

**WORKFORCE DEVELOPMENT  
BOARD MEMBERS**

**EDWARD W. BAKER**  
Alto Ingredients, Inc.

**CRYSTAL BETHKE**  
County of Sacramento, Economic  
Development

**KYLA BRYANT**  
Sacramento Metro Chamber of Commerce

**N. LISA CLAWSON – Secretary/Treasurer**  
Kaiser Permanente

**RONALD J. ELLIS**  
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**KRISTIN GIBBONS**  
Department of Human Assistance

**DAVID W. GORDON**  
Sacramento County Office of Education

**JENNIFER HERNANDEZ**  
Sacramento Employment & Training Agency

**MANDI HIGLEY**  
Tri-Tool, Inc.

**LYNN HOSOKAWA**  
Villara Building Systems

**LISA M. HUTCHINSON**  
DigiStream Investigations

**MICHAEL JASSO**  
City of Sacramento

**FRANK A. LOUIE**  
Sacramento Asian Chamber of Commerce

**VICTOR MCGEE**  
Sacramento Job Corps Center

**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:** **Thursday, May 11, 2023**

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

**Location:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

**Zoom Location:**

<https://us02web.zoom.us/j/81531798171?pwd=L0gzYWNYeG9WQXJKNHBEcEtrKy9Zdz09>

In response to AB 2449, the Sacramento Employment and Training Agency Sacramento Works Executive Committee is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via Zoom.

In-person attendance by members of the public is on a first come, first-serve basis.

Members of the public may also participate in the meeting via Zoom by clicking the Zoom

Location link above, typing the Zoom link address into their web browser, or listening to the meeting on One tap mobile +16699006833,,81531798171# US (San Jose). Meeting ID: 815 3179 8171. Passcode: 007679. Find your local number:

<https://us02web.zoom.us/j/81531798171?pwd=L0gzYWNYeG9WQXJKNHBEcEtrKy9Zdz09>. 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 the item(s) on which you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Committee and included in the record.

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Request for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3753. Closed captioning will be available. This meeting is digitally recorded and available to members of the public upon request. 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

## Page Number

1. Call to Order/Roll Call
2. **Consent:** Approval of Minutes of the March 20, 2023 Regular Meeting 1-4
3. **Action/Discussion:** Discussion of Sacramento Works Board Action Plan 5-7
4. **Action/Discussion:** May 24, 2023 Sacramento Works Board Agenda 8-9
5. Staff Reports
6. Public Participation
7. Adjournment

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

**DISTRIBUTION DATE: Wednesday, May 3, 2023**

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

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

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

SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

Monday, March 20, 2023  
4:00 p.m.

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

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

Members Present: Anette Smith (*arrived and was seated at 4:19 p.m.*), Ron Orr, Ron Ellis, Lisa Clawson, Jennifer Hernandez

Member Absent: David Gordon, Dr. Jamey Nye

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

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

Moved/Clawson, second/Hernandez, to approve the January 23, 2023 minutes as distributed.

Roll call vote:

Aye: 4 (Orr, Ellis, Clawson, Hernandez)

Nay: 0

Abstention: 0

Absent: 3 (Nye, Gordon, Smith)

3. **Action/Discussion:** Discussion of Sacramento Works Board Action Plan and Review Board Member Input

Mr. Orr reviewed the item. Mr. Ellis commented that the reason for this item is to downsize the Sacramento Works Board Action Plan 2023-2024.

The Committee determined the following items have been completed or are no longer applicable to the Sacramento Works Board Action Plan 2023-2024 and should be removed:

- 1) Recruit members from high-demand industries (completed)
- 2) Develop a standardized definition of "quality jobs and employers" (completed)
- 3) Support COVID-19 vaccine mandate deployment (remove)

The Committee determined efforts should continue to bring youth voice to the Board on the Sacramento Works Board Action Plan 2023-2024.

