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10638 Schirra Avenue  
Mather, CA 95655  
(916) 228-3127

### **RANCHO CORDOVA**

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925 Del Paso Blvd.  
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Website: <http://www.seta.net>



## **Joint Meeting of the Sacramento Works Planning/Oversight Committee and Youth Council**

**Date:** Wednesday, November 12, 2008

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

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

### **AGENDA**

1. Call to Order/Roll Call
2. Review and approval of Minutes from the Planning/Oversight Committee meeting on October 15, 2008 and the Youth Council meeting on September 10, 2008
3. **Discussion Item:** How can Sacramento Works, Inc facilitate/elevate policy discussion around youth achievement and education. (Tim Ray)
  - Youth engagement
  - Youth at-risk
  - New Resource and development of partnerships
  - Support for organizations working with high-risk youth

The Sacramento Works Youth Council have endorsed the county-wide "Ready by 21" Compact which will also be discussed (attached).
4. **Information Item:** Update on the implementation of activities for the Human Services Critical Occupational Cluster
5. **Information Item:** Submission of California Governor's Gang Reduction Intervention & Prevention proposal

**DISTRIBUTION DATE: THURSDAY, NOVEMBER 6, 2008**

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

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

Wednesday, October 15, 2008  
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. Dourgarian called the meeting to order at 8:33

**Members Present:** Lynn Conner, Mike Dourgarian, Kathy Kossick, Jim Lambert, Joan Polster, Tim Ray.

**Member Absent:** James Pardun

**Others Present:** Phil Cunningham, Terri Carpenter, Robin Purdy, Melissa Noteboom, William Walker.

2. **ACTION ITEM:** Approval of Minutes of the September 17, 2008 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Polster, second/Kossick, to approve the September 17 minutes.  
Voice Vote: Unanimous approval.

3. **Retreat Planning:**

- A. Items that should be accomplished prior to the Retreat to ensure that board members are knowledgeable and engaged:
- Enhance/increase knowledge about each other (Sacramento Works members)
    - Better information on members profiles (include more info on business affiliation on the website)
    - Link to Board member web pages
  - Allow more time at board meetings for board member interaction
  - Review 3 goals from last retreat and update Planning/Oversight Committee action plan
    - Develop good data about programs
    - Engage in regional initiatives with neighboring WIBs
    - Discover unmet workforce needs in the region and develop a robust communication strategy among schools, businesses, labor and the public sector in order to meet those needs
  - Schedule joint meetings between Planning/Oversight, Board Development Committee, and Youth Council for identification of policy issues to forward to the full board
- B. Mission of Planning/Oversight Committee

- Planning/Oversight Committee has strayed from identifying needs, building partnerships, strengthening the workforce system, and advocacy, to data management.
- Need more high level policy discussion. Committee mission should be to identify issues for policy discussion, and build board communication
- Agenda for board meetings should include:
  - Strategy and committee presentation
  - Communication – board member to board member
  - Develop agenda around policy – Planning/Oversight Committee to recommend policy discussion
  - Educational Summit joint meeting with LEED and other youth stakeholders
  - Partnership building

C. Better Communication with partners would result in:

- Reduced duplication of effort
- Better coordination
- Strategies that serve all kids and all adults
- More push from us as a board
- Support for organizations that serve high-risk youth
- Connection with those working with high-risk youth
  - Independent study
  - Charter schools
  - Juveniles at risk
- New resources and development of partnerships
- Re-evaluating key partners
  - Invite LEED/WIB Board member to talk about strategies that we can work on together

D. Planning/Oversight Committee should identify Buckets of Opportunity (groups of people who could be the next “Best Workforce” for the region) and develop strategies that focus on ensuring their success

- unskilled adults
- youth drop outs
- youth in school at risk of dropping out

E. Tim Ray volunteered to frame the discussion for the next Planning/Oversight Committee meeting, November 12, 2008.

- How can we (Sacramento Works) facilitate/elevate the policy discussion around youth achievement and education?
- Engage/Invite board members who sit on both the Sacramento Works and LEED boards, Youth Council members, and other interested partners
- Identify questions/issues that the Board needs to discuss and examine
- Review Committee goals
- Review Committee Rosters
- Include goals with every agenda

