

Regular Meeting of the Sacramento Works Executive Committee

Date: Thursday, January 11, 2024
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/81621796191?pwd=MzF2VTZkdW52TzNFaTN0eG1KUTdRZz09>

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,,81621796191# US (San Jose). Meeting ID: 816 2179 6191. Passcode 388015. Find your local number: [tps://us02web.zoom.us/j/kcYaKsRcF](https://us02web.zoom.us/j/kcYaKsRcF). Members of the public are encouraged to participate in the meeting by submitting written comments by email to: 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. 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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BOARD MEMBERS

Crystal Bethke
County of Sacramento,
Economic Development

Kyla Bryant
Sacramento Metro
Chamber of Commerce

N. Lisa Clawson
VICE CHAIR,
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
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Victor McGee
Sacramento Job Corps Center

Jamey Nye
Los Rios Community
College District

Sharon O'Sullivan
California Department
of Rehabilitation

Johnny Perez
Clutch Contracts & Consulting

Karl Pineo
Ironworkers Local 118

Laurie Rodriguez
SMUD

John Randall Rojas
District Council 16 of
Northern CA and
Nevada

Fabrizio Sasso
Sacramento Central
Labor Council

D'et Saurbourne
Sacramento
Employment and Training
Agency

Anette Smith
CHAIR
Smith Associates

Denise Tugade
SEIU
United Healthcare Workers

Shelly Valenton
Sacramento Regional Transit

AGENDA

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2. **Consent:** Approval of Minutes of the November 9, 2023 Regular Committee Meeting 7-9
3. **Action/Discussion:** Discussion of Sacramento Works Board Action Plan 10-12
4. **Action/Discussion:** January 24, 2024 Sacramento Works Board Agenda 13-15
5. **Information:** November 27, 2023 Sacramento Works Board Meeting Agenda 16-18
6. Staff Reports
7. Public Participation
8. Adjournment

The next meeting will be held Thursday, **March 14, 2024 at 4:00 p.m., in-person.**

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

DISTRIBUTION DATE: Friday, January 5, 2024

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

**SACRAMENTO WORKS BOARD
MEETING ATTENDANCE**

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

BOARD MEMBER	Represented Sector	7/27 2022	9/28 2022	11/16 2022	1/25 2023	3/22 2023	5/24 2023	7/26 (CANC ELED)	# of meetings attended
Anette Smith	Private Business	X	X	X	X	X	X		6
Crystal Bethke	Economic Development						X		1
David Gordon	Adult Education	X	X	X	X	A	X		5
Denise Tugade	Labor	X	X	X	X	A	X		5
Fabrizio Sasso	Labor	A	X	A	A	X	A		2
Frank Louie	Private Business	X	X	X	X	X	X		6
Jamey Nye	Higher Education	X	X	X	X	X	X		6
Johnny Perez	Private Business	X	A	A	X	A	X		3
Karl Pineo	Labor	A	X	A	A	A	X		2
Kristin Gibbons	Other	X	X	A	A	A	X		3
Kyla Bryant	Private Business					X	X		2

BOARD MEMBER	Represented Sector	7/27 2022	9/28 2022	11/16 2022	1/25 2023	3/22 2023	5/24 2023	7/26 (CANCELED)	# of meetings attended
Laurie Rodriguez	Private Business	X	X	X	X	X	X		6
Lisa Clawson	Private Business	X	A	X	A	X	X		4
Lisa Hutchinson	Private Business	X	A	A	X	A	A		2
Lynn Hosokawa	Private Business	X	X	A	X	X	X		5
Mandi Higley	Private Business	A	X	X	A	A	A		2
Michael Jasso	Economic Development	A	X	A	X	X	X		4
Ronald Ellis	Private Business	X	X	X	X	X	X		6
Sharon O'Sullivan	Vocational Rehabilitation	X	X	X	X	A	A		4
Shelly Valenton	Private Business		X	X	X	X	X		5
Victor McGee	Labor/Workforce						A		0
Ron Orr	Private Business	X	X	X	X	X	X		6
Troy Givans	Economic Development	X	A	X	X	X			4

