

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 Hillside 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
(916) 228-3127

RANCHO CORDOVA

10381 Old Placerville Rd.,
Suite 150
Sacramento, CA 95827
(916) 255-3255

SOUTH COUNTY

8401 - A Gerber Road
Sacramento, CA 95828
(916) 525-4717

Administrative Offices & Employer Services

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

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



REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD

DATE: Wednesday, May 28, 2008

TIME: 8:00 a.m.

LOCATION: SETA Board Room
925 Del Paso Blvd.
Sacramento, California

While the Sacramento Works, Inc. Board welcomes and encourages participation in the Sacramento Works, Inc. meetings, it would be appreciated if you would limit your comments to five minutes so that everyone may be heard. Matters under the jurisdiction of the Sacramento Works, Inc. Board and not on the posted agenda may be addressed by the general public following completion of the regular agenda. The Sacramento Works, Inc. Board limits testimony on matters not on the agenda to five minutes per person and not more than fifteen minutes for a particular subject. Meeting facilities are accessible to persons with disabilities. Requests for Assisted Listening Devices or other considerations should be made through the Clerk's office at (916) 263-3827. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: www.seta.net.

A G E N D A

I. Call to Order/Roll Call

- Introduction of New Board Members
- Presentation by County Supervisor Roger Dickinson of Proposed Violence Prevention Initiative

II. Consent Item

- A. Approval of Minutes of the March 26, 2008 Meeting

III. Action Items

- A. Approval to Submit a Request to Transfer Funds from Workforce Investment Act Dislocated Worker to Adult Funding Stream (Robin Purdy and Roy Kim) (GOAL 3 – Develop a Workforce that Creates, Attracts, and Sustains Jobs that Pay a Livable Wage)

- B. Approval of the Resource Allocation Plan for the One Stop System (Robin Purdy and Roy Kim) (GOAL 5 – Evaluating and Improving the One-Stop System)
- C. Approval of the One Stop MOU and Resource Allocation Agreements (Phil Cunningham) (GOAL 5 – Evaluating and Improving the One-Stop System)
- D. Approval to Submit a Proposal for High Tech Training to the California Employment Training Panel (ETP) (Robin Purdy) (GOAL 3 – Coordinate the development of a Workforce system that Creates, Attracts, and Sustains Higher paying Careers/Professions)
- E. Approval of Revised Funding Recommendations for WIA Youth Program Year 2008-2009 (Christine Welsch) (GOAL 4 – Prepare Youth to Compete in the Local Economy)
- F. Approval of Youth Council Members (Christine Welsch) (GOAL 4 – Prepare Youth to Compete in the Local Economy)

IV. Information Items

- 1. One Stop Career Center Learning Lab Updates (Robin Purdy)
- 2. Acknowledgement of Staff for Participation in the Voluntary Income Tax Assistance Earned Income Tax Credit Project (Roy Kim)
- 3. Publication of the 2008 California Family Economic Self-Sufficiency Standard (Robin Purdy)
- 4. Sacramento Works One Stop Career Center Third Quarter Reports (Robin Purdy)
- 5. Update on Sacramento Works Construction Initiatives (Christine Welsch)
- 6. New Start Prison to Employment Program Update (Bill Walker)
- 7. Dislocated Worker Update (William Walker)
- 8. Committee Updates
 - Youth Council
 - Planning/Oversight Committee
 - Employer Outreach Committee
 - Board Development Committee

V. Other Reports

- 1. Chair
- 2. Members of the Board
- 3. Counsel
- 4. Public Participation

VI. Adjournment

DISTRIBUTION DATE: WEDNESDAY, MAY 21, 2008

Role of Sacramento Works, Inc., the Local Workforce Investment Board

Sacramento Works, Inc., the local Workforce Investment Board is a 41-member board charged with providing policy, planning and oversight for local workforce development initiatives.

Vision:

Building a dynamic workforce for the Sacramento Region.

Mission:

Sacramento Works unites business, labor, education and public agencies to assure qualified and trained workers are available to meet the needs of the region's economy.

