

AGENDA

Sacramento Works, Inc. EXECUTIVE COMMITTEE Regular Meeting

Thursday **March 14, 2024** **4:00 p.m.**

925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

PUBLIC COMMENT PROCEDURES

In response to AB 2449, the Sacramento Employment and Training Agency (SETA) Sacramento Works Executive Committee is conducting this meeting utilizing a hybrid approach, permitting members of the public to participate in person or via 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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In-Person Public Comment

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Zoom Public Comment

Members of the public may participate in the meeting via Zoom by clicking the [Zoom link](#), or listening to the meeting on one tap mobile +16699006833,,89529102831# US (San Jose).

Meeting ID: 895 2910 2831

Passcode: 255019

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During the meeting any questions or comments may be submitted via the chat features on Zoom.

Accommodations

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.

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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
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

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City of Sacramento

Frank A. Louie
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Victor McGee
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Dr. Jamey Nye
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Sharon O'Sullivan
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Laurie Rodriguez
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John Randall Rojas
District Council 16 of
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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

CALL TO ORDER
ROLL CALL

- I. **CONSENT ITEM:**
 - A. Approval of Minutes of the January 11, 2024 Regular Committee Meeting
- II. **ACTION/DISCUSSION ITEMS:**
 - A. Discussion of Sacramento Works Board Action Plan
 - B. March 27, 2024 Sacramento Works Board Agenda
- III. **INFORMATION ITEM:**
 - A. Board Membership Updates
 - B. January 24, 2024 Sacramento Works Board Meeting Agenda
- IV. **STAFF REPORTS**
- V. **PUBLIC PARTICIPATION**
- VI. **ADJOURNMENT**

The next meeting will be held **Thursday, May 9, 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: Thursday, March 7, 2024

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

**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	X				
Crystal Bethke	Economic Development	X	X	X				
David Gordon	Adult Education	X	X	A				
Denise Tugade	Labor	A	A	A				
D'et Saurbourne	Other		X	X				
Fabrizio Sasso	Labor	A	A	X				
Frank Louie	Private Business	X	X	X				
Jamey Nye	Higher Education	X	A	X				
Johnny Perez	Private Business	X	X	X				
Karl Pineo	Labor	A	X	A				
Kristin Gibbons	Other	A	X	X				
Kyla Bryant	Private Business	A	X	X				
Laurie Rodriguez	Private Business	A	X	A				
Lisa Clawson	Private Business	X	X	X				
Lisa Hutchinson	Private Business	A	A	A				

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
Lynn Hosokawa	Private Business	X	X	X				
Mandi Higley	Private Business	A	A	A				
Michael Jasso	Economic Development	X	X	X				
Randy Rojas	Labor		X	X				
Ronald Ellis	Private Business	X	X	X				
Sharon O'Sullivan	Vocational Rehabilitation	A	X	A				
Shelly Valenton	Private Business	A	X	X				
Victor McGee	Labor/Workforce	A	A	A				
Janet Neitzel	Wagner-Peyser	X						
Edward Baker	Private Business	A						

MINUTES/SYNOPSIS

Sacramento Works, Inc. EXECUTIVE COMMITTEE Regular Meeting

Thursday January 11, 2024 4:00 p.m.
925 Del Paso Boulevard, Suite 100, Board Room,
Sacramento, CA 95815

CALL TO ORDER

ROLL CALL

Ms. Smith called the meeting to order at 4:10 p.m. The roll was called; quorum was achieved.

Members Present:

Anette Smith, Lisa Clawson, Ron Ellis, Jamey Nye, D'et Saurbourne

Member(s) Absent:

David Gordon

Others Present:

Phil Cunningham, Roy Kim, William Walker, Lauren Mechals, Michelle O'Camb, Randy Rojas, Mario Maslac, Julie Davis-Jaffe

I. **CONSENT:** Approval of Minutes of the November 9, 2023 Regular Committee Meeting

Moved/Ellis, second/Clawson, to approve the minutes of the November 9, 2023 regular meeting.

