

**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**  
2SS.com

**KRISTIN GIBBONS**  
Department of Human Assistance

**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

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

**VICTOR MCGEE**  
Sacramento Job Corps Center

**DR. JAMEY NYE**  
Los Rios Community College District

**SHARON O'SULLIVAN**  
California Department of Rehabilitation

**JOHNNY PEREZ**  
Clutch Contracts & Consulting

**KARL PINEO**  
Ironworkers Local 118

**LAURIER RODRIGUEZ**  
SMUD

**JOHN RANDALL ROJAS**  
District Council 16 of Northern CA and Nevada

**FABRIZIO SASSO**  
Sacramento Central Labor Council

**D'ET SAURBOURNE**  
Sacramento Employment & Training Agency

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

**DENISE TUGADE**  
SEIU – United Healthcare Workers.

**SHELLY VALENTON**  
Sacramento Regional Transit



**SACRAMENTOWORKS**

**Regular Meeting of the Sacramento Works  
Executive Committee**

**Date:** **Thursday, November 9, 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/88179285439?pwd=K0ZycFNibk9aQi9SbENYc2VjcnRJQT09>

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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,,88179285439# US (San Jose). Meeting ID: 881 7928 5439. Passcode 505686. Find your local number:

<https://us02web.zoom.us/j/88179285439?pwd=K0ZycFNibk9aQi9SbENYc2VjcnRJQT09>. 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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# AGENDA

## Page Number

1. Call to Order/Roll Call
2. **Consent:** Approval of Minutes of the September 14, 2023 Regular Committee Meeting 4-6
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8. **Information:** September 27, 2023 Sacramento Works Board Meeting Agenda 14-16
9. Staff Reports
10. Public Participation
11. Adjournment

The next meeting will be held Thursday, **January 11, 2024 at 4:00 p.m., in-person.**

**COMMITTEE MEMBERS:** Lisa Clawson, Ron Ellis, David Gordon, D'et Saurbourne, Dr. Jamey Nye, Anette Smith

**DISTRIBUTION DATE: Thursday, November 2, 2023**

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

**SACRAMENTO WORKS BOARD  
MEETING ATTENDANCE**

**FY 2022-2023 (X-present; A-absent; \*special meeting)**

<b>BOARD MEMBER</b>	<b>Represented Sector</b>	<b>7/27 2022</b>	<b>9/28 2022</b>	<b>11/16 2022</b>	<b>1/25 2023</b>	<b>3/22 2023</b>	<b>5/24 2023</b>	<b>7/26 (CANCELED)</b>	<b>9/27 2023</b>	<b>11/27* 2023</b>				<b># of meetings attended</b>
Anette Smith	Private Business	X	X	X	X	X	X		X					
Crystal Bethke	Economic Development						X		X					
David Gordon	Adult Education	X	X	X	X	A	X		X					
Denise Tugade	Labor	X	X	X	X	A	X		A					
D'et Saurbourne	Other													
Edward Baker	Private Business	X	A	A	X	A	X		A					
Fabrizio Sasso	Labor	A	X	A	A	X	A		A					
Frank Louie	Private Business	X	X	X	X	X	X		X					
Jamey Nye	Higher Education	X	X	X	X	X	X		X					
Johnny Perez	Private Business	X	A	A	X	A	X		X					

<b>BOARD MEMBER</b>	<b>Represented Sector</b>	<b>7/27 2022</b>	<b>9/28 2022</b>	<b>11/16 2022</b>	<b>1/25 2023</b>	<b>3/22 2023</b>	<b>5/24 2023</b>	<b>7/26 (CANCELED)</b>	<b>9/27 2023</b>	<b>11/27* 2023</b>				<b># of meetings attended</b>
Karl Pineo	Labor	A	X	A	A	A	X		A					
Kristin Gibbons	Other	X	X	A	A	A	X		A					
Kyla Bryant	Private Business					X	X		A					
Laurie Rodriguez	Private Business	X	X	X	X	X	X		A					
Lisa Clawson	Private Business	X	A	X	A	X	X		X					
Lisa Hutchinson	Private Business	X	A	A	X	A	A		A					
Lynn Hosokawa	Private Business	X	X	A	X	X	X		X					
Mandi Higley	Private Business	A	X	X	A	A	A		A					
Michael Jasso	Economic Development	A	X	A	X	X	X		X					
Randy Rojas	Labor													
Ronald Ellis	Private Business	X	X	X	X	X	X		X					
Sharon O'Sullivan	Vocational Rehabilitation	X	X	X	X	A	A		A					

