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**SACRAMENTOWORKS**

**SACRAMENTO WORKS, INC.  
PLANNING/OVERSIGHT COMMITTEE**

**Date:** Wednesday, August 15, 2018

**Time:** 8:30 a.m.

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

**AGENDA**

1. Call to Order/Roll Call  
❖ Presentation: Center of Excellence Reports – Aaron Wilcher
2. Action: Approval of the May 16, 2018 Minutes
3. Action: Approval to Transfer Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker Funds to Adult Funds, Program Year (PY) 2018-29, and Authorize Staff to Submit a Request to the State of California, Employment Development Department
4. WIOA Performance Report
5. Public Input
6. Adjournment

**Planning/Oversight Committee Members:** Dr. Jamey Nye, (Chair), Lisa Clawson, Ann Edwards, Kathy Kossick, Matt Legé, Frank Louie, Jay Onasch, Anette Smith-Dohring

**DISTRIBUTION DATE: WEDNESDAY, AUGUST 8, 2018**

**Planning/Oversight Committee**  
Minutes/Synopsis  
(Minutes reflect the actual progression of the meeting.)

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

Wednesday, May 16, 2018  
8:30 a.m.

1. **Call to Order/Roll Call:** Dr. Nye called the meeting to order at 8:37 a.m.

**Present:** Dr. Jamey Nye, Kathy Kossick, Matt Legé, Frank Louie, Jay Onasch,

**Absent:** Lisa Clawson, Ann Edwards, Anette Smith-Dohring

Other Present: Phil Cunningham, Michelle O'Camb, Julie Davis-Jaffe, Ralph Giddings, Terri Carpenter

2. **Approval of the March 21, 2018 Minutes**

The minutes were reviewed; no questions or corrections.

Moved/Kossick, second/Lege, to approve the March 21 minutes.

Aye: 3 (Kossick, Onasch, Nye)

Nay: 0

Abstentions: 1 (Legé)

Absent: 4 (Clawson, Edwards, Louie, Smith-Dohring)

3. **Approval of the Workforce Innovation and Opportunity Act (WIOA), Sacramento Works, Inc. Resource Allocation Plan for 2018-19**

Mr. Kim stated that this is a compliance issue. The Resource Allocation Plan shows the basic services and expected distribution of funds for the coming year. Staff received the preliminary estimate for the new fiscal year so the numbers show a reduction of about \$100,000.

Mr. Louie arrived at 8:40 a.m.

Mr. Kim stated that the Committee will be notified if the percentages change; this plan is a continuation of the current year percentages.

Mr. Legé stated that if we are expecting a reduction, should we keep the percentages as is or are there more valuable services? Mr. Kim replied that all of the services are important; to operate the system, all are needed except for board initiatives. The career services and some of the training services fund the career center infrastructure which is a mandated service. There has to be staff at the career centers to provide the mandated services.

Ms. O’Camb suggested looking at the adult education providers and the adult education system to help in the reduction of administrative dollars.

Dr. Nye suggested getting a sense of what the vocational assessments are and have a broader conversation in terms of Career Technical Education (CTE).

Moved/Legé, second/Onasch, to approve the Workforce Innovation and Opportunity Act, Sacramento Works, Inc. Resource Allocation Plan for 2018-19.

Aye: 5 (Kossick, Legé, Louie, Nye, Onasch)

Nay: 0

Abstentions: 0

Absent: 3 (Clawson, Edwards, Smith-Dohring)

**4. Approval to Submit Workforce Innovation and Opportunity Act (WIOA) Self-assessment Reports to the California Workforce Development Board for Certification of Non-comprehensive America’s Job Centers**

Mr. Kim stated that this is another compliance board item. Based on additional guidance from the state board, we have to do it but the hallmarks are not required for the remainder of career centers.

Dr. Nye asked if there was anything to look at more closely. Mr. Kim replied that the state came out with the forms based on the comprehensive centers, but the questions were not applicable to all of the career centers. Ms. O’Camb added that staff is in the process of monitoring all of the career centers for compliance.

Moved/Onasch, second/Louie, to approve the submission of the Workforce Innovation and Opportunity Act, self-assessment reports to the California Workforce Development Board for certification of non-comprehensive America’s Job Centers.

