

CAREER CENTERS

BROADWAY

915 Broadway
Sacramento, CA 95818
(916) 324-6202

CITRUS HEIGHTS

7640 Greenback Lane
Citrus Heights, CA 95610
(916) 676-2540

FRANKLIN

7000 Franklin Blvd., Suite 540
Sacramento, CA 95823
(916) 262-3200

GALT

1000 C Street, Suite 100
Galt, CA 95632
(209) 744-7702

GREATER SACRAMENTO URBAN LEAGUE

3725 Marysville Blvd.
Sacramento, CA 95838
(916) 286-8600

HILLSDALE

5655 Hillsdale Blvd., Suite 8
Sacramento, CA 95842
(916) 263-4100

LA FAMILIA COUNSELING CENTER

5523 34th Street
Sacramento, CA 95820
(916) 452-3601

LEMON HILL

5451 Lemon Hill Avenue
Sacramento, CA 95824
(916) 433-2620

MARK SANDERS COMPLEX

2901 50th Street
Sacramento, CA 95817
(916) 227-1395

MATHER

10638 Schirra Avenue
Mather, CA 95655
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RANCHO CORDOVA

10665 Coloma Rd., Suite 200
Rancho Cordova, CA 95670
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SOUTH COUNTY

8401 - A Gerber Road
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Administrative Offices & Employer Services

925 Del Paso Blvd.
Sacramento, CA 95815
(916) 263-3800

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



SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE

Date: Tuesday, June 12, 2007

Time: 1:30 p.m.

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

AGENDA

1. Call to Order/Roll Call
2. **ACTION ITEM:** Approval of Minutes of the March 19, 2007 Meeting
3. **DISCUSSION ITEM:** Review/update of Critical Occupational Clusters
4. **DISCUSSION ITEM:** Demand-Driven, Skill-Based Integrated Service Delivery
5. **DISCUSSION ITEM:** Performance Reports - 3rd Quarter
6. Input from the public
7. Adjournment

Committee Members: Mike Dourgarian (Chair), Dr. Jim Hernandez, Matt Kelly, Kathy Kossick, Jim Lambert, James Pardun, Joan Polster, Tim Ray.

DISTRIBUTION DATE: WEDNESDAY, JUNE 6, 2007

Sacramento Works, Inc.
Planning/Oversight Committee
Minutes/Synopsis

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

Monday, March 19, 2007
1:30 p.m.

1. Call to Order/Roll Call: Mr. Dourgarian called the meeting to order at 1:36 p.m.

Members Present: Mike Dourgarian, Kathy Kossick, Jim Lambert, James Pardun, Joan Polster.

Members Absent: Dr. James Hernandez, Matt Kelly, Jim Lambert, Tim Ray.

Others Present: Robin Purdy, Mario Montes, Liz Friend, Ginger Brunson, Bette Blanchard, Phil Cunningham.

2. **ACTION ITEM:** Approval of Minutes of the February 26, 2007 Meeting

No questions or comments on the minutes.

Moved/Pardun, second/Kossick to approve the minutes as distributed.

Voice Vote: Unanimous approval.

3. **ACTION ITEM:** Approval to Submit Application for the Workforce Innovation in Regional Economic Development (WIRED) Initiative

Ms. Purdy reviewed this application and stated that there will be 13 regions selected. There are six or seven other areas that will be applying for these funds. The Governor is scheduled to make his selection of the regions that will be approved to submit a WIRED grant by March 15, 2007. If the Sacramento Region is selected to compete nationally, staff is requesting board approval for SETA/Sacramento Works to act as co-lead and fiscal agent for the Sacramento Region Clean Energy Technology Alliance requesting \$5,000,000 over a three year period to support the growth of the clean technology and green energy industry in the region.

Moved/Kossick, second/Pardun, to approve the submission of an application to the Department of Labor on behalf of the region; authorize SETA's Executive Director to enter into a contract with the State of California Labor and Workforce Development Department, and execute contracts with collaborating entities.

Voice Vote: Unanimous approval.

4. **ACTION ITEM:** Approval of the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan for 2007-2008

Ms. Purdy reviewed the resource allocation plan. The actual amount of scholarships was not increased. The OJT program was decreased by 3% but due to a \$400,000 grant from DHA, there was an increase overall. Committee members reviewed the career center cost information requested at an earlier meeting. Ms. Purdy reviewed the staffing list of partners at the career centers. The largest centers are ones that are partnered with by the Department of Human Assistance.

Ms. Liz Friend suggested also adding a number of case managers and hours of staffing in the career centers.

Perhaps we can partner with one staff from one of our regional partners to be a mystery shopper since they know what to look for.