F. Board agenda November, 19, 2008:

- Planning/Oversight Committee Policy Discussion: Youth and Education Framework
- Board Development Committee: Policy Discussion: Strengthening the Board
- Retreat: What do we want to be included in Retreat

**REGULAR MEETING OF THE  
SACRAMENTO WORKS, INC. YOUTH COUNCIL**  
Minutes/Synopsis

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

Wednesday, September 10, 2008  
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. Brunelle called the meeting to order at 8:35 a.m.

Members Present: Mike Brunelle, John Koogle, Bina Lefkovitz, Mika Lytell, Dennis Morin, William Warwick

Members Absent: Patricia Espinosa, Matt Kelly, Maurice Read, Jeanette Rodriguez, Jace Short-Guerrero

Others Present: Kathy Kossick, Robin Purdy, Christine Welsch, Julie Davis-Jaffe, Becky Walton, Fina Dempsey, Bette Blanchard, Marsha Strode, Laura Acuña.

2. **Consent Item:** Approval of May 14, 2008 Minutes

Minutes were reviewed; no questions or comments.

Moved/Morin, second/Warwick, to approve the May 14, 2008 minutes.  
Voice Vote: Unanimous approval.

Ms. Welsch introduced Ms. Mika Lytell. Ms. Lytell spoke a little about herself.

**Category #1: Organize/Optimize**

**Category #2: Youth & Community Voice**

3. Update on Sacramento Works for Youth Summer Jobs Initiative – staff oral report

Ms. Julie Davis-Jaffe reported that in April and May, seven youth workshops were offered for youth to receive employments skills. Youth were required to attend all five days. After the training, employers came out to do on-site interviewing. Ms. Davis-Jaffe stated that 237 youth registered, and 189 graduated from the one week workshop which is a 79% retention rate. Last year there was a 74% retention rate.

An employer breakfast was held to help secure job commitments for the youth. Fourteen youth were actually hired by these employers; last year, nine were hired. There have been 80 placements to date for a total of 94 youth able to go

to work. There are still some kids that need to be tracked. Last year there were 62 placements.

Mr. Brunelle inquired which employers participated from last year. Ms. Welsch replied that Golden 1 Credit Union and EMH telemarketing hired 6 youth. Some employers that came to the table last year were nonprofit and had problems with funding. Other participating employers included fast food, department stores, high schools, and movie theaters.

### **Category #3: Engaging, Educating & Coordinating – Youth, Community & Projects**

4. **Action Item:** Approval of Staff Funding Recommendations for the Workforce Investment Act, Title I, Youth Services for Program Year 2008 – 2009

Ms. Welsch reported that the agency received the final allocation of youth funding as well as carryover money. Due to some changes to the current funding situation, a new RFP was released to add new providers. Staff released the RFP in July. Notification of the RFP was sent out to over 300 organizations. A mandatory bidders' conference was held in July. Eight organizations submitted prequalification documents and three organizations actually submitted proposals. Partnerships must include a community-based organization, a school and a one stop career center is required for all program providers.

The staff recommendation is to fund one organization - the Sacramento Local Conservation Corps in the amount \$97,325 to serve 25 out-of-school youth. SLCC has been asked to partner with the Rancho Cordova Career Center.

Ms. Welsch reminded board members that if there are any conflict of interest or any interest in any of the organizations, Youth Council members need to recuse themselves of the vote.

Ms. Andie Liebenbaum, Sacramento Local Conservation Corps, spoke of their proposal. This program has been serving the youth of the community for 24 years. Ms. Liebenbaum reviewed the numerous services provided by the Sacramento Local Conservation Corps.

Moved/Morin, second/Koogle, to approve funding the Sacramento Local Conservation Corps in the amount of \$97,325 to serve 25 out-of school youth for the program year October 3, 2008 to June 30, 2009. Staff will coordinate with this new provider to insure that the approved WIA Youth funding stipulations are met.

