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SACRAMENTOWORKS

**Meeting of the
Sacramento Works Youth Committee**

Date: Wednesday, May 2, 2018

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
2. **ACTION:** Approval of the March 23, 2018 Minutes
3. **ACTION:** Approval of Funding Recommendations for the Workforce Innovation and Opportunity Act (WIOA), Title I, Youth Program, Program Year 2018-2019
4. Review/Discussion of the Youth Committee Goals – See Chart Attached.
5. Public Input
6. Adjournment

Members: Paul Castro, David De Mers, David Gordon, Brandon Louie, Dennis Morin, Matt Perry, Laron Robinson, Jane Ross, Lorenda Sanchez, Susan Wheeler, Peter Tateishi

DISTRIBUTION DATE: WEDNESDAY, APRIL 25, 2018

SACRAMENTO WORKS YOUTH COMMITTEE

Minutes

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

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

Friday, March 23, 2018
8:30 a.m.

1. **Call to Order**: Mr. Gordon called the meeting to order at 8:31 a.m.

Members Present: Paul Castro, David Gordon, Brandon Louie, Matt Perry, Lorena Sanchez, Dennis Morin, Susan Wheeler, David De Mers (arrived at 8:38 a.m.), Laron Robinson (arrived at 8:53 a.m.)

Members Absent: Jane Ross, Peter Tateishi

Others Present: Richard Thornhill, Raylene Switzer, Terri Carpenter, Kathy Kossick, Becky Hansen, Roy Kim, Stacy Heu, Janice Cartwright

2. **ACTION**: Approval of the December 6, 2017 Minutes

The minutes were reviewed; no questions or corrections.

Moved/Morin, second/Sanchez, to approve the December 6, 2017 minutes.

Roll call vote:

Aye: 4 (Castro, Gordon, Morin, Sanchez)

Nay: 0

Abstain: 3 (Louie, Perry, Wheeler)

Absent: 4 (De Mers, Robinson, Ross, Tateishi)

3. **ACTION**: Approval to Set the Youth Committee Quorum at 40%

Mr. Gordon reviewed this item which provides an opportunity to change the quorum to 40% of the committee membership. If things are not moved from the committees to the full board, things can get stalled. Ms. Kossick stated that the Planning/Oversight Committee also has a 40% quorum. Ms. Wheeler asked if there is not a quorum, can people absent still weigh in? Ms. Kossick replied that they could but they could not vote on any issue agendaed.

Mr. Gordon stated that the other option is to create a system to put people on the phone, and notice the meeting, etc., but this gets very cumbersome.

Mr. Gordon stated occasionally it is difficult to achieve a quorum, and he encourages the approval of this board item.

Moved/Morin, second/Castro, to adopt a rule to set the Youth Committee quorum at 40% of the number of members.

Roll call vote:

Aye: 7 (Castro, Gordon, Louie, Morin, Perry, Sanchez, Wheeler)

Nay: 0

Abstain: 0

Absent: 4 (De Mers, Robinson, Ross, Tateishi,

Mr. De Mers arrived at 8:38 a.m.

Ms. Carpenter explained that meetings are regularly scheduled for the second Wednesday of every other month. However, there is a special meeting on May 2 to review performance information and consider funding recommendations for the next program year. Mr. Castro asked that the dates be distributed to committee members. The Clerk will send an Outlook calendar request.

4. **INFORMATION**: Review of Strategic Planning Goals for 2017 - 2018 and 2 Year Success Measures

Ms. Carpenter reviewed the strategic planning chart and stated that many of the goals have already been done. Ms. Becky Hansen reviewed the five performance measures.

Mr. Robinson arrived at 8:53 a.m.

Mr. Gordon asked for the definition of n-school age youth and wanted to know if we are adequately serving all regions of the county. Some areas coming up short and other areas are saturated with services.

Mr. Castro suggested looking at resources that are needed to serve the county residents. Transportation is a huge issue; look at providing transportation assistance especially for those in the rural areas.