Aye: 5 (Kossick, Legé, Louie, Nye, Onasch)

Nay: 0

Abstentions: 0

Absent: 3 (Clawson, Edwards, Smith-Dohring)

**5. WIOA Performance Report and Customer Satisfaction Survey Update**

Copies of the survey results were distributed. Mr. Ralph Giddings reviewed the survey results as of May 10, which leaves seven weeks for the remainder of the fiscal year. Staff is expecting to have many of the individual customers submitting the survey. Most centers are doing well but there are a couple that are struggling. Ms. O’Camb explained the difference between the various services available at the career centers.

Mr. Onasch inquired about the ratio between coaches and the customers. Mr. Kim replied that the caseload reports show there are about seven per career center at the SETA-operated locations.

Mr. Onasch sees the need to increase collaboration between DOR and career centers to ensure customers receive the needed services.

Mr. Kim spoke of the difference between the SETA career centers and job centers; each center is unique with a different mix of partners and services. It is our responsibility with our funders to distribute the money equitably.

Mr. Giddings stated that SETA still does not have formal performance figures from the state, and the state does not have the performance figures from the feds. There are new predictive reports/performance goals for 2017-18 for adult and dislocated workers. The predictive reports indicate that we are exceeding our goals. Mr. Giddings stated that we do not negotiate measures, but we can negotiate goals.

Mr. Kim stated that staff have been working to develop a predictive report and are currently in the process of testing the reports. We have to comply with the federal measures but they are not indicative of the health of the program. Mr. Giddings stated that staff is in the process of developing a regional survey with our regional partners.

6. **Public Input:** None.
7. **Adjournment:** The meeting was adjourned at 9:43 a.m.

### ITEM 3 – ACTION

#### APPROVAL TO TRANSFER WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA) DISLOCATED WORKER FUNDS TO ADULT FUNDS, PROGRAM YEAR (PY) 2018-19, AND AUTHORIZE STAFF TO SUBMIT A REQUEST TO THE STATE OF CALIFORNIA, EMPLOYMENT DEVELOPMENT DEPARTMENT

##### BACKGROUND:

This item addresses the transfer of Workforce Innovation and Opportunity Act (WIOA) Dislocated Worker funds to Adult funds for Program Year (PY) 2018-19. WIOA, signed into law July 22, 2014, allows Local Workforce Development Boards (LWDBs), with approval from the Governor, to transfer up to and including 100 percent of the funds allocated for Adult and Dislocated Worker programs in order to maximize customer service and provide local boards with greater flexibility to respond to changes in their local labor markets and the demonstrated needs of each unique population. WIOA funds transfer limitations can be found in WIOA, Section 133(b)(4).

Each year, eligible dislocated workers are served under SETA's adult funding stream. By alleviating SETA staff of the labor-intensive eligibility, data collection, accounting and reporting procedures required when serving customers under the dislocated worker funding stream, more effort can be focused on education, training, and job development services.

Consistent with the State of California, Employment Development Department's (EDD) Workforce Services Directive WSD15-23, Transfer of Funds – Adult/Dislocated Worker Programs, issued on March 29, 2016, staff is recommending that the Board authorize the transfer of up to 75 percent of SETA's total WIOA dislocated worker formula allocation to the adult program for PY 2018-19.

SETA's WIOA, Title I, Adult and Dislocated Worker formula allocations for PY 2018-19 are:

Adult -	\$3,627,927
Dislocated Worker -	<u>\$3,278,849</u>
	<u>\$6,906,776</u>

The amount of dislocated worker funds to be transferred to the adult allocation for PY 2018-19 will be up to \$2,459,137. Before effecting the transfer, SETA will obtain written approval from EDD, Workforce Services Division, which has been delegated authority to act on behalf of the Governor.

##### RECOMMENDATION:

Approve the transfer of up to 75 percent (\$2,459,137) in WIOA dislocated worker formula funds to the WIOA adult formula funding stream for PY 2018-19, and authorize staff to submit a request to the State of California, EDD.

ITEM 4

WIOA PERFORMANCE REPORT

BACKGROUND:

The Workforce Innovation and Opportunity Act (WIOA) performance report will be provided at the meeting.