

WIB BOARD MEMBERS

LARRY BOOTH
Frank M. Booth, Inc.

LESLIE BOTOS
Blood Source

BRIAN BROADWAY
Sacramento Job Corps

BILL CAMP
Sacramento Central Labor Council

PAUL CASTRO
California Human Development Corporation

LYNN R. CONNER
Parasec

MICHAEL DOURGARIAN
MDDV, Inc.

DIANE FERRARI
Employment Development Department

TROY GIVANS
County of Sacramento, Economic
Development

DAVID W. GORDON
Sacramento County Office of Education

JASON HANSON
Sierra Pacific Home and Comfort, Inc.

LISA HARR
Vision Service Plan

NOAH HARRIS
Veterans Business Outreach Center

BARBARA HAYES
Sacramento Area Commerce & Trade
Organization

THOMAS P. KANDRIS
American River Packaging

MATTHEW KELLY

GARY R. KING
SMUD

DANIEL KOEN
California Teachers Association

KATHY KOSSICK
Sacramento Employment & Training Agency

STEVEN M. LADD, Ed.D
Elk Grove Unified School District

PAUL LAKE
County Department of Human Assistance

FRANK A. LOUIE
Xerox Corporation

JOANNE MAHANEY-BUEHLER
Area 4 Agency on Aging

SUSAN MANSFIELD
A. Teichert & Son, Inc.

ELIZABETH MCCLATCHY
The Safety Center, Inc.

DENNIS MORIN
Sacramento Area Electrical Training Center

ROGER NIELLO
Sacramento Metropolitan Chamber of
Commerce

JAY ONASCH
California Department of Rehabilitation

KIM PARKER
California Employers Association

MARTHA PENRY
California School Employees Association

DEBORAH PORTELA
Casa Coloma Health Care Center

JONATHAN RAYMOND
Sacramento City Unified School District

MAURICE READ
Sacramento Sierra Building & Construction
Trades Council

LORENDIA T. SANCHEZ
California Indian Manpower Consortium

ANETTE SMITH-DOHRING
Sutter Health – Sacramento Sierra Region

MICHAEL R. TESTA
Sacramento Convention & Visitors Bureau

DR. DAN THROGMORTON
Los Rios Community College District

TERRY A. WILLS, ESQ.
Cook Brown, LLP

RICK WYLIE
Beutler Corporation

DAVID P. YOUNGER
Lionakis Beaumont Design Group



SACRAMENTOWORKS

Regular Meeting of the Sacramento Works Youth Council

Date: Wednesday, November 13, 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 May 8, 2013 Minutes
3. Action Item: Review WIA Youth program performance and adjust enrollment goals and funding as required
4. Information Item: Update on Youth Advocate applications to Youth Council – staff oral report
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: FRIDAY, NOVEMBER 8, 2013

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

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

May 8, 2013
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. David Younger called the meeting to order at 8:32 a.m.

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

Members Absent: Matt Kelly, Martha Penry

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

Others Present: Phil Cunningham, Christine Welsch, Becky Walton, Lauren Mechels, Fina Dempsey, Julie Davis-Jaffe, Janice Cartwright, Bill Walker, Marty Araiza, Maysua Chervunkong

2. **Action Item: Approval of the March 13, 2013 Minutes**

Mr. Zak Ford requested that the minutes be modified to reflect that he was present at the March 13 meeting.

Moved/Koen, second/Read, to approve the corrected minutes of the March 13, 2013 meeting.

Voice Vote: Unanimous approval.

3. **Information Item: Review of performance of WIA Youth Programs**

Ms. Christine Welsch reviewed the Real time Plan vs. Actual MIS Review report provided with the agenda.

Mr. Castro arrived at 8:36 a.m.

Mr. Younger expressed concern regarding the lower number of exiters. Ms. Welsch replied that each has a separate cohort and the data is a snapshot in time. Exited usually means that the youth completed the program, which is good! The term "Out of school" youth does not necessarily mean a drop out; a youth may already have their high school diploma but they are still working on other employability issues including vocational training or higher education. Ms. Welsch reviewed the performance goals and the different corrective actions.

Mr. Castro stated that although most of the program operators have been providing services for years, he is concerned about service provision and suggested setting electronic “alerts” to insure that services are provided on a timely and correct basis. Ms. Welsch stated that staff believes all of the programs would benefit from on-going technical assistance. A provider might have been funded for years, but have new staff providing services.

Mr. Perry posed the option of a contract amendment where operators are funded at the back end with a pay for performance instead of cost reimbursement. Ms. Portela suggested contacting the youth via text. Ms. Welsch replied that many of the operators utilize Facebook and other social media to contact the youth participants. Youth providers use whatever modality that will attract and reach the youth.

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

Ms. Welsch reviewed the Youth Council’s strategic goal which 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 program has been designed with this goal in mind to ensure that providers have a variety of services available to young people. The Sacramento Works for Youth has been incorporated into the career system. The current SWCC system is changing to include more emphasis on vocational skills training.

Available funding is around \$2.9 million, which is essentially the same amount as last year. Funding is broken down in three areas:

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

Mr. Cunningham stated that Youth Council members are public officials and are subject to public interest rules. Members may not vote on the provision of services by yourself or an entity you represent or an immediate family member; members must disclose the conflict and recuse yourself. If there is a conflict of interest, members cannot participate in the conversation, discussions or vote; members should leave the room during the discussion. If there is a matter under consideration, funding matters or considering action, i.e., developing a budget, members need to recuse themselves and do not participate in any way.

