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SACRAMENTOWORKS

## Regular Meeting of the Sacramento Works Youth Council

**Date:** Wednesday, May 21, 2014

**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  
⇒ Introduction of New Youth Council member:  
Brandon Louie
2. ACTION: Approval of the January 8, 2014 Minutes
3. INFORMATION: Review of WIA Youth Program  
Performance and Outcome of Technical Assistance
4. ACTION: Approval of Funding Extension Recommendations  
for the Workforce Investment Act (WIA), Title I, Youth  
Program, for Program Year 2014-2015
5. Other business
6. Adjournment

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

**Youth Advocates:** Tatiana DeLeon, Jessica Gomez, and Matthew  
Rocha-Rosario

**DISTRIBUTION DATE: THURSDAY, MAY 15, 2014**

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

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

January 8, 2014  
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. Matt Kelly called the meeting to order at 8:36 a.m.

Members Present: Brian Broadway, Paul Castro, Matt Kelly, Dennis Morin, Matt Perry, Maurice Read, Zak Ford, David Younger

Members Absent: Daniel Koen, Martha Penry, Deborah Portela, Susan Wheeler

Youth Advocate Present: Tatiana DeLeon (South County Career Center);  
Jessica Gomez (Hillsdale Career Center)

Others Present: Kathy Kossick, Robin Purdy, Phil Cunningham, Christine Welsch, Becky Hansen, Lauren Mechels, Julie Davis-Jaffe, Marty Araiza, Maysua Chervunkong

Ms. Jessica Gomez was introduced. Ms. Gomez was recently appointed as a Youth Advocate.

Mr. Brandon Louie from the Mutual Housing Community, has expressed interest in serving on the board. Mr. Louie's application will go before the Governing Board in February.

Ms. Jessica Gomez introduced herself.

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

The minutes were reviewed; no questions or corrections.

Moved/Ford, second/Younger, to approve the November 13, 2013 minutes.  
Voice Vote: Unanimous approval.

3. **Discussion:** Career Pathway Opportunities

Ms. Welsch stated that 'Linked Learning' is integrating academics with engagement in a real world career. It exposes them to unimagined college and career opportunities. Ms. Welsch stated that youth need more than just academics to be successful in their lives.

There are a variety of pathways used in Linked Learning. Mr. Perry stated that there are 15 pathways identified by the Department of Education; in the Sacramento region there are 200 academies.

Mr. Ford stated that they have been able to incorporate other trades by partnering with other school districts to show kids other pathways other than the five provided in his school district.

Ms. Welsch stated that Darrel Steinberg helped to 'carve out' \$250 million in funds for California Career Pathways. There are three consortiums in the Sacramento area: Elk Grove, Sacramento City and a training consortium with 21 school districts. There are quite a few very solid consortiums in the State so there is quite a bit of competition but Mr. Perry feels confident that the Sacramento region will do well.

Ms. Purdy stated that there is language in the proposals that requires working with the regional partners.

There are a variety of ways an employer can participate by speaking before a class, offering a tour of their facility, internships, etc.

#### 4. Discussion: Youth Pre-Apprenticeship Programs

The ACE program helps kids to open their eyes to the variety of aspects to the construction industry. It has been a very good model program over the past ten years.

Mr. Kelly stated that there are a number of these programs in the Sacramento area. Several of the programs do a good job of teaching kids all they know to be successful. There is a great deal of 'bookwork' needed for youth to be successful in the construction field. Any successful pre-apprenticeship program must have some relationship to jobs.

Mr. Kelly stated that it is not good to have a person go through an apprenticeship program, complete it, and not have a way to secure employment. That person will have a negative feeling toward the construction trade.

#### 5. Update on Performance Outcomes

Ms. Welsch stated that at the last meeting, staff provided an update on programs we were concerned about. CIMC had a requirement that they develop a corrective action plan. Ms. Lauren Mechals stated that between October-January, there has been a marked increase in compliance with the program and participation with youth. CIMC will remain on corrective action. Mr. Younger asked if there was an actual gap in services or a lack of documentation and Ms. Mechals stated that there was an actual lack of provision of and participation in services.

Asian Resources was on corrective action for not providing timely documentation and not submitting their reports on time. Staff did a review from October-January which has shown an increase in attendance and better documentation.

6. Other business: Mr. Perry reported that the Mexican consulate is having a college fair at their buildings. This college fair is geared to sophomores, juniors and seniors to assist them in their college application.
7. Adjournment: The meeting was adjourned at 9:46 a.m.

