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SACRAMENTOWORKS

Regular Meeting of the Sacramento Works Youth Council

Date: Wednesday, May 8, 2013

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 Item: Approval of the March 13, 2013 Minutes
3. Information Item: Review of performance of WIA Youth Programs
4. Action Item: Review and approval of Funding Extension Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2013-2014
5. Other business
6. Adjournment

Members: Brian Broadway, Paul Castro, Zak Ford, Matt Kelly, Daniel Koen, Dennis Morin, Martha Penry, Matt Perry, Deborah Portela, Maurice Read, Susan Wheeler, David Younger.

Youth Advocate: Tatiana DeLeon

DISTRIBUTION DATE: THURSDAY, MAY 2, 2013

**Regular Meeting of
SACRAMENTO WORKS YOUTH COUNCIL
Minutes**

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

March 13, 2013
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. Dennis Morin called the meeting to order at 8:33 a.m.

Members Present: Brian Broadway, Paul Castro, Daniel Koen, Dennis Morin, Matt Perry, Deborah Portela, Susan Wheeler

Members Absent: Matt Kelly, Martha Penry, Maurice Read, David Younger

Youth Advocate Present: Tatiana DeLeon (South County Career Center)

Others Present: Phil Cunningham, Christine Welsch, Becky Walton, Lauren Mechels, Julie Davis-Jaffe,

2. **Action:** Approval of the November 14, 2012 Minutes

The minutes were approved by consensus.

3. **Information:** Youth Voice

- ⇒ Presentation by Youth Provider - North State Building Industry Foundation

Mr. Rick Larkey, Director of Workforce Development, stated that this is the second year of the program. The Youth Program Coordinator stated that they are working to locate jobs for youth and make sure the youth perform their job according to the employer's specifications. Three youth participants were introduced. Darryl, from the 2010-12 group and is a 'carryover' youth. Darryl has his GED and is employed at Home Depot and is one of the supervisors at the Folsom Blvd. store.

Devon Morrow is a current year youth and employed at Windsong. Nicolas Winn was introduced. The supervisor stated that he got involved with the out-of-school youth program with North State Building Industry because it sparked a passion to assist kids and wants to ensure kids get a chance. He has had seven youth in the past few years. The youth are 'hungry for the experience' and they have all been vetted by NSBIF. All of the youth that have come to him have been fantastic and hard workers. Devon stated that before the youth program, he had no direction but now he has direction and is very grateful for the job experience.

Vickie Tallow, case manager, introduced a slide show of the various types of training the kids received.

Darryl Hughes spoke of how grateful he is for the program and the services provided to him.

Brittany, 21 years old, just got her high school diploma and is enjoying her job; she has been doing a variety of things in her job and is very happy to be employed. She has learned a lot since she has been in the youth program.

Ms. Welsch explained that the young people are recruited by the providers at the career center and they go through an assessment. The kids go through work readiness training and then a leadership activity which is an activity the youth decides to do. After that, the youth goes to the work experience job. The outcomes are different depending upon in-school or out-of-school. All of the services are tailor-made for each youth.

Ms. Susan Wheeler asked what was the biggest barrier for most students. NSBIF Youth Program Coordinator replied that transportation and some of the youths' home environments are challenging.

⇒ Presentation by Youth Advocate & Youth Provider - Sacramento Chinese Community Services Center (SCCSC)

SCCSC Staff from Franklin Career Center & Hillsdale Career Center - Chan Saechao and Ama Jhuji provided an overview of Service Learning where youth go through the process of researching, identifying and learning about a community needs. Using this information they plan and implement that will address the community need. There were eight different projects between the two career centers. The youth participants gained leadership skills and responsibility. Youth participants are encouraged to continue with service learning.

At the Franklin Career Center, they had a Day of Fun which is teaching healthy living through exercise. Another event called Stomp out Bullying was held. A fundraiser called 'We're Equal' was held to collect money to purchase supplies. Action 4 Youth assists foster youth.

At the Hillsdale Career Center, there were two projects: Club Teen including a basketball tournament, and Gifts of Smiles. This year, the youth participated in Beautify our Park, which cleaned up Southside Park. Another program was Clothes for Care that included gathering 35 boxes of clothes donations for the homeless.

Jessica Gomez was introduced as a former participant and now the Youth Advocate at Hillsdale. Jessica worked in the Gift of Smiles program which required her to do a community project to teach leadership. Service learning

includes researching, analyzing and planning the events. Some of the ideas included stopping animal abuse, and making sandwiches for the homeless. Their group partnered with Angels in the Field to get donations of personal care items and gently used clothing. After the stockings are stuffed, the stockings are given to the migrant farm families.

Jessica stated that her group wrote a letter to the Congressional representatives regarding funding cuts at the CSU system. She learned a lot of practical applications to be used in the workforce and she learned to be adaptable and to be a leader. Jessica is now a freshman at CSUS and is interested in becoming a social worker.