Mr. De Mers stated that it looks like 80% of youth are out-of-school. What is the cost per participant to serve out of school vs. in-school youth? Ms. Carpenter stated that the cost may deviate \$1,000 - \$2,000 more for out-of-school youth.

Mr. Perry stated that it would be helpful to know the numbers of out-of-school youth by area. Specifically, find out who did not finish school or dropped out. If there are 1,000 youth in Citrus Heights and not enough saturation of programs there, and only 300 in Elk Grove, it would be interesting to see how the funds are allocated.

Ms. Sanchez stated that CIMC's goal is that they do not forget the youth and get them more engaged in education. They have to look at how best to engage the youth. They have an app for their phone or iPad. With the mobile app, they

have an 80% program completion rate as compared to 40% before the mobile app was launched.

Mr. De Mers said that a phone app would be very helpful to help kids to be more engaged.

Ms. Carpenter stated that at the next meeting, staff will come back with data on performance measures for PY 2016-2017. This will include a ZIP code analysis to see where there are gaps in services geographically.

5. **INFORMATION:** Update on 2017-2018 WIOA Youth Program

Ms. Carpenter stated that Ms. Hansen and her team are in the process of reviewing the performance of the providers for the program year. In May, the Youth Committee will be presented with funding recommendations for Program Year 2018/2019. One indicator of performance is meeting enrollment goals. Providers have to be fully enrolled by December 31. They can ask for an extension. Most of the programs are fully enrolled in December. Ms. Carpenter reviewed the youth demographic chart. The City of Sacramento is significantly under enrolled this year. Staff is looking closely at providers not meeting their numbers. At the May meeting, the Youth Committee will be provided performance information for each service provider.

CHDC and the City of Sacramento have the lowest performance of all service providers. Sacramento Chinese Community Service Center informed staff that they will have full enrollment by next Friday, March 30.

Mr. De Mers inquired if we are not hitting our targets, will it affect our funding? Ms. Carpenter replied that it is formula based and program performance is a factor in determining future funding allocations.

6. **INFORMATION:** Update on Thousand Strong Program – Year 2 and the 2018 SMUD Summer Internship Program

Ms. Carpenter stated that we are in the eighth year of working with SMUD's Summer Internship Program. The selection of 25 in-school youth for this year's summer program is under way and this year charter schools were added. The deadline to apply for the SMUD program is May 4; so far, 23 have applied. The youth need a 2.5 GPA and letter from their teachers to be considered. All schools have had flyers distributed and staff will be going into the schools to do presentations on this program. The school districts involved this year include: San Juan, Galt, Center High School, SCOE and Sacramento City.

Mr. Perry stated that the most efficient way is to plan ahead so the welding program can prepare a special program for the youth participating. There should probably be a long-term relationship between the school and the summer

program. Cristo Rey has a huge philanthropic base so the whole program is built around a willing group of employers and the arrangement is done up front. The sole purpose of the school is to have a four-year internship for the trades.

Mr. Perry stated that it is important to build a strong adoption process so two years out seniors can have a four-year internship; this has to be done in advance.

Ms. Carpenter reviewed the list of employers that participated in the Thousand Strong program. SETA providers trained 172 youth and 64 were placed in 2017. The Thousand Strong Year Two focus is to serve out-of-school youth. SETA providers are recruiting their own youth and recruiting their employers. Ms. Carpenter stated that staff is working on a special project with SCOE. Funds were received to work with foster and court-involved youth with a focus on public sector employment. The program will be launched in the next 2-3 weeks. Staff submitted a \$250,000 application request to the Department of Rehabilitation to serve 50 students with disabilities. Ms. Carpenter feels confident that we will be awarded those funds.

Mr. Kim reported that the House passed the 2018 WIOA federal appropriations that increases national funding by 3%. This shows bipartisan support of the program.

7. **DISCUSSION:** Discussion on the Role of the Sacramento Works Youth Committee
8. **Adjournment:** The meeting was adjourned at 10:03 a.m.