<b>BOARD MEMBER</b>	<b>Represented Sector</b>	<b>7/27 2022</b>	<b>9/28 2022</b>	<b>11/16 2022</b>	<b>1/25 2023</b>	<b>3/22 2023</b>	<b>5/24 2023</b>	<b>7/26 (CANC ELED)</b>	<b>9/27 2023</b>	<b>11/27* 2023</b>				<b># of meetings attended</b>
Shelly Valenton	Private Business		X	X	X	X	X		A					
Victor McGee	Labor/Workforce						A		A					
Ren Orr	Private Business	X	X	X	X	X	X							
Troy Givans	Economic Development	X	A	X	X	X								
Lynn Conner	Private Business	X	X	A	X	A								
Kevin Ferreira	Labor	A	A	A	X	A								
Staci Anderson	Labor/Workforce	A	X	X	A									
Andrea Ollanik	Private Business	X	A											
Denise Lee	Other	A	X	X										
Jennifer Hernandez	Other				X	X	X							
Janet Neitzel	Wagner-Peyser	X	X	A	X	X	X		X					

**SACRAMENTO WORKS, INC.**

Regular Meeting of the Executive Committee  
Minutes

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

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

Thursday, September 14, 2023  
4:00 p.m.

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

Ms. Smith called the meeting to order at 4:03 p.m. The roll was called; quorum was achieved.

Members Present: Anette Smith, Jamey Nye, Lisa Clawson, Jennifer Hernandez, David Gordon (*arrived and seated at 4:23 p.m.*)

Member Absent: Ron Ellis

Others Present: Phil Cunningham, Roy Kim, William Walker, D'et Saurbourne, Lauren Mechals

2. **Consent:** Approval of Minutes of the July 13, 2023 Special Committee Meeting

Moved/Clawson, second/Nye to approve the minutes of the July 13, 2023 special meeting.

Roll call vote:

Aye: 2 (Nye, Smith)

Nay: 0

Abstention: 2 (Clawson, Hernandez)

Absent: 2 (Gordon, Ellis)

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

The Workforce Innovation and Opportunity Act (WIOA) Adult/Dislocated Worker Request for Proposals, PY 2024-2025 process review is on the agenda for the next Planning/Oversight Committee (POC) meeting. The Committee members will be looking at initiatives/indicators that the Sacramento Works Board (SWB) has expressed over the last year and providing the opportunity for the service providers to have their questions answered.

Ms. Hernandez reminded that Nicole Laktash agreed to present on WIOA Performance and can be invited to the upcoming SWB meeting.

4. **Action/Discussion:** September 27, 2023 Sacramento Works Board Agenda

The September 27, 2023, Sacramento Works Board agenda draft was reviewed.

The Committee members reviewed the agenda for the upcoming SWB meeting on September 27, 2023.

Mr. Kim advised that the following additional item will be included on the agenda: approval to transfer WIOA dislocated worker funds to adult funds, PY 2023-2024, and authorize staff to submit a request to the State of California, Employment Development Department.

Mr. Kim also stated that Go Educate will present during the next SWB meeting. Ms. Mechals advised that at the youth level, Go Educate can be used as a career exploration and group pathway planning tool at no cost for SETA. It is also a free resource for job seekers.

5. **Action/Discussion:** Committees Structure and Chair Assignments

Ms. Smith suggested looking into committee structures and Chair rotation for both the Committees and SWB.

Legal Counsel advised that Ms. Smith could announce during the SWB meeting that if she will be renominated as the Chair for the next year, she intends to rotate the roles of Chairs of all the Committees. Ms. Smith affirmed that she will raise this conversation during the next SWB meeting under the Chair Report of the agenda with the possibility of SWB and Committees rotation in January 2024.

Mr. Gordon arrived and was seated at 4:23 p.m.

6. **Action/Discussion:** Discussion of the Special Sacramento Works Board Meeting with the Sacramento Works Job Centers

7. **Action/Discussion:** Review of the Sacramento Works Board Bylaws

The SWB Bylaws were attached to the packet. There were no suggestions to amend the Bylaws.

8. **Action/Discussion:** Review of the Sacramento Works Board Vacancies

The candidate for the Labor seat at SWB will be appointed during the next Governing Board meeting on October 5, 2023. Ms. Smith stated that it would benefit the SWB to fill the Private Business vacancies with representatives from IT, engineering, law firms, or financial institutions. Mr. Kim suggested reviewing applications already on file. Ms. Clawson stated that she will update the SWB roster by the industry in preparation for the next SWB meeting. Legal Counsel

suggested contacting SWB member, Ms. Bryant, from the Metropolitan Chamber of Commerce for referrals from Metro EDGE.

9. **Information:** May 24, 2023 Sacramento Works Board Meeting Agenda
10. **Staff Reports:** No reports
11. **Public Participation:** None
12. **Adjournment:** The meeting was adjourned at 4:48 p.m.



ITEM 3-CONSENT

APPROVAL OF APPOINTMENT TO THE SACRAMENTO WORKS BOARD,  
EXECUTIVE COMMITTEE

BACKGROUND:

Historically, SETA's Executive Director has served as a board member on the Sacramento Works WDB and its Executive Committee in the "Other" member category. Ms. D'et Saurbourne, SETA's Interim Executive Director, was recently appointed to the Board, and staff is recommending her appointment to the Board's Executive Committee.