ITEM 3 – INFORMATION

REVIEW OF WIA YOUTH PROGRAM PERFORMANCE AND OUTCOME OF  
TECHNICAL ASSISTANCE

BACKGROUND:

Attached under separate cover is the WIA Youth Program Performance and outcome of the technical assistance provided to the WIA Youth programs. Staff will provide an oral review of this data.

## ITEM 4 - ACTION

### APPROVAL OF FUNDING EXTENSION RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2014-2015

#### BACKGROUND:

The Sacramento Works for Youth WIA program is designed to prepare youth to be successful in the local workforce. 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 WIA youth funds are allocated in three categories: Universal Services, and Individualized Services for In-School Youth and Out-of-School Youth.

#### **Universal Services:**

Historically, the Universal Youth Services have been delivered via Universal Youth Specialists stationed at the Sacramento Works Centers. The services, without regard to eligibility, focus on providing youth with a variety of “youth” friendly services at the job and training centers. The Youth Specialists are liaisons between the Sacramento Works Centers, neighborhood resources, academic institutions and the WIA youth services providing outreach and recruitment services, “universal” employment services and information sessions geared to the needs of local youth. Youth Advocates, who are former youth program participants, are assigned to provide assistance to the Youth Specialists. The position of the Youth Advocate is viewed as a career pathway.

#### **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.

The strategies and principles guiding the Sacramento Works Youth program include:

- Asset-based - Youth Development approach
- Focus on employability 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 the Sacramento Works service delivery system.

### **Evaluation Process**

SETA staff routinely monitors and evaluates the WIA Youth program services and performance and provides technical assistance in service delivery, case management and documentation. The current WIA program year ends June 30, 2014 and annual performance reports will be completed and ready for review in late fall 2014.

Areas that are reviewed and addressed include:

- Demonstrated ability to attain WIA Common Measures, enrollment, training completion and placement goals. The performance measures for program years 2013 and 2014 are outlined below:
  - ⇒ **Placement in Employment or Education 72% (2013) 64.3% (2014)**  
Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
  - ⇒ **Attainment of Degree Or Certificate - 60% (2013) 60.5% (2014)**  
Defined as: *Attaining a diploma, GED or certificate*
  - ⇒ **Literacy Or Numeracy Gains – 55% (2013) 54% (2014)**  
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
- 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.

Initial reports from the Employment Development Department indicate that SETA has exceeded the Youth Common Measures in 2013-2014. While the economy has

improved and youth programs have improved in their ability to assist youth in attaining degrees and employment, there is continued concern about meeting performance goals due to the economy and the high-risk target group served in the WIA Youth program. Performance issues include:

- 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. Although a provider may continue providing services to the youth to meet a successful outcome, if the services are not documented in SacWorks, it could result in a negative outcome in the state and federal reporting systems.

**Corrective Action results:** The California Indian Manpower Consortium (CIMC) was placed on corrective action in 2012 and 2013 for not meeting enrollment goal, 90 day gap in service and inadequate documentation of services. SETA staff continued to provide technical assistance throughout the 2013-2014 program year. However, a recent 100% file review indicates that these issues have persisted and it is expected that the program will not meet performance goals again this year. Therefore, staff is recommending no WIA youth funding for additional youth in the next program year. Staff is recommending funding CIMC for \$20,000 to phase out services by September 30, 2014.

**Recommendations based on available funding and changes in the landscape**

SETA has been notified that the 2014-2015 WIA youth allocation will be reduced by \$135,352. Based on this reduced allocation, the attached recommendation is based on the estimate of available funds and current performance.

Individualized services	\$2,185,478
Universal Services	522,650
Youth Council Initiatives	<u>45,000</u>
<b>Total</b>	<b>\$2,753,128</b>

**Universal Services and Youth Advocates:** The 2013 transition to the Sacramento Works Job and Training Center system resulted in fewer youth visiting the training centers. Therefore, staff recommends funding for:

- Youth Specialists and Youth Advocates at the Sacramento Works Job Centers and
- Youth Specialists at the Sacramento Works Training Centers.

Over the next year, staff will continue to review the customer flow at the training centers to determine continuing the Youth Specialist position at the training centers.



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

**Career Pathways:** Over the past year, SETA/Sacramento Works has been expanding the partnership with the K-12 career pathway programs. SETA/Sacramento Works partnered with Elk Grove Unified School District, Sacramento City Unified School District and the CRANE Consortium in their applications for the California Career Pathway Trust (CCPT) funding. The CCPT funding decisions will be released in late May 2014. In leveraging the WIA funding, staff is recommending three providers focus a portion of their funding on career pathway youth enrolled in the Elk Grove Unified, Sacramento City Unified and Folsom Cordova Unified School District's career pathway programs. These providers, the City of Sacramento, Sacramento Chinese Community Services Center and Soil Born Farms, along with SETA staff, will collaborate with school district staff as members of the districts' career pathway partnership team. The intention is to add more WIA youth providers to this partnership over the next few years.