Sacramento Works, Inc.

Strategic Business Plan

GOAL 1 - Train Workers for Critical Occupational Clusters

- Sacramento Works, Inc. identified the following high wage, high growth occupational clusters that are critical to the economic growth of the region and invests public workforce dollars to train workers for these occupational clusters.

ADMINISTRATIVE AND SUPPORT SERVICES
ARCHITECTURE AND ENGINEERING
CONSTRUCTION
HEALTHCARE AND SUPPORT SERVICES
HUMAN SERVICES WORKER
INFORMATION TECHNOLOGY
INSTALLATION, MAINTENANCE, AND REPAIR
TOURISM AND HOSPITALITY
TRANSPORTATION AND PRODUCTION
CLEAN/GREEN ENERGY TECHNOLOGY

GOAL 2 - Increase Employer Involvement and Satisfaction by:

- Creating a public relations campaign focusing on regional employers
- Creating a standardized system to recruit, screen, and refer job candidates to employers
- Surveying employers to assess their employment needs and to identify levels of satisfaction with the system and the workforce

GOAL 3 - Develop a Workforce that Creates, Attracts, and Sustains Jobs that Pay a Livable Wage by:

- Promoting talent development and upward mobility through life-long learning, employed-worker training and development of career ladders,
- Focusing on soft/success skills and basic reading, writing, math and computer skills.

GOAL 4 - Prepare Youth to Compete in the Local Economy by:

- Engaging employers to hire youth
- Focusing on skills development for youth at risk
- Training youth for jobs in critical occupational clusters
- Enhancing employability and academic retention by focusing on "soft" skills
- Focusing on high school completion or GED attainment.

GOAL 5 - Evaluating and Improving the One-Stop System by:

- Transforming the one-stop system to focus on talent engagement, development and marketing
 - Creating a variety of tools, both virtual and on-site to guide job seekers in accessing education, training and jobs.
 - Meeting the workforce and hiring needs of business by recruiting, preparing, screening and referring qualified job candidates.
-



Sacramento Employment & Training Agency
925 Del Paso Blvd., Sacramento, CA 95815 916.263.3800

ITEM II-A – CONSENT

APPROVAL OF MINUTES OF THE MARCH 26, 2008 MEETING

BACKGROUND:

Attached are the minutes of the March 26, 2008 meeting for review.

RECOMMENDATION:

That your Board review, modify if necessary, and approve the attached minutes.

REGULAR MEETING OF THE SACRAMENTO WORKS, INC. BOARD

Minutes/Synopsis

SETA Board Room
925 Del Paso Blvd.
Sacramento, California

Wednesday, March 26, 2008
8:00 a.m.

I. Call to Order/Roll Call: Mr. Mark Ingram called the meeting to order 8:07 a.m.

Members Present: Bill Camp, Lynn Conner, Walter DiMantova, Mike Dourgarian, Mark Erlichman, Diane Ferrari, David Gordon, Mark Ingram, Matt Kelly, Kathy Kossick, James Lambert, Frank Louie, Elizabeth McClatchy, Michael Micciche, Dennis Morin, James Pardun, Gloria Parker, Kim Parker, Joan Polster, Maurice Read, Lorenda Sanchez, Anette Smith-Dohring, Kingman Tsang, Bruce Wagstaff, and Terry Wills.

Members Absent: Robert Bradley, Chris Ferguson, Lisa Harr, Dr. Brice Harris, Barbara Hayes, Gary King, John Koogle, Matt Mahood, Teri Munger, Bruce Parks, Deborah Portela, Tim Ray, Alan Roberts, David Younger.

- Introduction of New Board Members: Mr. Frank A. Louie, SunTechnics Energy Systems, was introduced.
- California Human Development Corporation's Jobs on Wheels: Mr. Micciche reported that the Job on Wheels bus is modeled after two colleagues that have buses in Merced and Modesto. The bus is available to be utilized at Sacramento Works events. There are a number of social services agencies that assist in job search services, specifically for farm workers and their families. The bus will be spending time in south Sacramento County and is housed in San Joaquin County.