RECOMMENDATION:

Approve the appointment of Ms. D'et Saurbourne, SETA's Interim Executive Director, to the Sacramento Works Board, Executive Committee.

## ITEM 4-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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DENISE TUGADE  
SEIU – United Healthcare Workers

SHELLY VALENTON  
Sacramento Regional Transit



**SACRAMENTOWORKS**

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

**DATE:** Monday, November 27, 2023

**TIME:** 2:00 - 4:00 p.m.

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

**ZOOM LOCATION:**

<https://us02web.zoom.us/j/87912097811?pwd=d0QvL0R4VjY5WGJ1SjJsQStFejA yUT09>

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# AGENDA

## PAGE NUMBER

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

**Presentation** – Centers of Excellence (Ebony Benzing)

### **II. Consent Items**

- A. Approval of Minutes of the May 24, 2023 Regular Meeting, and September 27, 2023 Special Meeting

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

- A. Review/Discuss Sacramento Works Board Action Plan Priorities (Anette Smith)
- B. Election of Sacramento Works Board Vice Chair (Anette Smith)
- C. Approval of the Appointment of Youth Committee Members (Lauren Mechals)
- D. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2023-2024, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (Michelle O’Camb)

### **IV. Information Items**

- A. Dislocated Worker Report (William Walker)
- B. Employer Recruitment Activity Report (William Walker)
- C. Unemployment Update/Press Release from the Employment Development Department
- D. Committee Updates
  - ✓ Youth Committee (David Gordon)
  - ✓ Planning/Oversight Committee (Dr. Jamey Nye)
  - ✓ Employer Outreach Committee (Ron Ellis)
- E. 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**

**The next meeting will be held Monday, January 22, 2024 at 2:00 p.m., in-person.**

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

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

# SETA Board Composition Analysis \*Required under WIOA

Targeted Industry	Board Member Name 9.15.2023	Need (Target Companies)
Financial Activities		Safe Credit Union (?), 5 Star Bank, Golden 1
Construction	Lynn Hosokawa	
Trade, Transportation, Utilities	Laurie Rodriguez, Shelly Valenton	Siemens, Transportation, Warehousing (Amazon)
Professional & Business Services	Kyla Bryant, Lisa Hutchinson, Frank Louie, Johnny Perez, Anette Smith	
Educational & Health Services	Lisa Clawson, David Gordon, Jamey Nye	
Leisure & Hospitality		Hyatt, Visit Sacramento, Kings?
*Labor Representative	Karl Pineo, Fabrizio Sasso, Denise Tugade	
Other Services		
Information Technology	Ron Ellis	Large enterprise
Manufacturing	Mandi Higley, Ed Baker	
Farm		
*Government, Public Service, Human Services, Economic Development	Crystal Bethke, Kristin Gibbons, Victor McGee, Janet Neitzel, Sharon O'Sullivan, Michael Jasso	
Youth Voice		

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SEIU – United Healthcare Workers

SHELLY VALENTON  
Sacramento Regional Transit



**SACRAMENTOWORKS**

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

**DATE:** Wednesday, September 27, 2023

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

**LOCATION:** Sacramento Works One Stop  
Florin Career Center  
3801 Florin Road,  
Sacramento, CA 95823

**ZOOM LOCATION:**

<https://us02web.zoom.us/j/85292682295?pwd=OWFXRkxQakhDZ1R4akJWOFMaUw2UT09>

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<https://us02web.zoom.us/j/kbS85DHHuC>. 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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# AGENDA

## PAGE NUMBER

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

**Presentation:** Go Educate – Talent Portal (Frances Winters)

### **II. Consent Items**

A. Approval of Minutes of the May 24, 2023 Regular Meeting 5-10

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

A. Review/Discuss Sacramento Works Board Action Plan Priorities (Anette Smith) 11-12

B. Election of Sacramento Works Board Vice Chair (Anette Smith) 13

C. Approval of the Appointment of Youth Committee Members (Lauren Mechals) 14-15

D. Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2023-2024, and Authorize Staff to Submit a Request to the State of California, Employment Development Department (Michelle O’Camb) 16-17

### **IV. Information Items**

A. Approval of Designation as a High Performing Board (Roy Kim) 18-19

B. WIOA Youth Program Summaries (Lauren Mechals) 20-28

C. Dislocated Worker Report (William Walker) 29-32

D. Employer Recruitment Activity Report (William Walker) 33-36

E. Unemployment Update/Press Release from the Employment Development Department 37-42

F. Committee Updates 43-45  
✓ Youth Committee (David Gordon)  
✓ Planning/Oversight Committee (Dr. Jamey Nye)  
✓ Employer Outreach Committee (Ron Ellis)

G. SETA Governing Board Agenda 46-49

- V. Other Reports**
1. Chair
  2. Members of the Board
  3. Counsel
  4. Deputy Director
  5. Staff
  6. Public Participation

50-51

**VI. Adjournment**

**DISTRIBUTION DATE: Wednesday, September 20, 2023**

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