ITEM 3 - ACTION

APPROVAL OF FUNDING RECOMMENDATIONS FOR THE WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2018-2019

BACKGROUND:

In 2016, SETA completed a four-year procurement to secure WIOA Program Operators to provide In-School Youth and Out-of-School Youth services. All subgrants were awarded for a twelve-month period beginning July 1, 2016 and ending on June 30, 2017 and in May, 2017 were extended for an additional year for services beginning July 1, 2017 and ending June 30, 2018. SETA/Sacramento Works has the option to extend any subgrant awarded for up to two additional one-year terms.

The Sacramento WIOA youth funds are allocated in two categories: Individualized Services for In-School Youth and Individualized Services for Out-of-School Youth.

Individualized Services:

The Workforce Innovation and Opportunity Act identified specific program elements to be incorporated into the delivery of youth services.

1. Secondary School Completion Services
2. Alternative Secondary School Services
3. Paid or unpaid work experience that has academic and occupation education as a component of the work experience
4. Occupational Skills Training that leads to recognized post-secondary credentials that align with in-demand industry occupations
5. Education offered concurrently with and in the same context as workforce activities and training for a specific occupation
6. Leadership development opportunities, including community service and peer-centered activities encouraging responsibility and other positive and civic behaviors
7. Supportive Services
8. Adult Mentoring
9. Comprehensive Guidance and Counseling
10. Follow-up Services for not less than 12 months after program completion
11. Financial literacy education
12. Entrepreneurial skills training
13. Career awareness, career counseling and career exploration services about in-demand industry sectors/occupations
14. Activities that help youth prepare for and transition to post-secondary education and training.

The WIOA Youth Program requires that these elements be part of a comprehensive and community-focused program design providing an age continuum of services to the target population. Program services will address the barriers of the targeted youth and

ITEM 3 – ACTION (continued)

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prepare them to obtain employment in a high wage/high growth industry or in an occupation with future career advancement opportunity, enter an education or training program, attain a degree/certificate, achieve measureable skill gains or return to/remain in secondary/alternative secondary school.

Funding Recommendations

SETA is recommending the extension of subgrant awards from July 1, 2018 through June 30, 2019 based on the following criteria:

Performance Criteria

Demonstrated ability to attain WIOA Common Measures, enrollment, training completion and placement goals as outlined below:

Program Enrollment Numbers:

Defined as the number of participants to be served in the program year including enrollment of target groups.

Placement in Employment or Education:

Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.

Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience

Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.

Delivery of the Four Required Program Activities (Out-of-School Youth):

Defined as:

1. *Alternative School Completion: All out-of-school youth that do not have a GED or high school diploma must enroll in services to attain either a GED or high school diploma.*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
 - *Summer employment opportunities and other employment opportunities available throughout the school year*
 - *Pre-apprenticeship programs*
 - *Internships and job shadowing*
 - *On-the-job training opportunities*
3. *Leadership development opportunities, including community service and peer-centered activities (Activities can include: Community and Service Learning projects, participating on community boards or committees, training in decision making and determining priorities.)*
4. *Follow-up services*

Delivery of the Four Required Program Activities (In-School Youth)

Defined as:

1. *Secondary School Completion Services*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
 - *Summer employment opportunities and other employment opportunities available throughout the school year*
 - *Internships and job shadowing*
3. *Leadership development opportunities, including community service and peer-centered activities*
4. *Follow-up services*

Contractual Program Performance

Evaluation of current performance will include the program operator's ability to manage the program. Examples of evaluation criteria include:

- 1) *Achievement of quarterly planned enrollment goals.*
- 2) *Enrollment of target groups to planned levels in the contract.*
- 3) *Ability to serve "hard-to-serve" populations.*
- 4) *Submission of timely fiscal and MIS reports to SETA*
- 5) *Achievement of quarterly WIOA youth performance goals.*

FUNDING ALLOCATIONS

SETA has received notice of an estimated Program Year (PY) 2018-19 youth funding of \$3,597,433. Total youth funding recommendations for PY 2018-2019 is \$2,507,032, and are contingent upon receipt of final WIOA allocations. The remaining funds are allocated to program administration, support, monitoring and fiscal management. The WIOA Youth Program Performance Criteria Summary and WIOA Title 1, Youth Funding Recommendation Chart for PY 2018-2019 are attached.

