

**WORKFORCE DEVELOPMENT  
BOARD MEMBERS**

STACI ANDERSON  
PRO Youth and Families

EDWARD W. BAKER  
Alto Ingredients, Inc.

KYLA BRYANT  
Sacramento Metro Chamber of Commerce

N. LISA CLAWSON – Secretary/Treasurer  
Kaiser Permanente

LYNN R. CONNER  
Better Business Bureau

RONALD J. ELLIS  
2SS.com

KEVIN FERREIRA  
Sacramento Sierra's Building & Construction  
Trades Council

KRISTIN GIBBONS  
Department of Human Assistance

TROY GIVANS  
County of Sacramento, Economic Development

DAVID W. GORDON  
Sacramento County Office of Education

MANDI HIGLEY  
Tri-Tool, Inc.

LYNN HOSOKAWA  
Villara Building Systems

LISA M. HUTCHINSON  
DigiStream Investigations

MICHAEL JASSO  
City of Sacramento

JENNIFER HERNANDEZ  
Sacramento Employment & Training Agency

FRANK A. LOUIE  
Sacramento Asian Chamber of Commerce

JANET NEITZEL  
Employment Development Department

DR. JAMEY NYE  
Los Rios Community College District

RONALD R. ORR, JR. – Vice Chair  
VSP Vision

SHARON O'SULLIVAN  
California Department of Rehabilitation

JOHNNY PEREZ  
Clutch Contracts & Consulting

KARL PINEO  
Ironworkers Local 118

LAURIE RODRIGUEZ  
SMUD

FABRIZIO SASSO  
Sacramento Central Labor Council

ANETTE SMITH – Chair  
Roth Staffing Companies, L.P.

DENISE TUGADE  
SEIU – United Healthcare Workers.

SHELLY VALENTON  
Sacramento Regional Transit



SACRAMENTOWORKS

**SACRAMENTO WORKS, INC.  
Executive Committee**

**Date:** Monday, February 27, 2023

**Time:** 4:00 p.m.

**Location:**

<https://us02web.zoom.us/j/82681968415?pwd=OTBzYVVRNTJMOWFIQzIGK1B0WjRJdz09>

In response to the AB361 (Brown Act Section 54953) relating to the COVID-19 Pandemic, the Sacramento Works Executive Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/82681968415?pwd=OTBzYVVRNTJMOWFIQzIGK1B0WjRJdz09>. Meeting ID: 826 8196 8415; Passcode: 737406. 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 by telephone by dialing (for higher quality, dial a number based on your current location): One tap mobile: +16699006833, 82681968415 # US (San Jose). Dial by your location +1 669 900 6833 US (San Jose). Find your local number: <https://us02web.zoom.us/u/ke7baYeSo>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@seta.net). Any member of the public who wishes to speak directly to the Committee regarding any item on the agenda may contact Anzhelika Simonenkova at (916) 263-3753, or [Anzhelika.Simonenkova@seta.net](mailto:Anzhelika.Simonenkova@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 Executive 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 Committee 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).

**A G E N D A**

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. **Consent:** Approval of Minutes of the January 23, 2023 Regular Meeting

4. **Action/Discussion:** Discussion of Sacramento Works Board Action Plan and Review Board Member Input
5. **Action/Discussion:** Public Meeting Requirements (Legal Counsel)
6. Staff Reports
7. Public Participation
8. Adjournment

**COMMITTEE MEMBERS:** Lisa Clawson, Ron Ellis, David Gordon, Jennifer Hernandez, Dr. Jamey Nye, Ron Orr, Anette Smith

**DISTRIBUTION DATE: Tuesday, February 21, 2023**

Sacramento Works Executive Committee meeting hosted by:  
Anette Smith (Chair), Ron Orr (Vice Chair), Lisa Clawson (Secretary/Treasurer)

## 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 Executive 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

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

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

**Location:** Meeting held virtually

Monday, January 23, 2023  
4:00 p.m.

1. **Call to Order/Roll Call**

Ms. Smith called the meeting to order at 4:00 p.m. The roll was called and a quorum was established.

