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**SACRAMENTOWORKS**

**Special Meeting of the Sacramento Works  
Youth Committee**

**Date:** Friday, December 16, 2022

**Time:** 1:00 p.m.

**Location:** via Zoom

<https://us02web.zoom.us/j/84816323665?pwd=MVcxUEEx1MEo0dDFsai9uMU0xSVBSZz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Works Youth Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/84816323665?pwd=MVcxUEEx1MEo0dDFsai9uMU0xSVBSZz09>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting on One tap mobile +16699006833,,84816323665# US (San Jose). Meeting ID: 848 1632 3665. Passcode: 910702. Find your local number: <https://us02web.zoom.us/u/kbklJRDRRg>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Monica Newton at (916) 263-3753, or [Monica.Newton@seta.net](mailto:Monica.Newton@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Youth Committee and included in the record.

In the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the Board shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

Closed captioning will be available. This document and other Committee meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

1. Call to Order/Roll Call
2. **CONSENT**: Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing (Legal Counsel)
3. **ACTION**: Approval of the November 16, 2022 Special Meeting Minutes

4. **DISCUSSION/ACTION ITEM:**  
Review of the draft RFP for the WIOA Youth Program
5. Public Input
6. Adjournment

**Members:** Staci Anderson, Jacobe Caditz, David Gordon, Lisa Hutchinson, Brandon Louie, Johnny Perez, Shawn O'Briant, Tina Reynolds, Jane Ross, Lorenda Sanchez, Randi Kay Stephens, Jackie White

**DISTRIBUTION DATE: Friday, December 9, 2022**

Sacramento Works Youth Committee meeting hosted by:  
David Gordon (Chair)

## ITEM 2- CONSENT

### APPROVAL OF FINDINGS AND AUTHORIZATION TO EXTEND USE OF TELECONFERENCING PROCEDURES FOR BOARD MEETINGS DURING DECLARED STATE OF EMERGENCY AND/OR WHILE STATE OR LOCAL OFFICIALS CONTINUE TO IMPOSE OR RECOMMEND MEASURES TO PROMOTE SOCIAL DISTANCING

#### BACKGROUND:

California Governor Gavin Newsom has issued long-existing state of emergency related to COVID-19, which remains in effect. Governor Newsom had previously authorized local agencies, by Executive Order, to conduct meetings under the Brown Act utilizing Zoom or other remote procedures to conduct meeting by modified teleconference procedures. In September 2021, the legislature signed and passed into law AB 361, which amended Section 54953 of the Brown Act to similarly authorize teleconferencing of Board Meetings, provided necessary procedures are followed.

Under AB 361, in the event of disruption which prevents broadcasting of the meeting to members of the public using the call-in or internet-based service options, or in the event of a disruption which prevents members of the public from offering public comments, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting is restored.

AB 361 also authorizes public agencies to continue to hold subsequent meetings via teleconference procedures during any state of emergency that directly impacts the ability of the members to meet safely in person or while State or local officials continue to impose or recommend measures to promote social distancing. The Governor's declared continuing state of emergency remains active and continues to serve to protect members of the public from unnecessary risk and exposure to COVID-19. In addition, Cal OSHA continues to recommend physical distancing in places of employment as a measure to protect employees against the spread of COVID-19. Given these circumstances, in order to allow for the next Committee meeting to be held by teleconference procedures consistent with AB 361, the Committee must make the following findings no later than 30 days after the first teleconferencing meeting and every 30 days thereafter by majority vote:

- a. The legislative body has reconsidered the circumstances of the state of emergency.
- b. Any of the following circumstances exists:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - ii. State or local officials continue to impose or recommend measures to promote social distancing.