RECOMMENDATION:

Review and approve the staff funding recommendations for the WIOA Title I, Youth Program, PY 2018-2019 of \$2,507,032. Approve with the stipulation that all funding recommendations are contingent upon satisfactory year-end program performance reviews and the receipt of final WIOA funding allocations.

**WIOA Title I, Youth Funding Extension Recommendations,
PY2018-2019**

Out of School Youth Provider	2017-2018 Funding	2017-2018 Number to Serve	2018 - 2019 Recommended Funding	Cost Per Participant	Number to be Served	Area/Location
Elk Grove Unified School District	\$268,018	50	\$273,360	\$5,360	51	South Sacramento, Elk Grove/Franklin and Galt AJCCs
Asian Resources, Inc.	285,572	36	301,454	7,933	38	Downtown, Midtown, South Sacramento, Rancho Cordova, North Highlands, Arden-Arcade, South Natomas, Del Paso Heights/Franklin and Mark Sanders AJCCs
Sacramento Chinese Community Service Center	188,821	28	188,832	6,744	28	South Sacramento, Midtown, Del Paso Heights, Foothill Farms/Franklin and Hillsdale AJCCs
Folsom Cordova Community Partnership	197,195	27	211,816	7,304	29	Rancho Cordova, Rosemont, Folsom/Rancho Cordova AJCC
La Familia Counseling Center	292,072	41	299,208	7,124	42	Downtown, Midtown, South Sacramento/Franklin, Rancho Cordova, Mark Sanders AJCCs
North State Building Industry Foundation	158,340	21	173,420	7,540	23	Foothill Farms, North Highlands, Rancho Cordova, Arden Arcade, South Sacramento, Rosemont, Antelope, Carmichael/Hillsdale, Rancho Cordova AJCCs
Sacramento City USD	160,731	29	160,747	5,543	29	South Sacramento/Franklin, Galt, Hillsdale, Mark Sanders, Rancho Cordova AJCCs
Crossroads Diversified	156,181	22	170,400	7,100	24	Citrus Heights, Carmichael, Fair Oaks, Orangevale, Arden-Arcade, Foothill Farms, Antelope, Elverta, Rancho Cordova, Mather, Folsom/Rancho Cordova AJCC
Goodwill Industries	144,650	19	159,873	7,613	21	Downtown, Midtown, South Sacramento/Franklin and Mark Sanders AJCCs
Greater Sacramento Urban League	75,850	19	83,853	3,993	21	Del Paso Heights, Rio Linda, North Highlands, Foothill Farms, Arden-Arcade, North Sacramento/Hillsdale AJCC
California Human Development	96,895	25	50,388	3,876	13	Del Paso Heights, Rio Linda, North Highlands, Foothill Farms, Arden-Arcade, North Sacramento/Hillsdale AJCC
	\$2,024,325	317	\$2,073,351	\$6,500	319	

**WIOA Title I, Youth Funding Extension Recommendations,
PY2018-2019**

In School Youth Provider	2017-2018 Funding	2017-2017 Number to Serve	2018 - 2019 Recommended Funding	Cost Per Participant	Number to be Served	Area/Location
City of Sacramento Dept of Parks and Rec	\$266,665	58	\$151,701	\$4,597	33	South Natomas, North Sacramento, Del Paso Heights, Midtown, South Sacramento/SCUSD Sacramento Works Training Center
Sacramento Chinese Community Service Center	216,980	38	216,980	5,710	38	South Sacramento, Del Paso Heights, North Highlands, Foothill Farms, McClellan/Franklin and Hillsdale AJCCs
	\$483,645	96	\$368,681	\$5,193	71	

**WIOA Title I, Youth Funding Extension Recommendations,
PY2018-2019**

Out of School Youth Total	\$ 2,073,351
In School Youth Total	368,681
2019 WEX Wage Increase	45,000
Youth Committee Initiatives	20,000
Total WIOA Youth Funding Recommendations	<u>\$ 2,507,032</u>

WIOA Youth Program Performance Criteria

Demonstrated ability to attain WIOA Common Measures, enrollment, training completion and placement goals as outlined below:

Program Enrollment Numbers

Defined as the number of participants to be served in the program year including enrollment of target groups.

