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**SACRAMENTOWORKS**

**Meeting of the  
Sacramento Works Youth Committee**

**Date:** Wednesday, December 4, 2019

**Time:** 8:00 a.m.

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

**AGENDA**

1. Call to Order/Roll Call
2. **ACTION:** Approval of the October 2, 2019 Minutes
3. **DISCUSSION ITEM:** Recruitment of Committee Members/Review of Youth Applications
4. **DISCUSSION ITEM:** WIOA Youth Program Enrollments
5. Public Input
6. Adjournment

**Members:** Staci Anderson, David Gordon, Zoe Larson, Brandon Louie, Johnny Perez, Matt Perry, Jane Ross, Lorenda Sanchez, Randi Kay Stephens, Susan Wheeler

**DISTRIBUTION DATE: TUESDAY, NOVEMBER 26, 2019**

## SACRAMENTO WORKS YOUTH COMMITTEE

### Minutes

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

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

Wednesday, October 2, 2019  
8:00 a.m.

1. **Call to Order:** Mr. David Gordon called the meeting to order at 8:02 a.m.; a quorum was not present. A quorum was achieved at 8:05 a.m. with the arrival of Ms. Wheeler.

**Members Present:** David Gordon, Staci Anderson, Matt Perry, Susan Wheeler, Randi Kay Stephens, Lorenda Sanchez,

**Members Absent:** Jane Ross, Brandon Louie, Johnny Perez

**Others Present:** Terri Carpenter, Kathy Kossick, Becky Hansen, Josh Woodson, Phil Cunningham, Roy Kim

3. **DISCUSSION ITEM:** WIOA Youth Program Enrollments

Ms. Carpenter reviewed the program enrollments. Many of the programs are on track to meet their enrollment numbers. The new programs this program year include International Rescue Committee, Lao Family Community Development, Waking the Village, and JUMA. Ms. Hansen and her staff have been reaching out to the new organizations to see if they need additional assistance in outreach. There was a two-month lag in staffing with two of the new providers.

Ms. Wheeler asked if staff had any insight on what challenges program staff were facing? Ms. Hansen replied that many of the providers have had staffing changes. In addition, getting documentation and returning the documents to the program operator; the application system is onerous. Ms. Hansen reviewed the manner in which youth are selected for the program which includes an application and assessment process and a number of documents that the provider must collect from youth to determine eligibility.

Ms. Sanchez arrived at 8:07 a.m.

The documents required include a birth certificate and other right to work documents such as a picture ID and a social security card. Ms. Hansen stated that the experienced service providers know how to manage the program so that they engage the youth through a series of activities to ensure that they are committed to completing the program.

Mr. Gordon voiced his concern regarding the providers who had low enrollments and what do we need to do to support them to get their enrollments up.

Ms. Renee John stated that there is a lengthy ramp up period when you are a new operator but now they have a process and over-recruit for their youth participants.

Ms. Stephens asked if there were an opportunity to bring staff together to talk about how to do the recruitment/enrollment. Ms. Carpenter replied that there was one meeting on September 20 to talk about enrollment. Attendance was mandatory and attendees shared best practices. SETA also holds quarterly mandatory Youth Provider Forums where best practices are shared on outreach, eligibility, enrollment, and program activities.

Ms. Carpenter will reach out to the providers to see if they want a peer to peer session where the more experienced providers can offer input to the newer providers.

Ms. Carpenter stated that December 31 is the deadline; those service providers that do not meet their enrollment numbers will be put on corrective action and possibly their slots will be moved to those providers that are fully enrolled and providing the required services to the youth.

Ms. Carpenter stated that the next Youth Committee meeting is scheduled for Wednesday, December 4; staff will provide an update at that meeting. After that, the Youth Committee will be meeting every two months beginning in February, 2020.

2. **ACTION:** Approval of the August 7, 2019 Minutes

The minutes were reviewed; no questions or corrections.

Moved/Wheeler, second/Stephens, to approve the August 7 minutes.

Roll call vote:

Aye: 6 (Anderson, Gordon, Perry, Sanchez, Stephens, Wheeler)

Nay: 0

Abstentions: 0

Absent: 3 (Louie, Perez, Ross)

4. **DISCUSSION ITEM:** Recruitment of Committee Members

Ms. Wheeler stated that she has two potential new members.

Ms. Carpenter said she heard from Jane Ross who reached out to Sacramento Fire and Siemens; so far there is no reply. Ms. Carpenter herself reached out to the California Youth Coalition, Jevon Wilkes (who was not able to commit), and

Jameel Puch an instructor at Natomas who was unable to commit. She also reached out to Ray Green with My Brother's Keeper.

Ms. Wheeler invited two attendees, Dwight and Jade, and two other people were unable to attend today. She has an intern that works Tuesdays and Thursdays but could not attend today. The intern is a high school junior.

Mr. Gordon wants to talk about changing the meeting time because young people cannot attend 8:00 a.m. meetings.

Ms. Randi Kay Stephens reported that she engaged with three different people.

Mr. Gordon wants to get resumes from the potential applicants. We are okay with adult and young adult members. The Youth Committee is lacking in youth representatives such as college and high school students. We really need that voice as well.

For the December meeting, a list of potential members will be distributed to see if we have the numbers we want, especially for youth members. Mr. Gordon suggested that the Youth Committee members consider meeting at 6 p.m.; this will be only 5-6 meetings a year. Ms. Stephens stated that it would be a challenge to attend meetings in the evening since she has a four-year-old daughter. Mr. Cunningham suggested rotating the location of meetings to assist young people.

Mr. Richard Thornhill stated that he has a couple of potential youth; they are college students and are vocal. He suggested considering carpooling youth to meetings.

5. **Public Input:**

Ms. Carpenter reported that the California Workforce Association Youth@Work Conference will be on January 14-16, 2020 in San Jose. Any interested Youth Committee member was asked to see her. There is a separate initiative with BIA to develop a youth provider conference in the Spring or Fall of 2020 to bring together youth serving organizations.

6. **Adjournment:** The meeting was adjourned at 9:07 a.m.