**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. Staff is recommending that \$10,000 of the Youth Council Initiatives be allocated to support the CareerGPS.com career exploration event sponsored by NextEd.

**RECOMMENDATION:**

Review and approve the staff funding recommendation for the WIA, Title I, Youth Program, PY 2014-2015 with the program year beginning July 1, 2014.

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 fall 2014 and may face deobligation of funds.

## WIA YOUTH FUNDING RECOMMENDATIONS 2014-2015

<b>Universal Services</b>			
<b>Provider</b>	<b># Served</b>	<b>Location</b>	
Asian Resources, Inc.	400	Midtown	\$61,000
Crossroads Diversified Services, Inc.	400	Citrus Heights	61,000
Crossroads Diversified Services, Inc.	440	Rancho Cordova**	71,000
Elk Grove Unified School District	400	South Sacramento County	61,000
Greater Sacramento Urban League	400	North Sacramento	61,000
La Familia Counseling Center, Inc.	400	South Sacramento City	61,000
Sacramento Chinese Community Service Center, Inc.	440	North & South Sacramento*	85,650
Sacramento City Unified School District	400	South Sacramento	61,000
<b>Total</b>	<b>3,280</b>		<b>\$522,650</b>

\* Includes for Youth Advocates at Franklin & Hillsdale SWJC

\*\* Includes for Youth Advocate at Rancho

**WIA YOUTH FUNDING EXTENSION RECOMMENDATIONS - Program Year 2014-2015**

<b>OUT OF SCHOOL YOUTH</b>	2013 Allocation		2014 Recommendation			
Provider Name	Amount	#served	Cost per	Amount	# served	Area/Location
<b>Asian Resources, Inc.</b>	\$ 245,728	56	\$ 4,388	\$ 245,728	56	Citrus Heights, Central & South Sacramento
<b>California Indian Manpower Consortium, Inc.</b>	101,100	20	5,055	20,000	0*	Sacramento County
<b>Elk Grove Unified School District</b>	190,000	50	3,800	190,000	50	Elk Grove & South Sacramento
<b>La Familia Counseling Center, Inc.</b>	293,940	60	4,899	293,940	60	South & Central Sacramento
<b>North State Building Industry Foundation</b>	160,380	35	4,582	160,380	35	All county - focused on north
<b>Sacramento City Unified School District</b>	150,800	40	3,770	150,800	40	South and East Sacramento
<b>Vendorized Services</b> - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			Group Hourly rate	12,500	n/a	Sacramento County
<b>WAGES</b> for youth in Sacramento Works high risk youth & career pathway programs	\$ 100,000	25		125,000	25	Sacramento County
<b>Subtotal - Out-of-School</b>	\$ 1,141,948	261	4,416	\$ 1,198,348	241	
<b>IN SCHOOL YOUTH</b>	2013 Allocation		2014 Recommendation			Area/Location
Provider Name			Cost per	Amount	# served	
<b>City of Sacramento – Dept. of Parks &amp; Rec.</b>	\$ 228,000	60	\$ 3,800	\$ 228,000	60	City of Sacramento
<b>Sacramento Chinese Community Service Center</b>	362,880	80	4,536	362,880	80	North & South Sacramento
<b>Crossroads Diversified Services, Inc.</b>	194,250	50	3,885	194,250	50	Rancho Cordova & Citrus Heights
<b>Soil Born Farms Urban Agriculture Project</b>	85,000	20	4,300	64,500	15	Rancho/Rosemont, Florin-Perkins
<b>Vendorized Services</b> - Secondary school completion (GED prep, ABE, etc) counseling, mentoring, etc.			Group Hourly rate	12,500	n/a	Sacramento County
<b>WAGES</b> for youth in SacWorks HS to College/Career Pathways & high risk youth programs	\$ 100,000	25		125,000	30	Sacramento County
<b>Subtotal - In School</b>	\$ 970,130	235	\$ 4,130.25	\$ 987,130	235	

<b>Universal Services</b>	<b>\$522,650</b>
<b>Out-of-School Services</b>	<b>1,198,348</b>
<b>In-School Services</b>	<b>987,130</b>
<b>Youth Council Initiatives</b>	<b>45,000</b>
<b>Grand Total</b>	<b>\$2,753,128</b>

\* Funding to 9/30/2014 for program closeout