Placement in Employment or Education

Defined as employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.

Attainment of 20% WEX Expenditures for Paid or Unpaid Work Experience

Defined as employment opportunities such as work experiences during the summer and throughout the school year; pre-apprenticeship programs; internships and job shadowing; and on the job training.

Delivery of the Four Required Program Activities (Out of School Youth)

Defined as:

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 - *Pre-apprenticeship programs*
 - *Internships and job shadowing*
 - *On-the-job training opportunities*
3. *Leadership development opportunities, including community service and peer-centered activities (Activities can include: Community and Service Learning projects, participating on community boards or committees, training in decision making and determining priorities.)*
4. *Follow-up services*

Delivery of the Four Required Program Activities (In School Youth)

Defined as:

1. *Secondary School Completion Services*
2. *Work Experience: Paid or unpaid work experience that have academic and occupation education as a component of the work experience, which may include:*
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4. *Follow-up services*

Contractual Program Performance

Evaluation of current performance will include the program operator's ability to manage the program. Examples of evaluation criteria include:

- 1) *Achievement of quarterly planned enrollment goals.*
- 2) *Enrollment of target groups to planned levels in the contract.*
- 3) *Ability to serve "hard-to-serve" populations.*
- 4) *Submission of timely fiscal and MIS reports to SETA*
- 5) *Achievement of quarterly WIOA youth performance goals.*

Program Performance Summary 2017 – 2018 PY as of 4/20/18
Out – of – School Youth

Provider	Enrollment Numbers Actual/Planned	Target Groups	Education	Employment (WEX and Direct Hires)	Required Elements	Contractual Performance (Satisfactory)
Out- of -School						
Asian Resources, Inc.	38/36	English Language Learner – 3 Basic Skills Deficient – 20 Homeless - 1 Pregnant/Parenting – 1 Disabled – 1 Additional Assistance - 37	N/A (at time of enrollment all youth received high school diploma)	WEX Placement – 31 Direct Hire – 5 WEX Expenditures: 48.64%	Yes Total Services provided - 571	Yes
California Human Development	13/25	English Language Learner – 1 Dropout – 3 Basic Skills Deficient – 10 Pregnant/Parenting – 2 Additional Assistance - 13	1	WEX Placement – 3 Direct Hire – 0 Total Expenditures: 0.00%	Total Services provided - 133	No
Crossroads Diversified Services, Inc.	25/22	English Language Learner – 1 Basic Skills Deficient – 1 Homeless – 4 Pregnant/Parenting – 1 Foster Care – 5 Disabled – 19 Additional Assistance - 25	N/A (at time of enrollment all youth received high school diploma)	WEX Placement – 24 Direct Hire – 4 WEX Expenditures: 24.75%	Yes Total Services provided - 247	Yes
Elk Grove Unified School District	51/50	English Language Learner – 4 Dropout – 30 Basic Skills Deficient – 27 Homeless – 8 Offender – 1 Pregnant/Parenting – 6 Foster Care - 2 Disabled – 5 Additional Assistance - 51	30	WEX Placement - 18 Direct Hire – 15 WEX Expenditures: 9.04%	Yes Total Services provided - 448	Yes