BOARD MEMBER	Represented Sector	7/27 2022	9/28 2022	11/16 2022	1/25 2023	3/22 2023	5/24 2023	7/26 (CANCELED)	# of meetings attended
Lynn Conner	Private Business	X	X	A	X	A			3
Kevin Ferreira	Labor	A	A	A	X	A			1
Staci Anderson	Labor/Workforce	A	X	X	A				2
Andrea Ollanik	Private Business	X	A						1
Denise Lee	Other	A	X	X					2
Jennifer Hernandez	Other				X	X	X		3
Janet Neitzel	Wagner-Peyser	X	X	A	X	X	X		5
Edward Baker	Private Business	X	A	A	X	A	X		3

**SACRAMENTO WORKS BOARD
MEETING ATTENDANCE
FY 2023-2024**

(X-present; A-absent; *special meeting)

BOARD MEMBER	Represented Sector	9/27 2023	11/27* 2023	1/24 2024	3/27 2024	5/22 2024	7/24 2024	# of meetings attended
Anette Smith	Private Business	X	X					
Crystal Bethke	Economic Development	X	X					
David Gordon	Adult Education	X	X					
Denise Tugade	Labor	A	A					
D'et Saurbourne	Other		X					
Fabrizio Sasso	Labor	A	A					
Frank Louie	Private Business	X	X					
Jamey Nye	Higher Education	X	A					
Johnny Perez	Private Business	X	X					
Karl Pineo	Labor	A	X					

BOARD MEMBER	Represented Sector	9/27 2023	11/27* 2023	1/24 2024	3/27 2024	5/22 2024	7/24 2024	# of meetings attended
Kristin Gibbons	Other	A	X					
Kyla Bryant	Private Business	A	X					
Laurie Rodriguez	Private Business	A	X					
Lisa Clawson	Private Business	X	X					
Lisa Hutchinson	Private Business	A	A					
Lynn Hosokawa	Private Business	X	X					
Mandi Higley	Private Business	A	A					
Michael Jasso	Economic Development	X	X					
Randy Rojas	Labor		X					
Ronald Ellis	Private Business	X	X					
Sharon O'Sullivan	Vocational Rehabilitation	A	X					
Shelly Valenton	Private Business	A	X					

BOARD MEMBER	Represented Sector	9/27 2023	11/27* 2023	1/24 2024	3/27 2024	5/22 2024	7/24 2024	# of meetings attended
Victor McGee	Labor/Workforce	A	A					
Janet Neitzel	Wagner-Peyser	X						
Edward Baker	Private Business	A						

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, November 9, 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; quorum was achieved.

Members Present: Anette Smith, Lisa Clawson, David Gordon, Ron Ellis, Jamey Nye *(arrived and seated at 4:01 p.m.)*

Member(s) Absent:

New Member(s) to be Seated: D'et Saurbourne

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

2. **Consent:** Approval of Minutes of the September 14, 2023 Regular Committee Meeting

Mr. Nye arrived and was seated at 4:01 p.m.

Moved/Clawson, second/Smith to approve the minutes of the September 14, 2023 regular meeting.

Roll call vote:

Aye: 5 (Nye, Smith, Ellis, Clawson, Gordon)

Nay: 0

Abstention: 0

Absent: 0

3. **Consent:** Approval of Appointment to the Executive Committee

Moved/Ellis, second/Clawson to approve the appointment of Ms. D'et Saurbourne, SETA's Interim Executive Director, to the Sacramento Works Board Executive Committee.

Roll call vote:

Aye: 5 (Nye, Smith, Ellis, Clawson, Gordon)

Nay: 0

Abstention: 0

Absent: 0

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

Ms. Smith would like to add the Sacramento Works Board (SWB) Action Plan to the SWB agenda packet for the November 27th meeting. She will present on accomplishments and successes up to now. Ms. Clawson suggested highlighting goals for 2024.

5. **Action/Discussion:** November 27, 2023 Sacramento Works Board Agenda

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

The new date and time of the SWB meeting was discussed. It was decided to recommend, for ratification at the next Board meeting, that the meetings will now be held on the fourth Wednesday of every other month commencing at 9:00 a.m. for 90 minutes.

The special meeting of the Sacramento Works Executive Committee will be scheduled right after the SWB meeting on November 27, 2023, to approve the transfer of Workforce Innovation and Opportunity Act (WIOA) dislocated worker funds to adult funds for the program year (PY) 2023-2024, in case there is no quorum at the Board meeting.

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

Mr. Ellis, the Employer Outreach Committee (EOC) Chair, stated that with the departure of five EOC members, he is the only Board member who currently serves on the EOC. The Chairs of the Committees must be a Board member.