There was a discussion if the item of the Action Plan: Develop and complete entry-level job index report is still relevant and should remain or be removed. Similar information already exists through different sources such as Valley Vision, Employment Development Department (EDD), Los Rios Community Colleges, etc.

Ms. Clawson commented the Committee previously agreed to concentrate on three items from the Action Plan.

Mr. Orr stated since we now have an approved “quality jobs” definition, it should be promoted to the employers and candidates in the local community by potentially providing educational trainings or seminars.

Ms. Smith arrived and was seated at 4:19 p.m.

Ms. Hernandez commented that other California workforce boards, such as the Santa Cruz Workforce Board, have similar reports. The report is called the Santa Cruz County State of the Workforce Report. It includes debriefings for local officials as a tool to help support the work of the local boards. The outreach and communication could be the missing link SETA needs to start prioritizing for the next year.

Mr. Orr suggested exploring the possibility of investing in a CRM or other type of technology to get the word out about SETA.

Ms. Smith commented on the need for SETA to be a part of conversations in the community and be in a position to be invited into those conversations.

Mr. Orr commented the action plan is extensive. To make the most impact, the Board and Committees should focus on and invest in, as was discussed at the last meeting.

Ms. Clawson suggested there could be an expansion on not only bringing youth voice on the Board but also educating the youth in making decisions.

Ms. Mechals advised the Youth Committee is planning for a Youth Subcommittee where Committee members will be paired with the youth for mentoring and advocating purposes. Ms. Clawson asked how we share that with the Board. Ms. Smith stated that the Youth representative should be included in the Sacramento Works Board to report and participate in decision-making. Mr. Orr gave the example of treating the youth membership similarly to an internship, allowing the youth to gain experience in multiple facets.

Ms. Smith stated that storytelling should also be a focus for 2023-2024 to promote SETA by working with the new marketing agency, Uptown Studios.

Ms. Hernandez advised that similar conversations are being held at Community Action Board meetings. There need to be comprehensive outreach and connection efforts. She asked the members of the Committee to come back to the next meeting with a proposition or plan.

Ms. Mechals advised that the Youth Voice Application was posted on the SETA Website.

Moved/Ellis, second/Clawson, to approve the following items to be the focus of the Sacramento Works Board Action Plan 2023-2024:

- 1) *Increasing youth voice on the Board*
- 2) *Improve our storytelling capability*
- 3) *Increase awareness of our services among employers*

Roll call vote:

Aye: 5 (Smith, Orr, Ellis, Clawson, Hernandez)

Nay: 0

Abstention: 0

Absent: 2 (Nye, Gordon)

4. **Action/Discussion:** Public Meeting Requirements

Mr. Cunningham stated that SETA is a public agency, it must conduct meetings in-person and publicly.

5. Review of the March 22, 2023 Sacramento Works Board Agenda

The Sacramento Works Board agenda packet was reviewed. There were no questions.

6. **Staff Reports:**

Mr. Walker reviewed surveys were sent to the Sacramento Works Board members and Employer Outreach Committee members.

Mr. Ellis asked about moving the date and time of the Executive Committee meeting to before the Sacramento Works Board meeting. Ms. Smith asked for clarification if it was the frequency or timing that was an issue. Mr. Ellis replied it was both. Mr. Kim commented the Executive Committee meeting agendas held in-between Board meeting months tend to have fewer items for action or discussion. Mr. Orr noted his schedule is hectic, and traveling three weeks out of the month makes in-person meetings more challenging to attend. Mr.

Cunningham suggested the in-between month meeting could be called at the discretion of the Chair. There was a discussion about changing the day and time of the meeting. It was noted the Committee meeting is not a set time and date. The Committee has just kept at a consistent time.

Ms. Smith commented that having the Executive Committee meeting the Monday before the Board meeting does not allow the Committee to have input on the Board agenda contents. It was suggested to meet two weeks earlier to allow the Committee to provide guidance and input. There was a discussion on potential dates and times for the next Executive Committee meeting. Thursdays would work better for most Committee members. Mr. Cunningham noted the Committee does not have to set the whole year's calendar ahead of time. The next meeting date could be determined at the end of each meeting.

