are being made and barriers being addressed. Ms. O’Sullivan agreed. Ms.

O’Camb said we also have to make sure we are following the mandate and that our workforce plan is following the state’s workforce program.

Mr. Cunningham suggested to have a representative from the Employer Outreach Committee to speak with the POC about what they are hearing.

Mr. Nye suggested it would be good to review our goals to see if they align with the State workforce goals.

Ms. Clawson stated it would be critical for the Board to hear the points Ms. O’Camb and Mr. Kim brought up. There are a lot of training series within career services.

Ms. O’Camb said they are all skills development, it does not necessarily fall under skills training.

Mr. Nye said training service is much closer to meeting the higher wage jobs or career goals.

Ms. O’Camb said we have return customers who come back ready for the next step in the pathway. We meet our customers where they are at.

Mr. Nye will bring this back to the full Board for discussion

5. **Adjournment:** The meeting adjourned at 9:22 a.m.

ITEM 4 – ACTION/DISCUSSION

REVIEW OF THE WORKFORCE INNOVATION AND OPPORTUNITY ACT  
(WIOA) RESOURCE ALLOCATION PLAN FOR  
PROGRAM YEAR (PY) 2022-2023

BACKGROUND:

The Resource Allocation Plan (RAP) establishes how funds, allocated to Sacramento County through the Workforce Innovation and Opportunity Act (WIOA), Adult and Dislocated Worker programs, will support services, activities and functions within the Sacramento Works Job Center System (SWJC). Funds that are allocated provide activities and services that assist unemployed and underemployed individuals gain the skills necessary to enter high demand careers in the region and offer employers the services they need to hire qualified candidates. On an annual basis, Sacramento Works, Inc. (SWI) reviews the RAP and approves the percentage of funds that will be allocated to each activity for the next fiscal year.

At the May 25, 2022, Sacramento Works Board Meeting, the Board approved a recommendation to maintain the current RAP categories and percentages as follows:

63.8%	Career Services
22.4%	Training Services
6.7%	Job Center Support
5.6%	Administration
<u>1.5%</u>	<u>Board Initiatives</u>
<b>100%</b>	<b>Total</b>

The Board Chair requested that the Planning/Oversight Committee review and discuss the approved RAP in detail, and return with any recommendations.

On June 15, 2022, the Planning/Oversight Committee met to discuss the RAP, including a comprehensive review of financial, demographic and performance data. A summary of the discussion is provided in the June 15, 2022, meeting minutes.

RECOMMENDATION:

Discuss the approved WIOA Resource Allocation Plan for 2022-2023, and take appropriate action.

## ITEM 5 – ACTION/DISCUSSION

### DISCUSSION OF SACRAMENTO WORKS BOARD ACTION PLAN

#### 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 priorities 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 Executive Committee met on January 24, 2022, and assigned specific action plan tasks to Committees. The assignments were approved by the full Board on January 26, 2022, and each Committee was asked to review the specific action plan tasks and provide feedback on tasks that fall within their respective areas.

In addition, the Board approved as its top priority - *develop a standardized definition of "quality" jobs and employers*, and each Committee was asked to discuss and respond with potential definitions.

On February 16, 2022, the Planning/Oversight Committee met and discussed a definition of quality jobs and employers. Attached is a summary of the discussion.

#### RECOMMENDATION:

Discuss the Sacramento Works Board Action Plan and take appropriate action.

SUMMARY OF PLANNING/OVERSIGHT COMMITTEE DISCUSSION ON  
SACRAMENTO WORKS BOARD ACTION PLAN – FEBRUARY 16, 2022

The Committee discussed the SWI Action Plan and decided to start by focusing on the **#1 Priority Area – Develop a standardized definition of “quality” jobs and employers**. Discussion focused on the following:

- **Data** - Need to ensure that data is collectible/available to support the definition. CalJOBS contains demographic and outcomes data that is typically self-reported.
- **Factors** – Generally agree with factors identified in the State’s definition, with emphasis on wages, benefits, and worker voice. Los Rios applies an 80% of median wage standard to define “healthy” programs.
- **Customer-Centered** – Need a definition that considers the needs of customers and recognizes pathways to careers and self-sufficiency. Consider weighting factors and/or developing a tiered approach based on the needs/skill levels of customers.
- **Evolving** – To help clarify the definition, provide examples of specific cases that meet the definition, as well as examples of specific cases that do not meet the definition.
- **Research** – Explore other Workforce Development Areas that have developed similar definitions and identify best practices.