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Website: <http://www.seta.net>



SACRAMENTO WORKS, INC. Executive Committee

Date: Tuesday, March 27, 2007

Time: 4:00 p.m.

Place: Sacramento Employment & Training Agency
Shasta Room
925 Del Paso Blvd.
Sacramento, CA 95815

A G E N D A

1. Call to Order/Roll Call
2. Approval of Minutes of the February 26, 2007 meeting
3. Review of March 28, 2007 Board Agenda
4. Approval to Use Board Initiative Funds to Support the Partnership for Prosperity Education Team Action Plan
5. Discussion Item: Guidelines for Board Development Committee
6. Adjournment

COMMITTEE MEMBERS: Kingman Tsang, Bill Camp, Michael Dourgarian, Mark Ingram, Matt Kelly, Kathy Kossick, Elizabeth McClatchy, Kim Parker.

DISTRIBUTION DATE: TUESDAY, MARCH 20, 2007

REVISED AGENDA DISTRIBUTION DATE: FRIDAY, MARCH 23, 2007

SACRAMENTO WORKS, INC.
Executive Committee
Minutes/Synopsis

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

Monday, February 26, 2007
4:00 p.m.

1. Call to Order/Roll Call: Mr. Tsang called the meeting to order at 4:06 p.m.

Members Present: Bill Camp, Michael Dourgarian, Kathy Kossick, Elizabeth McClatchy, Kingman Tsang

Members Absent: Matt Kelly, Mark Ingram, Kim Parker

Other Present: Phil Cunningham, Robin Purdy, Bill Walker

2. Approval of Minutes of the January 22, 2007 meeting

No questions or corrections.

Moved/Camp, second/Dourgarian, to approve the minutes of the January 22, 2007 meeting as distributed.

Voice Vote: Unanimous approval.

3. Adoption of Policy for the Chair of Sacramento Works, Inc. Committees

There were no questions on this item.

Moved/Camp, second/Kossick, to approve the adoption of a policy of the Sacramento Works, Inc. Executive Committee that the Chair of all committees of the Sacramento Works, Inc. be a current Workforce Investment Board voting member in good standing

Voice Vote: Unanimous approval.

4. Discussion of Board Development and Board Activities

Mr. Tsang stated that it is critical to have some focus to strengthen board development. Ms. McClatchy stated that we need to decide who we need on the board and the direction of the board; what is our mission. We do not do as good of a job with our own board in keeping everyone informed and involved. Ms. Kossick stated that we need to set some expectations on membership. If they are on the board, they should be on a committee and be involved.

Mr. Camp stated that we should tell people what is expected of them when they join the WIB board. He suggested asking new members to attend a number of different committee meetings during their first six months on the board. Mr. Tsang thinks we should encourage participation but it should not be required. After Mr. Ingram takes over as board chair, Mr. Tsang would like to be the board development committee chair.

Mr. Dourgarian feels it is more important to have board members that have the drive and commitment to workforce development than board members from a certain critical industry. He feels it is important for the board development committee to be to be private sector driven. It would also create succession in the private sector officers.

Mr. Dourgarian noted that required partner members do not participate very much at the committee level.

Mr. Cunningham stated that committees are appointed by the chair of the board and does not have to be approved. Mr. Tsang will work on this.

There was discussion of the WIB overlapping with LEED. There are areas of expertise between what LEED does and what Sacramento Works does and what the Metro Chamber does.

5. Adjournment: Meeting adjourned at 5:13 p.m.

ITEM 5 - DISCUSSION

GUIDELINES FOR BOARD DEVELOPMENT COMMITTEE

BACKGROUND:

Purpose

The purpose is to develop a strategic process in recruiting and retaining talented individuals to participate as board members of the Workforce Investment Board. The expected outcome is to have a pool of qualified individuals to succeed and carry forward the mission of the Workforce Investment Board.

Process

The Board Development Committee is expected to identify key individuals from private industries and required partner organizations who can contribute materially in the development of the workforce for the Sacramento Region. The Board Development Committee shall actively engage each of the prospective candidates by using the best practices to educate, create interest and to ultimately obtain expression of interest from the qualified prospective candidates to join the board.

The Committee is also expected to have an internal process in place to develop talent and strengthen the participation within the Workforce Investment Board.

Identifiable Board needs

The Board Development Committee will identify the background and professional experiences needed on the board not limiting to the identified demand industries, representation of small and large businesses, geographic representation and diversity of membership.

Expectations of Board Development Committee members

Members are expected to attend six bi-monthly meetings a year. Members need to demonstrate the ability to engage and work effectively with staff and other committee members. Members need to be an active member of the Workforce Investment Board.

Board Policies

The Committee will develop necessary board policy recommendations to the Executive Committee.