II. Consent Item

A. Approval of Minutes of the January 23, 2008 Meeting

Minutes were reviewed; no questions or corrections.

Moved/Camp, second/K. Parker, to approve the January 23, 2008 minutes.

Voice Vote: Unanimous approval with one abstention (Smith-Dohring).

III. Action Items

1. Review and Approval of Data Base and Software Enhancements to Web-Based Clearinghouse of Education and Training Providers

Mr. Dourgarian stated that the Planning/Oversight Committee is recommending that the board fund enhancements to the occupational outlook and training resource website to add a content management system to allow schools and training providers to update their own information and notify the Sacramento Works administrator whenever changes were made, and convert data tables from the SRRI Workforce Forecast to develop an online database connected to the training directory. The second phase will ensure that regional labor market demand information is linked to the supply/pipeline prepared by local education and training providers.

Mr. Bill Mueller, CEO of Valley Vision, was introduced. Valley Vision is a non-profit regional entity that manages the Partnership for Prosperity Education Action Team that developed the concept for the website.

Mr. Phil Cunningham stated that anyone who is a member of Valley Vision or employee or stock holder of Sky's the Limit should refrain from discussion and voting.

Mr. Lambert stated that he previewed a community college website called WHoDoUWant2B? He asked Mr. Mueller if Valley Vision was aware of the website. Mr. Mueller stated that they would like to explore a partnership. Ms. Purdy stated that there are ways to link web sites by accessing the Valley Vision web site.

Mr. Camp inquired whether the regional workforce investment boards were approached for funds. Ms. Purdy stated that SETA has been working with the WIBs in Yolo, and Golden Sierra so staff have been communicating. All training providers in the six counties are included in the database.

Mr. David Butler, CEO of LEED, was introduced. Mr. Butler stated that the role of LEED is to align education to meet workforce needs. Define, align and design. This models the leadership of our regional collaborative. This is critical and fundamental work to the prosperity of the region.

Moved/Dourgarian, second/Camp, to approve funding up to \$18,000 for enhancements to the Clearinghouse of Education and Training Providers web-site and database.

Roll Call Vote: Aye: 25, Nay: 0, Abstentions: 0

2. Approval of Funding Extension Recommendations for the Workforce Investment Act, Title I, Youth Program, for Program Year 2008–2009

Mr. Cunningham reminded any board member with potential conflicts to state the conflict and refrain from discussion and voting. Ms. Kossick and Ms. Polster stated their conflict.

Ms. Christine Welsch stated that the board decided five years ago to take on a collaborative approach requiring providers to work together with career centers, and schools. Ms. Welsch reviewed the youth funding recommendations that are being forwarded by the Youth Council. These funding recommendations are focused on improving educational achievement, preparing for and succeeding in employment, and supporting youth development.

Ms. Ferrari stated she would like more established relationship between Mark Sanders youth program and the WIA youth program operators. Ms. Welsch stated that there are youth collaborative meetings and EDD staff attend those meetings. Mr. Erlichman would like more services provided to disabled youth and would like to participate more in the programs. Ms. Welsch stated that SETA and Sacramento Works receive discretionary funds to assist young people with disabilities. There are two dedicated staff people that are working with that specific group.

Moved/Kelly, second/Wagstaff, to approve the staff funding recommendation for the WIA, Title I, Youth Program, PY 2008-2009 with the program year beginning May 2008. Approve with the stipulations noted in the board agenda and that all funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees that do not meet performance goals and benchmarks will be evaluated in August, 2008 and may face deobligation of funds. If the WIA Youth allocation is less than the anticipated amount, SETA retains the right to reduce the contracted amounts.

Roll Call Vote: Aye: 23, Nay: 0, Abstentions: 2 (Kossick and Polster)

IV. Information Items

1. Presentation of Effective Partnerships

Mr. Wagstaff stated that there has been a very successful partnership between DHA and SETA to promote self sufficiency of clients. This is a partnership that benefits recipients and employers as a whole. This partnership has been offered on a statewide basis on what can happen

Mr. Roy Kim from SETA and Ms. Rosalinda Stoffel from DHA provided a Power Point Presentation on a presentation given in San Diego in November 2007.