Moved/Pardun, second/Ray, Approve the WIA Resource Allocation Plan for 2007-2008.

Mr. Ray suggested looking at our internal staff and how we are supporting the centers. How good is the central support to the one stops? Ms. Purdy stated that all ESS staff are being trained so they have the ability to do eligibility as well as case management.

Vote on the motion: Unanimous approval.

5. **INFORMATION ITEM:** WIA Adult/Dislocated Worker Performance Incentive Awards

SETA/Sacramento Works will receive \$25,000 in incentive awards (the sixth highest award statewide). These funds may be used for any allowable cost under the WIA.

6. Input from the public: None.

7. Adjournment: Meeting adjourned at 2:14 p.m.

ITEM 3 - DISCUSSION

REVIEW/UPDATE OF CRITICAL OCCUPATIONAL CLUSTERS

BACKGROUND:

1. Change “Critical Industries and Occupations” to “Critical Occupational Clusters”

What was previously referred to as “industries” are, in fact, “occupational clusters” created primarily to group similar occupations into categories or groups in order to identify those occupations that most closely meet SETA’s goal of helping job seekers find long term, career oriented employment.

2. Remove “Information Technology & Telecommunications” from our list of Critical Industries.

All of the SOC (Standard Occupational Classification) identified “Information Technology” occupations in this critical industry require a BA or BS degree and, as such, exceed SETA’s education/training requirements for the job seekers that we serve. The exception is “Computer Support Specialists” which is the most closely related SOC title related to the majority of training referrals made through the Career Centers. The Administrative and Support Services “Critical Industry” includes “Support” service related occupations and Computer Support Specialists would be a good fit in this industry/cluster. Of the two “Telecommunications” related occupations, that are actually defined by SOC, one, Telecommunications Line Installers and Repairers, is already grouped in the Installation, Maintenance, & Repair Critical Industry, and the other, Telecommunications Equipment Installers and Repairers, no longer has any projections data associated with it since the number of employers are so few and, as such, compromise the confidentiality factor as defined by EDD.

3. Of the current critical occupational clusters, clean energy and green technologies are related to numerous occupations that cross almost all clusters (and industries) as well as employer types. Over the next 1-2 years SETA’s plan is to work with our partners to evaluate and identify the occupational clusters and/or industries that are most closely associated with Clean Energy and Green Technology.

ITEM 4 - DISCUSSION

DEMAND-DRIVEN, SKILL-BASED INTEGRATED SERVICE DELIVERY

BACKGROUND:

The Employment Development Department of the State of California Labor and Workforce Development Agency has started a planning and strategy development process to improve upon service integration and cooperation in the State's One Stop Career Center system. The goal is to initiate specific planning for implementing several pilots for integrating services. SETA/Sacramento Works has been asked to sit on one of the work groups developing and implementing recommendations on the following core principles for service integration:

1. common customer pool/co-enrollment;
2. standard customer flow/service, not program, orientation;
3. functional supervision of service teams.

The attached document identifies the beliefs and values expressed in Integrated Service Delivery and the ten operational trends of service integration.

Integrated Service Delivery Beliefs or Values

We believe in:

- Providing every customer the opportunity to know their skills, improve their skills, and get the best job available with their skills
- Fostering life-long learning and skill development
- Focusing skill development on occupations and industries that drive local economies
- Offering personalized services to all who need them
- Delivering outstanding customer service
- Providing customers access to services in the most convenient and effective location and manner
- Making every customer a better job applicant
- Using assessment tools that are authentic to those used by employers
- Assisting customers to make choices based on reliable information
- Providing just in time services that satisfy customer needs
- Sharing responsibility and recognition for all customer outcomes
- Building the simplest possible, data-driven service design
- Minimizing overhead costs
- Achieving the most efficient use of available resources
- Coordinating service delivery across political boundaries
- Ensuring seamless service integration
- Operating with a functional service orientation, not a program orientation
- Supporting functional one-stop leadership
- Building staff capacity to enable these beliefs
- Being knowledgeable of business' talent needs and hiring practices
- Providing comprehensive, integrated, system-wide, human resource services
- Developing and effectively delivering labor market information/workforce intelligence that informs administrative, operational, policy, and customer decisions
- Designing and supporting measurement systems that capture progress toward the realization of these beliefs

- Developing common operational systems to be used by all participating entities

Ten Operational Trends of Service Integration:

1. Serve More Participants
2. Increase Number in Training
3. Simplify Processes
4. Implement "Paperless" Files
5. Reinvent with Common Measures
6. Integrate Wagner-Peyser and Workforce Investment Act
7. Shift from Just "Work First"
8. Increase Initial Assessment
9. Develop Skills at Intensive
10. Redefine "Case Management"