Ms. DeLeon left the room during the discussion/vote.

There was discussion regarding the cost per participant. Ms. Welsch stated that the program budgets vary due to leveraged funding, staffing levels, and their internal staffing costs. However, SETA staff review the budgets to insure that an appropriate level of staffing is provided and adequate funding is directed towards direct participant costs.

Ms. Welsch reviewed the funding recommendations. She stated that although there are some performance issues from individual providers, overall the Sacramento Works for Youth program providers are providing appropriate and comprehensive services to youth. The funding recommendations always include the caveat that if, after ongoing program monitoring and technical assistance, performance does not improve staff will amend the funding recommendations in the fall 2013.

Moved/Read, second/Portela, to approve the staff funding recommendation for the WIA, Title I, Youth Program, PY 2013-2014 with the program year beginning July 1, 2013. In addition, 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 the fall 2013 and may face deobligation of funds.
Roll Call Vote: Aye: 10, Nay: 0, Abstentions: 1 (DeLeon)

5. Other business

Ms. Wheeler reported that SMUD and SETA staff did outreach for the SMUD/Sacramento Works youth internship program and received almost 400 applications for 25 summer internships. This year, applicants were sought from Natomas, Twin Rivers, Elk Grove, and Folsom Cordova school districts. Next year this program will open to all of the school districts in their service area. Ms. Welsch stated that this is a very intense, but very worthwhile program. Each youth participant is paired with a SMUD employee for mentoring in the summer.

Mr. Ford stated that Folsom Cordova USD has talked with Crossroads about incorporating a presentation as to what the Youth Council is and what we do. This is a way to ensure the board members will be more aware and engaged; he will report back with a formal presentation.

6. Adjournment: The meeting was adjourned at 9:51 a.m.

ITEM 3 - ACTION

REVIEW WIA YOUTH PROGRAM PERFORMANCE AND ADJUST ENROLLMENT GOALS AND FUNDING AS REQUIRED

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 program has been designed with this goal in mind to ensure that providers have a variety of services available to young people.

In May 2013, the Youth Council reviewed the 2012-2013 Monitoring Corrective Action and Technical Assistance Tracking reports for the WIA Youth Programs. SETA youth team provides ongoing technical assistance on program services and the required documentation. The SETA youth team use these tools to identify and track programmatic issues or deficiencies. The Youth Council's 2013-2014 WIA Youth funding recommendations included the stipulation that the funding was subject to satisfactory year-end program performance and if performance goals and/or benchmarks are not met, the program funds could be deobligated.

Program performance: The WIA youth performance includes activities performed or completed in the first quarter after exit which is usually the quarter ending September 30. Unfortunately, this data will not be completely analyzed and available until December or January (dependent on data submission). Therefore, current program performance indicators focus on enrollment goals and documentation of services.

Outcome of ongoing technical assistance: The SETA youth team continues to provide technical assistance and training to the WIA youth providers. The technical assistance tracking sheets for each provider will be sent to the members of the Youth Council under separate cover. Staff will provide an oral review of these reports. This analysis is based on program observations; successful progress in the resolution of deficiencies; and the attainment of enrollment goals. Most of the program issues identified in the spring 2013 have been resolved.

Concerns and Recommendation: Ongoing technical assistance indicates that the California Indian Manpower program continues to experience program deficiencies.

- CIMC was initially funded in 2011 to serve 30 youth.
- CIMC did not meet the enrollment goal target by 12/31. Providers are required to be fully enrolled by 12/31 of each program year.

ITEM 3 – ACTION (continued)

Page 2

- CIMC met 2011 enrollment goal by 3/31/2012. They carried over 23 youth.
- CIMC did not meet performance measures in 2011-2012. Of 30 youth served, 12 were deemed “unsuccessful completion” which means that these youth dropped out of the program, did not meet the three performance indicators (employment, certificate or degree nor literacy/numeracy) or the program lost contact with youth.
- April 2012 – The SETA Monitoring review indicated inadequate services were being offered by CIMC staff, case notes were not adequately documented and there was no work experience (WEX) activity provided to enrolled youth.
- The CIMC enrollment goal was reduced to 20 for PY 2013-2014.
- Current enrollment is 11. CIMC believes they will attain their year-end goal by December 31, 2013.
- A 100% file review indicates that 50% of the 11 youth carried over from 2012 indicated a 90 day gap in service (which may result in a negative outcome). Based on projected year-end performance, it is not expected that CIMC will meet the three performance measures (employment, degree attainment nor increase in literacy/numeracy).
- Case note documentation indicates that CIMC has minimal interaction with the enrolled youth. It is not apparent from program staff interviews and case note review that a specific program design has been implemented.

RECOMMENDATION:

Staff is recommending the following options for CIMC:

Option 1: Maintain the enrollment goal of 20. Continue CIMC on corrective action, with monthly monitoring of service delivery and documentation of services provided to youth, and return to the Youth Council in January, 2014 with a status update and recommendation.

- OR -

Option 2: Decrease the enrollment goal to 15. Continue CIMC on corrective action, with monthly monitoring of service delivery and documentation. Funding would be reduced from \$101,200 to \$75,825 to reflect this decrease in the number of youth to be served.