Mr. Morin expressed how wonderful it was to hear the success stories from the young people. Mr. Castro encouraged the young people to be very proud of their accomplishments and to continue telling their stories. It is important to contact the local officials and congressional representatives and inform them of these success stories. Several members offered ideas and assistance to spread the good news of the Sacramento Works for Youth program.

4. **Information:** Update on performance of WIA Youth Programs

Ms. Welsch stated that the Youth Council reviewed the performance data at the November meeting. At the next meeting, the Youth Council will be looking at the extension of youth contracts. The performance data is always six months to a year behind.

Performance for 2012 was reviewed - for the 2011 program year (7/1/11-6/30/12) the Sacramento Works for Youth program exceeded our performance goals for Individualized services. Ms. Welsch stated that the performance measures are set by the State and are non-negotiable. The providers are asked not to 'exit' the youth until they meet their goals.

Ms. Welsch reviewed the Real Time plan vs. Actual MIS review and analysis ending February 28, 2013. Ms. Welsch was asked if the service providers have an opportunity to get together to talk about things and Ms. Welsch replied that there is an opportunity to meet and staff is always available to help and provide technical assistance. The Universal Services report was reviewed. Mr. Castro expressed concerns about the low number of youth served in the Galt area and inquired about the low number of "linkages" for some providers. Ms. Welsch responded that providers will be reminded that this documentation demonstrates the services provided to the youth and should be reported to insure that all of the information and services are captured.

5. **Other business:** None. Members were reminded of the next meeting date: May 8, 2013.

6. **Adjournment:** The meeting was adjourned at 10:02 a.m.

ITEM 4 - ACTION

APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2013-2014

BACKGROUND:

The Sacramento Works Youth Council's strategic goal is to "Prepare youth to thrive and succeed in the regional workforce by providing relevant work readiness and employment programs and engage regional employers and academia". The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. The Sacramento WIA youth funds are allocated in three categories: Universal Services, and Individualized Services for In-School Youth and Out-of-School Youth.

Sacramento Works for Youth services are incorporated into the Sacramento Works Career Center system with the co-location of staff and services at the neighborhood one stop career centers. Beginning July 1, 2013, the Sacramento Works Career Center system will transition from the current One Stop Career Center system to another that places a priority on academic and vocational skills development by incorporating the concept of Sacramento Works Training Centers. The designation of these training centers will be identified in June 2013. Therefore, staff is recommending the youth services be assigned to neighborhood locations which may be a career center, training center or other community location. The documentation of the youth services and activities will also be aligned to this new system.

Universal Services:

Historically, the Universal Youth Services have been delivered via Universal Youth Specialists stationed at the career centers. The services, without regard to eligibility, focus on providing youth with a variety of "youth" friendly services at the one stop career centers. The Youth Specialists are liaisons between the Sacramento Works Career Centers, neighborhood resources, academic institutions and the WIA youth services. Youth Specialists conduct outreach and recruitment events and information sessions geared to the needs of local youth. They provide job search assistance and referrals to youth. The Universal Services Youth team includes a Youth Advocate who is a former youth program participant assigned to provide assistance to the Youth Specialist. The position of the Youth Advocate is viewed as a career pathway vehicle into the Human Services sector.

Individualized Services:

The In-school and Out-of-School Sacramento Works Youth WIA programs incorporate the following **required WIA Program Elements:**

Improving Academic Achievement

Secondary school completion & drop-out prevention strategies (In-School Youth)

Alternative secondary school services (Out-of-School Youth)

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

In addition, the strategies and principles that guide the Sacramento Works for Youth WIA program include:

- Asset-based - Youth Development approach
- 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;
- Youth-related Green strategies
- Career Pathways and/or Service Learning
- Integration of WIA youth program elements in career centers and new program concepts.

Evaluation Process

SETA staff routinely monitors and evaluates the WIA Youth program services and performance. The current WIA program year ends June 30, 2013. Annual performance reports will be completed and ready for review by August 2013.

Areas that are reviewed and addressed include:

- Demonstrated ability to attain of WIA Common Measures, enrollment, training completion and placement goals. Sacramento's current outcomes for the youth common measures are:
 - ⇒ **Placement in Employment or Education – 72%**
Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
 - ⇒ **Attainment of Degree Or Certificate - 60%**
Defined as: *Attaining a diploma, GED or certificate*
 - ⇒ **Literacy Or Numeracy Gains – 54%**
Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels.*
- SacramentoWorks case management system documentation of services and progress toward goal attainment

ITEM 4 – ACTION (continued)
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- 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 required program elements.

This year staff is concerned about meeting performance goals due to the economy and the high-risk target group served in the WIA Youth program. Other performance issues include:

- Several programs continued to have challenges meeting enrollment goals through the second quarter of the program. Enrollment goals were met and this issue was corrected by the end of the third quarter.
- Consistent documentation of case management has been a challenge for several programs.