Roll call vote:

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

Nay: 0

Abstention: 0

Absent: 1 (Gordon)

II. **ACTION/DISCUSSION:** Discussion of Sacramento Works Board Action Plan

The Committee members discussed the Sacramento Works Board Action Plan and priorities selected at the March 20, 2023, and November 27, 2023, Board meetings. It was requested that the Action Plan be converted into a dashboard that would reflect what items were completed, pending, or ongoing and include an updated Action Plan in the agenda packet for the upcoming meeting of the Sacramento Works Board on January 24, 2024.

III. **ACTION/DISCUSSION:** January 24, 2024 Sacramento Works Board Agenda

The Committee members reviewed the agenda for the upcoming SWB meeting on January 24, 2024.

Ms. Saurbourne advised of the additional item to the agenda: Approval of Signature Authorization Removal and Addition for Sacramento Works, inc. Checking Account. After

discussion, it was decided to postpone this item until future Sacramento Works Board meetings.

Mr. Ellis requested that the Employer Outreach Committee – 2024 Action Plan and Annual Program be added to the agenda.

Ms. Smith stated that she would like to provide an update on the SETA Executive Director Recruitment under the Chair's Report on the agenda.

Additionally, the report/presentation from Valley Vision on industry clusters should be added to the following Sacramento Works Board meeting agenda for March.

One of the Youth Voice Youth Committee members will be presenting under Youth Committee Updates on the agenda.

Mr. Kim informed the Committee that SETA is in the process of selecting a consulting firm that will work on strategic planning. He encouraged members to participate in upcoming strategic planning meetings.

Mr. Kim additionally advised that Victor McGee offered the Job Corps location for the Sacramento Works Board meeting. Ms. Smith suggested an off-site meeting in March in the North Sacramento job center location, May's meeting in the Board Room, SETA Administrative building, and July's meeting off-site at the Job Corps center.

IV. INFORMATION: November 27, 2023 Sacramento Works Board Meeting Agenda

The Committee members reviewed the agenda from the last SWB meeting on November 27, 2023. There were no outstanding items from that meeting.

V. STAFF REPORTS: No reports

VI. PUBLIC PARTICIPATION: None

VII. ADJOURNMENT: The meeting was adjourned at 4:38 p.m.

Note: The minutes reflect the actual progression of the meeting.

ACTION/DISCUSSION ITEM II-A-1

Discussion of Sacramento Works Board Action Plan

Presenter: Anette Smith

RECOMMENDATION:

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

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*

ACTION/DISCUSSION ITEM II-A-1 (continued)

Page 2

- 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 P	Create a business support network	Research and develop Sacramento Works dashboard P	Connect with Sac County homeless leadership
Develop and deploy digital literacy training and tools	Increase awareness of our services P	Explore possibility of investing in CRM or other tech to support business (EO)	Improve our storytelling capability P	Implement an Aggie Square partnership
Replicate GSEC Coding Bootcamp (ALL)	Initiate and complete board member composition review	Support COVID vaccine mandate deployment	Develop and focus on job retention measurements (ALL)	Coordinate strategic outreach to small and medium size businesses
Increase funding and access to OJT programs	Research and ID key industries for pipeline development P	Pair Board members to program areas to leverage individual networks (ALL)		Create award program with Board initiative funds
Develop and implement a turnkey internship program	Increase youth voice on the Board P	Adopt standard toolbox for wants and needs of employers		Build partnerships around specific projects
ID and articulate career pathways specifically for youth	Hold summit of select public and private industries P	Develop a standardized definition of “quality” jobs and employers		
Coordinate internships leading to employment	Develop and complete entry level job index report	Develop a SETA Virtual Bootcamp for employers		
		Conduct and publish a private sector wage and benefit survey (EO)		

Pending

Ongoing

Completed

N/A

P = Priority Area

AGENDA

Sacramento Employment and Training Agency SACRAMENTO WORKS, INC. BOARD Regular Meeting