Roll Call Vote: Aye: 6, Nay: 0, Abstentions: 0

5. **Information Item:** WIA Youth program performance

Last month, a joint meeting of the Youth Council and Planning/Oversight Committee was held. Mr. John Chamberlin spoke of how impressed he was of our career center system. Ms. Welsch reviewed the statistics of the youth services provided.

Ms. Lefkovitz inquired about the number of youth served by the career center youth specialists. Ms. Welsch stated that all youth specialists are required to see 400 at least youth in a year's time.

Mr. Brunelle stated that perhaps the Youth Council needs to take an active role with regard to the provision of youth services. He proposes a subcommittee to meet with the program operators to sit down and share common problems, common threads, issues, and try to work on common practice fixes. Mr. Brunelle is volunteering to chair this committee.

Cheryl Rose, City of Sacramento, stated that SETA put a great training for providers to teach them about the youth performance and bar codes. She thought there will be a vast improvement in the numbers submitted by program operators across the board.

6. **Information Item:** California Youth Drop Out Report

Ms. Welsch spoke of a document put out by Fight Crime, Invest in Kids California. This document shows that if kids drop out of high school they are more likely to get into trouble. There are some ideas of proven interventions included. This was published before the new way of measuring the drop out rates but it is still timely information.

Ms. Lefkovitz reported that a colleague of hers is organizing youth summit to talk about drop out issues. Anyone interested should contact Ms. Welsch.

The meeting was adjourned at 9:33 a.m.

# *Capital Region Ready by 21 Coalition*

The Capital Region Ready by 21 Coalition is committed to the goal that all Sacramento area children and youth are ready for college, work and life by the age of 21. To be successful, everyone in the community must play a role and collectively share in the responsibility for the achievement of this commitment. Government, school districts, business, community based organizations, faith based organizations, and philanthropy can all play a role in creating an environment and providing the supports and opportunities that result in success for our young people.

## **Mission Statement**

The Coalition's mission is to improve public and political will, align policies and enhance *systems and structures* to support the healthy development of children and youth. The Coalition is committed to ensuring that all children and youth in our region maintain a quality of life that includes safe neighborhoods, schools, housing, nutritious food, health care, and equitable access to resources and experiences.

Coalitions in the region have come and gone, and little systemic and sustained change has resulted. The work will require perseverance and patience by its leadership and membership. This makes measurement of its progress and the attainment of short and medium term goals critical.

As a coalition, we commit ourselves to these six promises:

- **INVESTING IN CHILDREN AND YOUTH** as our region's highest priority, including creating partnerships among public, private, and community based sectors in order to provide a comprehensive system of care for youth;
- Fostering **CARING ADULTS** who are actively involved in the lives of children and youth, including parents, teachers, mentors, coaches and neighbors;
- Providing **SAFE PLACES** that exist for youth in their homes, neighborhoods, and schools that are physically and emotionally safe, free from youth/gang violence, racial discrimination, hate, and that offer activities for youth;
- Ensuring a **HEALTHY START** that meets the basic needs of children and youth. This will require investing in the healthy development of children and youth both physically and mentally throughout their whole life. This also includes ensuring affordable housing, economic security and access to health care for all youth and their families;
- Ensuring an **EFFECTIVE EDUCATION** for all youth along with 21st century skills so youth can be successful once they graduate from high school;
- Providing opportunities for children and youth to **PARTICIPATE AND BE INVOLVED IN THE COMMUNITY**. All children and youth should have the resources to make a difference through civic engagement and have the opportunity to positively impact their families and communities through belonging, leadership, and service;

In order for these things to happen, it is imperative to monitor and routinely report on how well our community is doing to fulfill these promises. It is vital that we hold organizations and individuals responsible for doing their part.