Non-documentation of services (also known as 90 day gap) in the electronic system results in a negative exit and negative performance outcomes. Even if youth providers continue working with youth to a successful outcome, if they do not document their activities in SacWorks, it results in a negative outcome in the state and federal reporting systems.

Available Funding

The attached recommendation is based on the estimate of available funds and current performance

Individualized services	\$2,287,078
Universal Services	587,000
Youth Council Initiatives	<u>45,000</u>
Total	\$2,919,078

Universal Services and Youth Advocates: The Sacramento Works Youth program is well integrated into the Sacramento Works Career Center system helping to make the Sacramento Works Career Center system a youth-friendly system. Staff recommends the continuation of the Youth Specialists and Youth Advocates to be out stationed at the career centers and neighborhood locations at the current funding levels.

Individualized Services: The attached chart reflects the funding recommendations to provide in-school and out-of-school WIA youth services.

Youth Council Initiatives:

Outreach to the Community and other Youth Council Initiatives

The Youth Council is reserving \$45,000 for other Youth Council Initiatives including: sponsoring job fairs, community outreach, community college support of Sacramento Works for Youth initiative, supporting youth workforce readiness events and youth leadership training.

RECOMMENDATION:

Review and approve the staff funding recommendation for the WIA, Title I, Youth Program, PY 2013-2014 with the program year beginning July 1, 2013.

Approve with the stipulation 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 2013 and may face deobligation of funds.

WIA YOUTH FUNDING RECOMMENDATIONS 2013-2014

Universal Services			
Provider	# Served	Location	
Asian Resources, Inc.	440	Midtown	\$71,500
Crossroads Diversified Services, Inc.	440	Citrus Heights	71,500
Sacramento Chinese Community Service Center, Inc.	440	South Sacramento*	86,500
La Familia Counseling Center, Inc.	440	South Sacramento City	71,500
Sacramento City Unified School District	440	South Sacramento	71,500
Crossroads Diversified Services, Inc.	440	Rancho Cordova	71,500
Elk Grove Unified School District	440	South Sacramento County	71,500
Greater Sacramento Urban League	440	NORTH Sacramento	71,500
Total	3,520		\$587,000

* Includes \$15,000 for Youth Advocate for Hillside SWCC

WIA YOUTH FUNDING EXTENSION RECOMMENDATIONS - Program Year 2013-14

OUT OF SCHOOL YOUTH		2012 Allocation		2013 Recommendation		Area/Location
Provider Name	Amount	#served	Cost per	Amount	# served	
Asian Resources, Inc.	\$ 307,160	70	\$4,388	\$ 245,728	56	Citrus Heights, Central & South Sacramento
California Indian Manpower Consortium, Inc.	145,650	25	5,055	101,100	20	Sacramento County
Elk Grove Unified School District	190,000	50	3,800	190,000	50	Elk Grove & South Sacramento
La Familia Counseling Center, Inc.	293,940	60	4,899	293,940	60	South & Central Sacramento
North State Building Industry Foundation	160,380	35	4,582	160,380	35	All county - focused on north
Sacramento City Unified School District	131,950	35	3,770	150,800	40	South and East Sacramento
Vendorized Services - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			Group Hourly rate	12,500	n/a	Sacramento County
WAGES for youth in Sacramento Works high risk youth programs	\$ 100,000	25		125,000	25	Sacramento County
Subtotal - Out-of-School	\$ 1,229,080	275		\$ 1,279,448	261	
IN SCHOOL YOUTH		2012 Allocation		2013 Recommendation		Area/Location
Provider Name	Amount	#served	Cost per	Amount	# served	
City of Sacramento – Dept. of Parks & Rec.	\$ 228,000	60	\$3,800	\$ 228,000	60	City of Sacramento
Sacramento Chinese Community Service Center	362,880	80	4,536	362,880	80	South & North Sacramento
Crossroads Diversified Services, Inc.	194,250	50	3,885	194,250	50	Rancho Cordova & Citrus Heights
Vendorized Services - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			* Group Hourly rate	12,500	n/a	Sacramento County
Soil Born Farms Urban Agriculture Project *	130,000	20	*Group hourly	85,000	20	Rancho SWCC/Rosemont, Florin-Perkins & Oak Park
WAGES for youth in SacWorks HS to College/Career Pathways & high risk youth programs	\$ 100,000	25		125,000	25	Twin Rivers USD, San Juan USD & North Sacramento
Subtotal - In School	\$ 1,015,130	235		\$ 1,007,630	235	

* Contract changed to a Vendor Services contract - reimbursement capped at \$85,000

Universal Services	\$587,000
Out-of-School Services	1,279,448
In-School Services	1,007,630
Youth Council Initiatives	45,000
Grand Total	\$2,919,078