Members Present: Anette Smith, Ron Orr, Ron Ellis, Lisa Clawson, Dr. Jamey Nye, Jennifer Hernandez

Member Absent: David Gordon

Others Present: Phil Cunningham, Roy Kim, William Walker, Julie Davis-Jaffe, Lauren Mechals

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. **Consent:** Approval of Minutes of the November 14, 2022 Meeting
4. **Consent:** Approval of Appointment to the Sacramento Works Board, Executive Committee
5. **Consent:** Approval of Appointment to the Sacramento Works Board

Moved/Ellis, second/Orr, 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 Minutes of the November 14, 2022 Special Meeting
4. Approval of Appointment to the Sacramento Works Board, Executive Committee – Jennifer Hernandez
5. Approval of Appointment to the Sacramento Works Board – Kyla Bryant

Roll call vote:

Aye: 4 (Smith, Orr, Ellis, Clawson Nye)

Nay: 0  
Abstention: 0  
Absent: 1 (Gordon)

6. **Action/Discussion:** Discussion of Sacramento Works Board Action Plan

Ms. Smith reviewed the updated definition provided by Ms. Clawson and Mr. Orr, “A High-Quality Job is one that includes a sustainable and economically competitive compensation package, and offers a safe and thriving environment that gives employees a path of opportunity, growth and diversity.”

Ms. Clawson reviewed the definitions provided by the subcommittees and suggestions gathered from the public at the December 2022 and November 2022 public hearings. Some points that were brought up for consideration were large and small employers, sustainable and economically competitive compensation packages.

Ms. Smith commented that the decided phrase will be the Sacramento Works Board guiding principle moving forward. She stated that the definition the Youth Committee suggested can still be used by the Youth Committee.

Ms. Orr stated the definition will resonate with employees and employers. Both voices need to be recognized and needs met to facilitate engagement by both. We are seeing the economy shifting. Currently the focus is on wages to keep pace with the economy.

Mr. Nye commented the concept is good; the part regarding diversity sounds a bit off.

Mr. Orr suggested “and offers a safe, thriving, diverse environment.”

Ms. Smith agreed with Mr. Orr and suggested “providing a diverse path of opportunity and growth.”

Ms. Clawson suggested “gives employee a diverse path of opportunity and growth.”

Ms. Hernandez agreed with Ms. Clawson.

“A High-Quality Job is one that includes a sustainable and economically competitive compensation package, and offers a safe and thriving environment that gives employees a diverse path of opportunity and growth.”

Mr. Ellis asked what are the next steps to move this forward.

Ms. Smith stated the definition will be added to all communications and to the

first page of the agenda packet with the Board values. This would be the Board's touchstone moving forward.

Mr. Ellis asked what are we going to do to detail and drive it forward.

Ms. Smith said it will depend on the rest of the work done on the action plan.

Mr. Cunningham stated February 2023 is the last month for Zoom/virtual Board meetings. Beginning in March 2023 all Board and Executive Committee meetings will be held in-person.

Mr. Ellis asked if committees can continue to meet virtually.

Mr. Cunningham replied as of today all committees except the Executive Committee can continue in virtual capacity.

Ms. Smith commented there are opportunities for the Board to take on other areas of the action plan, such as increasing program awareness for Board members. SETA has partnered with a new public relations firm. She suggested a presentation from them at the March 22, 2023 Board meeting. Another area of focus is job readiness; what does that look like; there is a conversation to be had with the full Board.

Mr. Ellis asked for clarification.

Ms. Smith replied the Board needs to review the columns to ensure those are the best areas to focus on moving forward. There are still portions to figure out such as Youth Voice, but the conversation has begun and is in motion. The next steps are to speak as the full Board, address the low hanging fruit such as youth voice, and where do we go next that is actionable?

Ms. Clawson agreed, the focus should be on columns three or four to move forward.

Mr. Ellis suggested the Board be asked to identify the top five to seven areas that are most important.

Ms. Smith agreed. She suggested two or three items to choose from.

Mr. Orr asked if would it be a good exercise to take these tasks and associate them to part of the definition. Such as the "conduct and publish private secure wage and benefit survey." There is more material that will support in the definition.

Ms. Smith agreed, and suggested to connect it to the committees as well.

Mr. Orr commented perhaps some are no longer relevant.

Ms. Smith stated a helpful exercise for the Board is to select two or three areas to focus on for 2023-2024, and assess what is still relevant.

Ms. Hernandez asked about setting up a virtual tool to vote in real time?

Ms. Smith replied yes that would be great or we might have to do it in March.

Mr. Ellis asked are we going to remove the EOC plan for approval from the action item list. Ms. Smith stated there are times when we need approval, there are times when the EOC is operating well on its own. It will be kept as an action item as it is on the Board agenda.