## What We Have Accomplished

The Coalition, led by a Leadership Team representing the Youth Development Network, City of Sacramento, Sacramento County Office of Education, Sacramento City Unified School District, People Reaching Out, the California Department of Education, the Sacramento County Children's Coalition, has accomplished the following activities:

- Developed the *Sacramento Region Compact for Children and Youth* for government, school districts, businesses, and non-profit leaders who desire to participate in the work and will commit to engage in strategies that promote the success of children and youth.
- Hosted the *Commitment for Success* community convening on April 28 that brought government, school districts, businesses, and non-profit leaders together to learn about the status of youth and make commitments about how and where they can help.
- Developed a *Capital Region resource guide* that includes information on student achievement and well-being as well as resources for parents and care-givers to support their child's success.

## Our Future Plans & How You Can Help

Within the next six months, the Leadership Team will seek to expand its membership and better represent the demographics and diversity of the region. We will look at specifically what we should focus on and we need everyone's voice. That is why it is so vital you join us now and be part of this movement to change the Sacramento area.

Some areas in which you can help are:

- Attending monthly Leadership Team meetings to steer the effort, strengthen partnerships between leadership team members to model the values of the commitments and ensure that youth have a voice in decision making
- Becoming a member of an outreach team of youth and adults to present to governing boards, businesses, and other sectors on the Compact and the work of the Coalition.
- Developing marketing materials and a communications plan to make sure that the community is fully aware of the work that we do and to build greater public will on youth development issues.
- Collaborating with Leadership Team members from the Sacramento County Children's Coalition and the Sacramento City Office of Youth Development for a convening to energize people on the issues and get others informed and involved on our efforts.

# **READY BY 21**

## **Summary of Strategies**

### **INCREASE PUBLIC WILL**

- Get Compact signed by 50 policy boards, 400 individuals – Create outreach team; develop pitch and other marketing materials, get articles in paper on best practice programs and youth as resources
- Spotlight importance of CHKS data – use to show lack of Developmental supports
- Focus on Youth Participation in community as a policy area( Compact issue # 6) and raise awareness about importance of this area

### **ENGAGE YOUTH and FAMILIES**

- Create outreach team at present compact to community stakeholders
- Youth serve on Ready by 21 committees
- Get parent resource guide published; partner with family support organization to train and engage parents in ways that make sense to parents
- Coalition partners identify youth perspective on issues via focus groups and town halls

### **BUILD AND STRENGTHEN COALITION**

- Engage all stakeholder groups – outreach, roles, messaging
- Create governance structure/committees and also how to engage broader coalition
- Refine work plan and how success will be measured

### **MOBILIZE TO CHANGE POLICY**

- ID policy changes around commitment #6- through our “sector”- schools, government, CBO, workgroups
- Convene stakeholders to approve policy strategy and then organize actions around the recommendations- attend city council and other board meetings to get approval of policies/do research meetings, hold other community action venues(adopt compact and policies)
- Work with two cities, two business/Health or other sectors and two school districts to adopt YD policies and demonstrate changes in practice- test and pilot ideas
- Mobilize coalition members around other moving trainings that impact youth

### **MEASURE RESULTS AND YOUTH DEVELOPMENTAL SUPPORTS**

- Develop a plan to collect data on supports and opportunities to inform policy

- Measure results of the coalitions work
- Promote use of Healthy Kids survey data/Publish data regionally
- Coalition partners identify youth perspective on issues via focus groups and town halls

#### **ENHANCE PROGRAM QUALITY**

- Provide training, tips and tools to support implementation of YD practices
- Hold mixers to raise awareness on YD approach
- Create learning community that examine best practices on Youth Engagement,( convene LC three times)
- Publish tools and learning from the learning community. Inform Policy recommendations
- Support workgroup of Quality Counts to strengthen human services workforce( certificate program, ROP career pathway, Training capacity assessment, Trainers network)
- Support organizations to use assessment tools to measure youth development practices

# **SETA WIB Strategic Planning Retreat October 24, 2006**

**Facilitated by Virginia Hamilton, California Workforce Association**

## **Accomplishments of last year**

More visible...ads/media  
More accountable – metrics  
Better at committees understanding each other  
Regional leadership role  
Listening to each other – relationship building  
Collaborate with other WIBs in region  
Ad hoc committee on education  
Better understanding of role – how we fit  
Private sector/labor/education/economic development  
Next Skills institute  
Increased outreach to employer community  
PR firm commissioned to do work  
Toll free number for region – job seekers and employers  
Technology – linking other WIBs