Mr. Nye, the Planning/Oversight Committee (POC) Chair, stated that the next POC meeting is scheduled for December 20, 2023. Ms. Ebony Benzing from the Centers of Excellence is expected to present. Mr. Nye will make his recommendation on the Chair nominee after the meeting.

Note: the POC meeting was later postponed to January 17, 2024.

Mr. Gordon, the Youth Committee (YC) Chair, advised that although there are some new youth voice members of the Committee, none of them serve on the SWB. A non-profit youth appointee is highly desirable with the departure of Stacy Anderson from PRO Youth and Families.

Ms. Mechals will reach out to Ms. Anderson for recommendations.

Ms. Smith suggested adding the following action/discussion item to the agenda for the upcoming SWB meeting: Board members' engagement on Committees, Committee structure, and Chair assignments.

Legal Counsel confirmed that the Chair of the SWB can also be a Chair of a Committee.

Mr. Walker advised that there has been an increase in dislocated workers with recent layoffs from Intel, Solidigm, and Matheson Flight Extenders.

7. **Action/Discussion:** Review of the Sacramento Works Board Vacancies and Pending Applications

The SWB pending applications were reviewed. Legal Counsel advised that Tina Reynolds does not qualify as a Board member as she owns the company in contract with SETA. Ms. Clawson suggested contacting Deborah Portela to see if she is still interested in joining the Board. The members of the Committee and staff will continue their efforts to recruit candidates from IT, engineering, law firms, and financial institutions.

8. **Information:** September 27, 2023 Sacramento Works Board Meeting Agenda

The Committee members reviewed the agenda from the last SWB meeting on September 27, 2023. The following item is outstanding and will continue to the next meeting due to a lack of quorum:

Action/Discussion Item: 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.

9. **Staff Reports:** No reports

10. **Public Participation:** None

11. **Adjournment:** The meeting was adjourned at 4:58 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.

At its November 27, 2023 meeting, the Board reviewed accomplishments, revisited the Action Plan, and selected new priority areas including:

- 1) *Recruit members from high demand industries*
- 2) *Research and ID key industries for pipeline development*
- 3) *Hold summit of select public and private industries*
- 4) *Research and develop Sacramento Works dashboard*

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

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.

REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD

Date: Wednesday, January 24, 2024

Time: 9:00 a.m.

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

Zoom Location:

<https://us02web.zoom.us/j/81682880363?pwd=VWxmNEh4V3puMSs0U2hFdGZWeGpiQT09>

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Economic Development

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N. Lisa Clawson
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Sacramento Regional Transit

AGENDA

PAGE NUMBER

I. Call to Order/Roll Call

Presentation – Centers of Excellence (Ebony Benzing)

II. Consent Items

A. Approval of Minutes of the November 27, 2023 Special Meeting

III. Action/Discussion Items

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

B. Board Members Engagement on Committees, Committee Structure and Chair Assignments (Anette Smith)

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. Local/Regional Industry Employment Report from the Employment Development Department (Cara Welch)

E. Committee Updates

✓ Youth Committee (David Gordon)

✓ Planning/Oversight Committee (Jamey Nye)

✓ Employer Outreach Committee (Ron Ellis)

F. 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: _____, 2024

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

**WORKFORCE DEVELOPMENT
BOARD MEMBERS**

CRYSTAL BETHKE
County of Sacramento, Economic
Development

KYLA BRYANT
Sacramento Metro Chamber of Commerce

N. LISA CLAWSON – Secretary/Treasurer
Kaiser Permanente

RONALD J. ELLIS
25S.com

KRISTIN GIBBONS
Department of Human Assistance

DAVID W. GORDON
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LAURIE RODRIGUEZ
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JOHN RANDALL ROJAS
District Council 16 of Northern CA and
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FABRIZIO SASSO
Sacramento Central Labor Council

D'ET SAURBOURNE
Sacramento Employment and Training
Agency

ANETTE SMITH – Chair
Smith Associates

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=d0QvL0R4VjY5WGJ1SjJsQStFejAyUT09>

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AGENDA

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I. Call to Order/Roll Call

Presentation – Centers of Excellence (Ebony Benzing)

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3.	Counsel	
4.	Deputy Director	
5.	Staff	
6.	Public Participation	
VI.	<u>Adjournment</u>	

DISTRIBUTION DATE: Monday, November 20, 2023

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