RECOMMENDATION:

Authorize the continued use of teleconferencing for Sacramento Works Youth Committee meetings under AB 361, occasioned by the continuing state of emergency issued by Governor Newsom that directly impacts the ability of the members to meet safely in person and the continuation of Cal OSHA recommendations promoting physical distancing in places of employment and, based thereon, make the following findings in support of this action:

- a. The Committee has reconsidered the circumstances of the state of emergency.
- b. The following circumstances exist:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in-person.
  - ii. State officials continue to recommend measures to promote social distancing.

PRESENTER: Legal Counsel

## Special Meeting of the Sacramento Works Youth Committee

### Minutes

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

Meeting held electronically

Wednesday, November 16, 2022  
3:00 p.m.

1. **Call to Order/Roll Call:** Mr. Gordon called the meeting to order at 3:02 p.m. The roll was called and a quorum was achieved at 3:03 p.m.

Members Present: Shawn O'Briant, David Gordon, Tina Reynolds, Johnny Perez, Staci Anderson, Jacobe Caditz, Randi Kay Stephens, Lisa Hutchinson, Brandon Louie

Members Absent: Jane Ross, Jackie White, Lorenda Sanchez

Others Present: Lauren Mechals, Roy Kim, Jessica Medina, Phil Cunningham, Juan Prieto, Janet Vargas

2. **CONSENT:** Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing.
3. **ACTION:** Approval of the July 14, 2022 Minutes

The minutes were reviewed; no questions or concerns.

Moved/Anderson, second/Hutchinson, to approve the following items:

2. Approval of Findings and Authorization to Extend Use of Teleconferencing Procedures for Committee Meetings During Declared State of Emergency and/or While State or Local Officials Continue to Impose or Recommend Measures to Promote Social Distancing.
3. Approval of the July 14, 2022 Minutes

Roll call vote:

Aye: 9 (O'Briant, Gordon, Reynolds, Perez, Anderson, Caditz, Kay Stephens, Hutchinson, Louie)

Nay: 0

Abstention: 0

Absent: 3 (Ross, White, Sanchez)

4. **DISCUSSION/ACTION ITEM:** WIOA Youth Planning Calendar and Input on Request for Proposal

Ms. Mechals reviewed SETA/Sacramento Works is beginning the process of developing the WIOA Youth Request for Proposals for program year 2023-2024. She posed the questions to the Committee of whether we have the right mix of youth programs, and are there any services we could be providing to targeted populations we are not currently providing?

Mr. Perez asked if there are requests for services we do not offer. Ms. Reynolds asked if we are focusing on areas which are light on workers?

Ms. Mechals replied there are career pathways that are struggling.

Mr. Perez commented hospitality/service industry is in need. Ms. Reynolds commented child care as well.

Mr. Gordan asked for clarification on if the training needs to be specific or generic.

Ms. Mechals stated we are required to provide different types of services and opportunity for youth. This RFP will allow for room to adjust in the new job market.

Ms. Reynolds asked for clarification of the RFP.

Mr. Perez asked if we did the RFP last year.

Ms. Mechals stated we did not; the last RFP was done in 2019, pre-COVID-19. We need to look at what has worked over the last four years and what areas need improvement.

Mr. Gordon commented we have seen a lot of training towards the general workforce, but not a lot of specialized training for specific occupations. Is that the norm as it stands now?

Ms. Mechals stated there are focused areas but not all youth interests align with those focus areas.

Mr. Kim clarified it depends on each provider and what they propose. The current RFP did not distinguish specific sectors.

Mr. Perez asked how often the RFP is done.

Mr. Kim answered it has to be done every four years, at the very least. It could be done more frequently if needed.

Mr. Perez asked who on the Committee was part of the last RFP process? He reviewed the process for the Committee. Can we make the RFP broader, or does it have to be specific?

Mr. Gordon asked if the committee wants to steer towards specific three or four areas we know need employees. To focus on things that we know will be jobs that are needed in the community.

Ms. Reynolds suggested to write it with an emphasis in certain areas. It could generate more interest. Does SETA track WEX and employment work sites? If so, can we review a list?