7. Review of the January 25, 2023 Sacramento Works Board Agenda

Ms. Smith reviewed the Board agenda.

Mr. Ellis suggested to reverse the order of action plan approval and EOC action plan.

Ms. Smith agreed.

Mr. Cunningham explained what the Other Reports: Chief item is on the agenda.

Mr. Kim provided clarification it is a summary overview and to answer questions Board members may have.

6. **Staff Reports:** None

7. **Public Participation:** None

8. **Adjournment:** The meeting was adjourned at 4:35 p.m.



## ITEM 4 – ACTION/DISCUSSION

### DISCUSSION OF SACRAMENTO WORKS BOARD ACTION PLAN AND REVIEW BOARD MEMBER INPUT

#### BACKGROUND:

In late June, a survey was sent out to all Sacramento Works Board members requesting input on the top priority areas for the Sacramento Works Board to focus on in the coming year. Using the results of the survey, the Board engaged in two separate retreat sessions on October 6, 2021 and November 5, 2021.

At the November 17, 2021 Board Meeting, the Board approved the attached Sacramento Works Board Action Plan for 2022, and selected the following categories as the Board's priorities for 2022:

- Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable
- Develop and define quality jobs and livable wages in partnership with the business community

The Executive Committee met on January 24, 2022, and assigned specific action plan tasks to Committees. The assignments were approved by the full Board on January 26, 2022, and each Committee was asked to review the specific action plan tasks and provide feedback on tasks that fall within their respective areas.

In addition, the Board adopted as its top priority - ***develop a standardized definition of quality jobs and employers***, and requested that Committees discuss and respond with potential definitions. Attached is a summary of the Sacramento Works Board Action Plan.

At its February 28, 2022 meeting, the Executive Committee discussed the potential impact on customers with significant barriers to employment, and requested demographic data on participants served through the Job Center network. At its March 23, 2022 meeting, the Board reviewed demographic data for the most recent program year. At its September 28, 2022 meeting, the Board created an Ad Hoc Committee comprised of the Chairs (or their designees) of the Youth, Employer Outreach, and Planning/Oversight Committees.

At its January 25, 2023 meeting, the Board approved the following definition:

*A High-Quality Job is one that 1) includes a sustainable and economically competitive compensation package, 2) offers a safe, thriving, and inclusive environment, and 3) gives employees from diverse backgrounds a path of*

*opportunity and growth.*

In addition, the Board agreed for the Executive Committee to take back the Action Plan for revisions, the development of new goals, and the assignment of goals to committees.

RECOMMENDATION:

Discuss the Sacramento Works Board Action Plan and take appropriate action.

## Sacramento Works Board Action Plan 2023-2024

Develop a roadmap of programs to ensure equity and lead to quality jobs	Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable.	Develop and define quality jobs and livable wages in partnership with the business community.	Define set of data, goals, outcomes, and success stories that will consistently show ROI to the community	Seek strategic partnerships that provide targeted populations opportunities to quality jobs and expand and enhance Sac Works capacity.
Adopt Strategies for job readiness curriculum	Recruit members from high demand industries (BD)	Create a business support network (EO)	Research and develop Sacramento Works outcome dashboard	Connect with Sac County homeless leadership
Develop and deploy digital literacy training and tools	Increase program awareness of board members (EX/BD)	Explore possibility of investing in CRM or other tech to support business (PO/EO)	Improve our story telling capability	Implement an Aggie Square partnership
Replicate GSEC Coding Bootcamp	Initiate and complete board member composition review (BD)	Support COVID vaccine mandate deployment – Tabled	Develop and focus on job retention measurements	Coordinate strategic outreach to small and medium size businesses
Increase funding and access to OJT programs	Research and ID key industries for pipeline development (EX)	Pair Board members to program areas to leverage individual networks (ALL)	Develop and publish entry level job index	Create award program with Board initiative funds.
Develop and implement a turnkey internship program	Bring youth voice on the Board (YTH/EX/BD)	Adopt standard toolbox for wants and needs of employers (EO)		Build partnerships around specific projects.
ID and articulate career pathways specifically for youth	Hold summit of select public and private industries (EO)	Develop a standardized definition of “quality” jobs and employers (ALL)		
Coordinate internships leading to employment	Develop and complete entry level job index report (EO)	Develop a SETA Virtual Bootcamp for employers (EO)		
		Conduct and publish a private sector wage and benefit survey (EX/EO)		

NOTE: All Committees to review and provide feedback on tasks that fall within their respective areas.