Wednesday **March 27, 2024** **9:00 a.m.**

Sacramento Works Hillsdale Job Center
5655 Hillsdale Blvd., Suite 8,
Sacramento, CA 95842

PUBLIC COMMENT PROCEDURES

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David W. Gordon
Sacramento County
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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
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Victor McGee
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Dr. Jamey Nye
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Sharon O'Sullivan
California Department of
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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

CALL TO ORDER
ROLL CALL

Presentation – Valley Vision (Renee John)

I. CONSENT ITEM:

- A. Approval of Minutes of the January 24, 2024 Regular Board Meeting

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

III. 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 (Jamey Nye)
 - ✓ Employer Outreach Committee (Ron Ellis)
- E. SETA Governing Board Agenda

IV. OTHER REPORTS:

- A. Chair
- B. Members of the Board
- C. Counsel
- D. Deputy Director
- E. Staff
- F. Public Participation

V. ADJOURNMENT

DISTRIBUTION DATE: , 2024

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

SACRAMENTO WORKFORCE DEVELOPMENT BOARD OF DIRECTORS

Board member	Sector Represented	Committee
Crystal Bethke Director of Economic Development	<u>Economic Development</u> County of Sacramento	Represented at Employer Outreach
Kyla Bryant Executive Director	<u>Private Business</u> Sacramento Metropolitan Chamber of Commerce	Represented at Employer Outreach
Lisa Clawson Human Resources Leader	<u>Private Business</u> Kaiser Permanente	Planning, Executive, Youth
Ronald J. Ellis Managing Director/Owner	<u>Private Business</u> 2SS.com LLC	Employer Outreach, Executive
Kristin Gibbons Human Services Division Manager	<u>Other</u> County Department of Human Assistance	Planning
David W. Gordon Superintendent	<u>Adult Education</u> Sacramento County Office of Education	Youth, Executive
Mandi Higley Head of People and Culture	<u>Private Business</u> Tri Tool, Inc.	
Lynn Hosokawa HR Manager	<u>Private Business</u> Villara Corporation	Employer Outreach
Lisa Hutchinson Human Resources Team Lead	<u>Private Business</u> DigiStream Investigations	Youth, Employer Outreach
Michael Jasso Assistant City Manager	<u>Economic Development</u> City of Sacramento	Represented at Employer Outreach
Frank A. Louie Chief Operating Officer	<u>Private Business</u> Sacramento Asian Chamber of Commerce	Planning
Victor McGee Center Director	<u>Labor/Workforce</u> Sacramento Job Corps Center	Represented at Employer Outreach
Jamey Nye Deputy Chancellor	<u>Higher Education</u> Los Rios Community College District	Planning, Executive
Sharon O'Sullivan Team Manager	<u>Vocational Rehabilitation</u> California Department of Rehabilitation	Planning, Represented at Employer Outreach
Johnny Perez Director of Client Services	<u>Private Business</u> Clutch	Youth
Karl Pineo Business Manager, Financial Secretary, Treasurer	<u>Labor</u> Ironworkers Local 118, JATC Member	Planning
Laurie Rodriguez Director of People Services & Strategies	<u>Private Business</u> SMUD	Represented at Employer Outreach
John Randall "Randy" Rojas	<u>Labor</u>	

Board member	Sector Represented	Committee
Business Representative	District Council 16 of Northern CA and Nevada	
Fabrizio Sasso Executive Director	<u>Labor</u> Sacramento Central Labor Council	
D'et Saurbourne Interim Executive Director	<u>Other</u> Sacramento Employment and Training Agency	Executive
Anette Smith	<u>Private Business</u> Smith Associates	Planning, Executive
Denise Tugade Government Relations Advocate	<u>Labor</u> SEIU United Healthcare Workers (UHW)	
Shelly Valenton Deputy General Manager/CEO	<u>Private Business</u> Sacramento Regional Transit	Planning