Mr. Kim commented we can do those things. We do need to meet certain requirements but we can focus on more occupation specific types of training.

Ms. Anderson asked if SETA has asked the providers what could be focused on.

Ms. Mechals stated there are ongoing forums for the providers to get their input.

Ms. Janet Vargas with Galt Career Center shared her experience/perspective as a provider. There has been an increase of in school youth needing assistance for education assistance and job assistance. Schools are referring youth to the Galt Center for assistance needs.

Mr. Gordon asked what the difference is in serving in school youth compared to out of school youth.

Mr. Perez commented not everyone will go to college, some need assistance in figuring out a trade.

Mr. Gordon commented a person would need training whether they are in or out of school.

Ms. Anderson asked Ms. Vargas if they are not able to service in school youth.

Ms. Mechals stated the City of Sacramento is the only in school youth provider.

Ms. Reynolds asked if it can be stipulated in the RFP.

Ms. Mechals stated we have to have the right mix of out and in school youth provider programs.

Ms. Reynolds asked if we can reach out to Child Action, as they have programs.

Ms. Mechals stated that part of the design is that we can partner to provide

needed services.

Mr. Kim commented we do market the RFP to our contact list. We can change the mix of services to increase focus on in school youth.

Mr. Gordon asked Ms. Vargas what she thinks should be focused on.

Ms. Vargas stated they have been serving youth especially high school drop outs; a lot are arriving from out of the county. They do a co-enrollment through the Farm Worker program. They see a lot of on demand jobs, or short training. Those who are drop outs generally do not have the intention to go back to school for more than six months. They do encourage the GED program. Some of the popular short courses are welding, construction, and truck driving. These short programs also fit the need of quick employment.

Mr. Perez commented that through his company they are not seeing enough of entry level individuals with communication experience or communication experience with connection to policy.

Ms. Hutchinson asked how does a provider become part of the list.

Mr. Kim replied they either have work experience dollars in their budget or they have direct placement relationships.

Ms. Hutchinson commented there is interest in her company to partner with providers.

Mr. Louie commented we are interested in raising the youth voice; could it be worked into the RFP?

Ms. Anderson suggested for each provider to nominate a youth to be on the Youth Committee. If possible, a stipend could be offered.

Mr. Perez asked what happens to the funds not used.

Mr. Kim stated the contracts are cost reimbursement based. If there are unspent funds at the end of the contract year they are returned to SETA and reallocated back out for the next year.

Mr. Gordon suggested a special meeting in December to review the draft RFP. The Committee agreed.

Ms. Randi Kay Stephens left the meeting at 3:58 p.m.

5. **Public Input:** None

6. **Adjournment:** The meeting was adjourned at 3:59 p.m.



## ITEM 4 - DISCUSSION/ACTION

### REVIEW OF THE DRAFT RFP FOR THE WIOA YOUTH PROGRAM

#### BACKGROUND:

SETA/Sacramento Works is planning and developing the WIOA Youth Request for Proposals (RFP) for Program Year (PY) 2023-2024. On November 16, 2022, the Youth Committee met, reviewed the old RFP, and requested that staff return with a draft of the new RFP.

The draft RFP that will fund services in PY2023-2024 is provided under separate cover in preparation for the procurement process and to finalize input prior to its approval.

The focus areas include:

- Increased flexibility and innovation in service delivery/program design
- Increased access to services in high need areas
- Develop diverse work-based learning opportunities and industry sector partnerships
- Provide Earn & Learn opportunities including pre-apprenticeships and apprenticeships
- Alignment of Initiatives such as Public Service Pathways, Digital Equity and Inclusion, Aggie Square, Climate Action, Future of Work, California Apprenticeship Initiative
- Provide leadership opportunities for youth to serve on the Youth Committee

#### RECOMMENDATION

Review the draft WIOA Youth RFP for PY2023-2024 and take appropriate action.

PRESENTER: Lauren Mechals