Moved/Clawson, second/Ellis, to approve Thursday, May 11, 2023 at 4:00 p.m. as the next Sacramento Workforce Executive Committee date.

Roll call vote:

Aye: 5 (Smith, Orr, Ellis, Clawson, Hernandez)

Nay: 0

Abstention: 0

Absent: 2 (Nye, Gordon)

7. **Public Participation:** None
8. **Adjournment:** The meeting was adjourned at 5:16 p.m.

## ITEM 3 – ACTION/DISCUSSION

### DISCUSSION OF SACRAMENTO WORKS BOARD ACTION PLAN

#### 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.*

At its March 20, 2023 meeting, the Executive Committee reviewed the Action Plan and selected the following priority areas:

- 1) *Increasing youth voice on the Board*
- 2) *Improve our storytelling capability*
- 3) *Increase awareness of our services among employers*

In addition, the Committee discussed holding a summit to increase awareness among employers, partners, and other stakeholders. The full Board confirmed the priority areas at its March 22, 2023 meeting.

This item provides an opportunity for the Board to continue to discuss the Action Plan.



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Sacramento Regional Transit



**SACRAMENTOWORKS**

**REGULAR MEETING OF THE  
SACRAMENTO WORKS, INC. BOARD**

**DATE:** Wednesday, May 24, 2023

**TIME:** 8:00 a.m.

**LOCATION:** SETA Board Room  
925 Del Paso Blvd., Suite 100  
Sacramento, CA 95815

**ZOOM LOCATION:**

<https://us02web.zoom.us/j/86244599170?pwd=M3lTK0F4ajRhTGNuRXFtL3BMS3BUZz09>

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<https://us02web.zoom.us/j/86244599170?pwd=M3lTK0F4ajRhTGNuRXFtL3BMS3BUZz09>. 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 Board 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 the item(s) on which you would like to participate. Additionally, during the meeting any questions or comments may be submitted via the chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the members of the Board and included in the record.

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SACRAMENTO WORKS 925 Del Paso Boulevard, Suite 100 • Sacramento, CA 95815

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# AGENDA

PAGE NUMBER

## **I. Call to Order/Roll Call**

- Introduction of New Board Member
- Presentation – Reports on the Status of the Region’s Workforce (Renee John/Aaron Wilcher)

## **II. Consent Items**

- A. Approval of Minutes of the March 22, 2023 Regular Meeting

## **III. Action/Discussion Items**

- A. Approval of Funding Recommendations for the Workforce Innovation and Opportunity Act, Title I, Youth Program, Program Year 2023-2024 (Lauren Mechals)

## **IV. Information Items**

- A. Report on Workforce Innovation and Opportunity Act Performance (Nicole Laktash)
- B. Board Member Orientation (Roy Kim)
- C. Dislocated Worker Report (William Walker)
- D. Employer Recruitment Activity Report (William Walker)
- E. Unemployment Update/Press Release from the Employment Development Department (Cara Welch)
- F. Committee Updates
- ✓ Ad Hoc (Lisa Clawson)
  - ✓ Youth Committee (David Gordon)
  - ✓ Planning/Oversight Committee (Dr. Jamey Nye)
  - ✓ Employer Outreach Committee (Ron Ellis)

- G. SETA Governing Board Agenda

## **V. Other Reports**

1. Chair
2. Members of the Board
3. Counsel
4. Deputy Director
5. Staff
6. Public Participation

## **VI. Adjournment**

**DISTRIBUTION DATE: \_\_\_\_\_, 2023**

Sacramento Works Board meeting hosted by:  
Anette Smith (Chair), Ronald Orr (Vice Chair), Lisa Clawson (Secretary/Treasurer)