COMMITTEES OVERVIEW

Board/Committee Name	Description	Composition	Terms	Meeting Dates
Sacramento Works Executive Committee	Consists of the Sacramento Works Board leadership. Develops policies and operational procedures of the Sacramento Works Board.	7 Members: Chair Vice Chair Secretary/Treasurer 3 Subcommittee Chairs 1 At-Large Member appointed by the Chair and confirmed by the SWB (All members must be SWB members) There are currently 6 members due to one member holding Vice Chair and Secretary/Treasurer position.	No time limit as long as they are members of the SWB, hold an office, or appointed At-Large Member.	Every other month, 2nd Thursday at 4 p.m. Jan, Mar, May, July, Sep, Nov
Sacramento Works Youth Committee (YC)	The Sacramento Works, Inc. Board has an active federally mandated Youth Committee which is responsible for WIOA youth funds for Sacramento County. YC coordinates and recommends to the Board the strategic planning	Members of the YC are appointed by the SWB and SETA Governing Board. Members of YC may, but are not required to be members of the SWB. There are currently 12 voting	No time limit, annual chair rotation.	Every other month, 2nd Thursday at 2:45 p.m. Jan, Mar, May, July, Sep, Nov

Board/Committee Name	Description	Composition	Terms	Meeting Dates
	<p>process for youth employment programs. It recommends the process to select youth providers and makes funding recommendations. The YC conducts oversight and evaluation of youth providers, and coordinates with youth education and workforce development initiatives in the region.</p>	<p>members.</p>		
<p>Sacramento Works Planning/Oversight Committee (POC)</p>	<p>POC coordinates WIOA planning process; identifies critical industries and occupations in the region; provides a forum for identifying and responding to community issues, as well as developing and recommending career pathways; coordinates oversight and evaluation of the Job Center System; develops partnerships and MOUs for the Job Center System.</p>	<p>Members of POC shall be appointed by the Committee Chair in such number as the Committee Chair deems advisable. Members of POC may, but are not required to be members of the SWB.</p> <p>There are currently 8 members.</p>	<p>No time limit, annual chair rotation.</p>	<p>Every other month, 3rd Wednesday at 8:30 a.m. Jan, Mar, May, July, Sep, Nov</p>
<p>Sacramento Works Employer Outreach Committee (EOC)</p>	<p>EOC identifies the needs of local employers, including demand occupations, skill gaps, and training needs. Increases employer involvement and satisfaction. Increases visibility in the business community. Develops a public relations plan to reach out to employers. Quantifies and promotes success of employer involvement. Develops strategic alliances with business associations. Supports efforts to coordinate employer symposiums regionally.</p>	<p>Members of EOC shall be appointed by the Committee Chair in such number as the Committee Chair deems advisable. Members of EOC may, but are not required to be members of the SWB.</p> <p>There are currently 11 members.</p>	<p>No time limit, annual chair rotation.</p>	<p>Quarterly, 2nd Tuesday at 3 p.m. Jan, Apr, July, Oct</p>

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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SEIU
United Healthcare Workers

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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 4-10

III. Action/Discussion Items

A. Review/Discuss Sacramento Works Board Action Plan Priorities (Anette Smith) 11-13

B. Board Members Engagement on Committees, Committee Structure and Chair Assignments (Anette Smith) 14

IV. Information Items

A. Dislocated Worker Report (William Walker) 15-18

B. Employer Recruitment Activity Report (William Walker) 19-26

C. Unemployment Update/Press Release from the Employment Development Department 27-33

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

E. Committee Updates 34-35

- ✓ Youth Committee (David Gordon)
- ✓ Planning/Oversight Committee (Jamey Nye)
- ✓ Employer Outreach Committee (Ron Ellis)

F. Employer Outreach Committee – 2024 Action Plan and Annual Program (Ron Ellis) 36-38

G. SETA Governing Board Agenda 39-43

V. Other Reports

44

1. Chair
2. Members of the Board
3. Counsel
4. Deputy Director

5. Staff
6. Public Participation

VI. Adjournment

DISTRIBUTION DATE: Thursday, January 18, 2024

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