## **Still to be Done**

Looking for other funding  
Workforce prep as fundamental part of education  
Regional summits on education

## **Insights about last year that will inform this year**

Learning:  
NAWB conference – we are so far ahead working together  
Economic development and workforce is the way we do business  
Good data and statistics for community and region  
Commitment of group (re-upping membership)  
Mutual support

## **This year, we should:**

Shrink goals down to 2-3  
Measurable objectives and milestones  
Access to lots of good data – base goals on data  
Continued leveraging of relationships  
Influx of new immigrant workforce (Bruce and Mike – look at data)  
Inventory of CTE programs

## **Results for the next 18 months**

There was considerable discussion about how to narrow the focus of the WIB and develop a limited number of initiatives and goals for the next eighteen months. The Board acknowledged that there is considerable work already underway in the committees, which will continue and can integrate some of the ideas from the Retreat into their work plans. (Specific committee work is described below) The Board selected three goals and developed some preliminary ideas about the results they want to see, the partners who would be involved, and milestones and activities for each goal. There was also considerable discussion about the many organizations in the Sacramento Region that are involved with workforce development issues and their respective roles. These include the Sacramento Metro Chamber, which is identifying industry needs through the American Diploma Project, LEED, newly reconfigured and planning to focus on workforce issues in addition to education, and the Partnership for Prosperity, a partnership between SACTO and the Metro Chamber which is utilizing Valley Vision to develop a Regional Business Plan for economic and workforce development.

## **Sacramento Works, Inc 3 GOALS**

1. Develop good data about programs
2. Engage in regional initiatives with neighboring WIBs
3. Discover unmet workforce needs in the region and develop a robust communication strategy among schools, businesses, labor and the public sector in order to meet those needs.

## **Recommendations for three committees:**

Establish current Ad Hoc Education committee as a standing committee  
Create an Innovation Committee  
Establish a Board Development Committee

## **Raw Notes in answer to the question: What do we want to see in place as a result of the WIB in the next 18 months?**

### **Overall, much clearer focus and actions**

#### **New and diverse Funding**

- Diversify funding sources
- Alternative funding sources
- Leveraging 501© 3 status
- Private funding

#### **Advocacy**

- Enlist Darrell Steinberg as champion of workforce prep and drop-out problem

#### **Develop common accountability measures**

#### **Branding (work for PR firm)**

- Better community visibility
- Clarify image
- Better community understanding

#### **Stronger Board (work for Executive Committee)**

- Greater Board participation in activities
- Leverage Board members' capabilities

- Tap Board members' strengths
- Membership strategy
- Attract new talent
- Improve Board relationships
- More committee and Board collaboration
- Better communication between committees
- Better info on members' profiles

**Employer Outreach and Engagement (work for Employer Outreach Committee)**

- Improved corporate outreach
- Build employer participation

**Activities that all could fall under the Planning and Oversight Committee**

- ***Better understanding of region's issues and unmet needs***
- Focus on impact of immigrants
- Understand region's workforce
- Industry needs assessment
- Industry – education – public sector – labor (understand needs of all)
- Educate students on career opportunities

***More regional initiatives with neighboring WIBs***

- Strengthen regional WIB collaboration Regional WIB

***Stronger partnerships and collaboration***

- Strong link with LEED and education
- Partnership for Prosperity
- Enhance partnerships and collaborations

***Improved Services***

- Enlist WIB in upgrading skill levels
- More people trained and employed
- Focused staff training

***Inventories and Data***

- More and better data and trend analysis
- Inventory programs
- Resource map Career Technical Education
- What other programs are working and where can we work together