Program Performance Summary 2017 – 2018 PY as of 4/20/18
Out – of – School Youth

Provider	Enrollment Number (Actual/Planned)	Target Groups	Education	Employment (WEX and Direct Hires)	Required Elements	Contractual Performance (Satisfactory)
Out – of – School						
Folsom Cordova Community Partnership	29/27	English Language Learner - 1 Dropout – 11 Basic Skills Deficient – 12 Homeless – 1 Offender – 1 Pregnant/Parenting – 4 Foster Care – 5 Disabled – 14 Additional Assistance – 29	11	WEX Placement – 17 Direct Hire – 3 WEX Expenditures: 54.39%	Yes Total Services provided - 429	Yes
Goodwill Industries	21/19	Dropout – 7 Basic Skills deficient – 11 Homeless – 8 Offender – 9 Pregnant/Parenting – 3 Foster Care - 1 Disabled – 6 Additional Assistance - 16	7	WEX Placement – 22 Direct Hire – 2 WEX Expenditures: 18.48%	Yes Total Services provided - 723	Yes
Greater Sacramento Urban League	23/19	Dropout – 13 Basic Skills Deficient – 17 Homeless – 2 Offender – 2 Disabled - 5 Pregnant/Parenting – 3 Additional Assistance – 23	11	WEX Placement – 6 Direct Hire – 0 WEX Expenditures: 17.27%	Yes Total Services provided - 134	Yes
La Familia Counseling Center	42/41	English Language Learner – 2 Dropout – 4 Basic Skills Deficient – 24 Homeless - 7 Offender – 2 Pregnant/Parenting – 1 Foster Care – 2 Disabled – 7 Incarcerated Parent - 1 Additional Assistance - 42	2	WEX Placement – 32 Direct Hire – 0 WEX Expenditures: 87.11%	Yes Total Services provided - 405	Yes

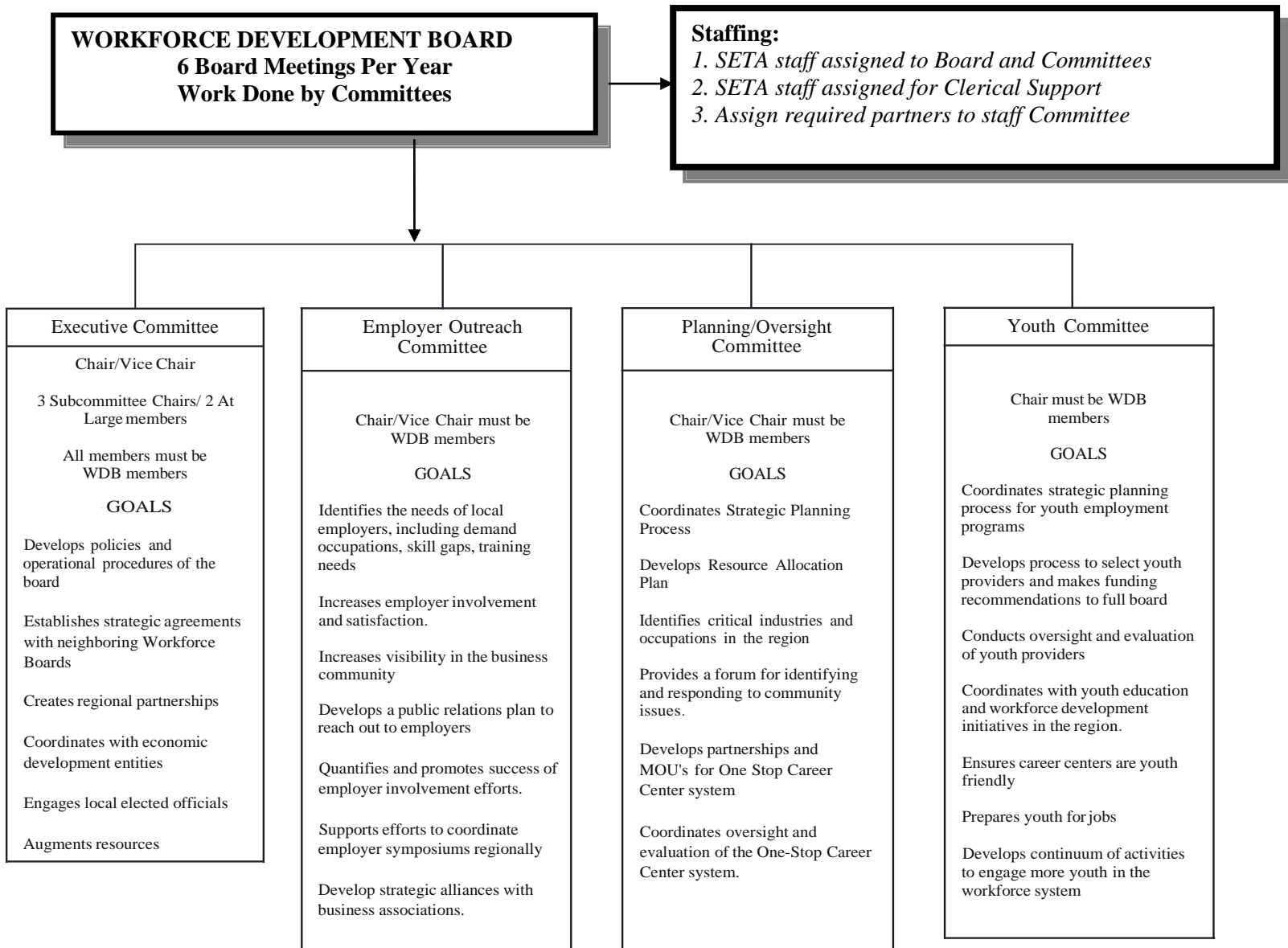
Program Performance Summary 2017 – 2018 PY as of 4/20/18
Out – of – School Youth

Provider	Enrollment Number (Actual/Planned)	Target Groups	Education	Employment (WEX and Direct Hires)	Required Elements	Contractual Performance (Satisfactory)
Out – of – School						
North State BIF	25/21	English Language Learner – 2 Dropout – 12 Basic Skills Deficient – 21 Homeless 12 Offender – 1 Pregnant/Parenting – 4 Foster Care – 1 Disabled – 4 Additional Assistance - 27	9	WEX Placement – 7 Direct Hire – 20 WEX Expenditures: 31.75%	Yes Total Services provided - 329	Yes
Sacramento Chinese Community Service Center	28/28	English Language Learner – 1 Dropout – 15 Basic Skills Deficient – 22 Homeless – 3 Offender – 2 Pregnant/Parenting – 3 Foster Care – 3 Disabled – 7 Additional Assistance – 27 Incarcerated Youth - 1	10	WEX Placement – 7 Direct Hire – 8 WEX Expenditures:18.48%	Yes Total Services provided - 416	Yes
Sacramento City Unified School District	29/29	Pregnant/Parenting – 3 Additional Assistance - 29	N/A (at time of enrollment all youth received high school diploma)	WEX Placement – 26 Direct Hire – 3 WEX Expenditures: 16.79%	Yes Total Services provided - 238	Yes

**Program Performance Summary 2017 – 2018 PY as of 4/20/18
In-School Youth**

Provider	Enrollment Number	Target Groups	Education	Employment (WEX and Direct Hires)	Required Elements	Contractual Performance (Satisfactory)
In-School						
City of Sacramento	33/58	English Language Learner – 1 Basic Skills Deficient – 30 Homeless – 2 Offender – 2 Pregnant/Parenting – 1 Foster Care – 3 Disabled – 3 Gang Status – 1 Incarcerated Parent - 1	33	WEX Placement – 16 Direct Hire – 0 WEX Expenditures: 22.40%	Yes Total Services provided - 376	No
Sacramento Chinese Community Service Center	38/38	English Language Learner – 17 Basic Skills Deficient – 11 Homeless – 3 Offender – 2 Pregnant/Parenting - 2 Foster Care - 12 Disabled – 2 Substance Abuse - 1 Incarcerated – 1	33	WEX Placement – 32 Direct Hire – 3 WEX Expenditures: 17.56%	Yes Total Services provided - 610	Yes

Sacramento Works, Inc. Board Structure



WDB member must attend WDB meetings and Executive Committee. WDB member may designate alternates for other committees.