# Sacramento Works, Inc. Retreat Summary October 24, 2006

<b>Sacramento Works, Inc. Goals:</b>				
Coordinate the development of a workforce system that creates, attracts and sustains higher paying careers and professions	Ensure youth are prepared to compete in the local economy	Facilitate workforce development for critical industries	Evaluate and improve the one-stop system and processes	Develop a private sector initiative to increase employer involvement and satisfaction
<b>Goals from October 24, 2006 Retreat</b>				
Develop and publicize data about workforce needs and education and training programs available in the region	Engage in regional initiatives with neighboring WIBs	Discover unmet workforce needs in the region and develop a robust communication strategy among schools, businesses, labor and the public sector in order to meet those needs.		
<b>Action Plans</b>				
Create partnerships with other economic and workforce development entities/initiatives	Implement regional WIB initiative: e.g. Next Skills Institute, Data Inventory, Regional Marketing to Employers	Create partnerships with other economic and workforce development entities/initiatives		Outreach to employers
Identify employer workforce needs of the region in the next 2-5 years (Partnership for Prosperity)	Regional Workforce Investment Board Summit focused on economic and workforce development	Select the demand industries that WIA funds will be targeted towards.		Quantify and promote our success
Create an Inventory of education and training programs available for jobs identified in demand. Map available resources.	Create sub-committee consisting of Board members with dual membership in Sacramento Works and LEED to coordinate efforts between the two boards	Develop plan of action to address unmet needs of workforce preparation for selected critical industries		
Identify the gaps between the demand/needs of employers and the supply/trained workers for the industries that are forecasted for growth.				
Publicize the results and enlist education/training providers to develop courses that meet the demand				

# Sacramento Works Youth Council

The Sacramento Works Youth Council is a coalition of community members dedicated to developing a comprehensive and integrated career and workforce development system.

**Our mission is to support the positive development of youth to become productive, caring and civic-minded adults by creating a seamless system for youth in the community.**

**We will:**

- **Promote policies to sustain effective practices**
- **Convene local leadership to take action**
- **Coordinate youth services**
- **Measure quality and impact of local efforts**
- **Support positive career development.**



## Priorities for the Sacramento Works Youth Council

In 2007, in response to the ongoing challenge of shrinking federal dollars and increasing need for youth services, the Sacramento Works Youth Council developed a collaborative approach of service delivery for the WIA Youth program. Following a county-wide assessment of assets, gaps, and needs for youth services, the Youth Council identified policies and priorities to better serve the Sacramento youth including:

1. Conduct ongoing assessment of assets, gaps and needs for services
  2. Identify **challenged communities and populations** to target resources
  3. Focus on **critical industries** for youth occupational skills training and placement
  4. Increased focus on **probation, foster and disabled** youth
  5. **Soft Skills** focus to enhance training and placement retention
  6. **Academic achievement** – all WIA Out-of-School youth without high school diploma receive GED/High School completion services
  7. **Occupational Skills Training** - all WIA In-School youth participate in Occupational Skills Training
  8. Expand outreach for new partnerships and enhance current partnerships
- **Youth Council Initiatives and Partnership include:**
- Sponsor of **Youth Development Network** – SETA is a founding partner of the Youth Development Network which provides youth and staff development training and technical assistance to youth providers.
  - Signatory of the **Ready by 21 Coalition** and the mutual goal that all Sacramento area children and youth are ready for college, work and life by the age of 21.
  - Championed and leading the community effort to focus on the **Human Services Workforce** Sector as a Sacramento Works, Inc. Critical Occupational Cluster.
  - SETA was recently awarded a Department of Corrections - **Juvenile Justice Challenge Grant** to serve probation and parole youth ages 16 to 25. Partners include Sacramento County Department of Probation and Sacramento Parole Office.
  - **Sacramento Works for Youth Summer JOBS** - In partnership with **ACT (Area Congregations Together)**, **EDD**, **City and County of Sacramento** and Assembly member Dave Jones – conducts pre-employment workshops to prepare and place youth in summer employment.
  - **Sacramento County Office of Education – LINKS** - youth diversion program at Elinor Hickey High School.
  - Coordinating with EDD and **Youth Employment Opportunity Program**
  - Coordinating with each **school district** to identify a point person to liaison with Youth Council and WIA providers.
  - Participates in the **Youth Construction Career Awareness Day**
  - **Linkages to Education** - Emancipated foster youth and formerly incarcerated youth receive assistance to enroll in college or vocational school.