2. MMC Communications Accomplishments Summary

Ms. Terri Carpenter stated that SETA contracted with MMC in 2003 to assist in outreach and marketing of Sacramento Works utilizing the advertising theme of "Sacramento Works for me, it can Work or you too".

Ms. Carpenter introduced Mr. Carlos Quiroz and Ms. Michelle McCormick from MMC. They distributed packets of recent accomplishments. Mr. Quiroz has

become somewhat of a TV star at Univision where he frequently speaks on Sacramento Works programs. One of the focus areas has been added value. Ms. Carpenter has been very clear as to the expectations of MMC.

3. Sacramento Works, Inc. Television Ad

Ms. Carpenter and Mr. Quiroz played the 30 second ad. The ad will begin airing in April on CNN, Fox News, and MSNBC to reach employers.

4. Presentation of Updated SETA/Sacramento Works Web Site

Ms. Carpenter stated that about a year ago, the Employer Outreach Committee started discussions of updating the web site to make it more user friendly. Ms. Carpenter provided a brief overview of the new web site which will be launched in late Spring.

5. California Workforce Association 2008 Priorities

Ms. Kossick stated that this item makes each board member aware of the platform of the entire state's WIBs. Funding for our state has decreased quite a bit.

6. Article in the Sacramento Bee Regarding Customer Use at a Career Center

Ms. Purdy stated that this article highlights what happens at the career centers. There are many more people that need services. We need to figure out ways to provide services to more people. Diane Ferrari stated that we have to start working collaboratively; we need to blend staff/budgets to serve more people.

7. Dislocated Worker Update: Mr. William Walker reported that Michael's Furniture and Senator Ford will be laying off 156 people due to closures/reorganizations. Sears will be closing their call center off Arden Way.

8. Committee Updates

- Youth Council: Mr. Kelly stated that the Youth Council has made an effort to seek out youth participants. Three applicants will be brought forward for appointment. Mr. Kelly read the three applicants names. The Builder's Exchange Annual Builder's Design and Build event will be April 2-3, at CSUS. April 17 is the Annual Construction Career Awareness Day to be held at Teichert Construction. Area high school youth will be attending from as far away as Vacaville and foothill schools. This is a great deal of opportunity for kids to learn about construction careers.
- Planning/Oversight Committee: No report.
- Employer Outreach Committee: Ms. Kim Parker thanked Ms. Carpenter and MMC on the great job on the updated web site. The report from MMC

was great. There is a DVD of the commercial in the back of the MMC packet.

- Board Development Committee: Mr. Tsang urged members to connect with their buddy. Staff was asked to provide new members with a copy of the Occupational Outlook and Training Directory.

V. **Other Reports**

1. Chair: No comments.
2. Members of the Board: Mr. Lambert stated that the Builder's Exchange will be conducting a safety training program for the construction industry. Over 1,000 people have signed up for this seminar. This program provides people an opportunity to upgrade their skills to keep their jobs. Also, a design/build program will be conducted at CSUS. This program allows students to build and sell projects; the money goes back to educational programs. The event will be held at CSUS. On April 26, an event will be held at Cosumnes River College where students, design, cost out, and make a formal presentation. The winning school will be recognized on April 29 with a \$15,000 scholarship. The intent is to introduce kids to the world of construction work.

Mr. Micciche asked people to visit the bus outside after the meeting.

3. Counsel: No report.
4. Public Participation: Ms. Christine Welsch stated that at this Friday's State of the City speech, the Mayor will be highlighting our jobs initiative. She will be talking about employers sponsoring kids for summer employment.

Ms. Purdy stated that the Sacramento Works Employer Forum will be held tomorrow. This will be a meeting with employers in the community that hire ex offenders. Staff will be reporting back on the forum.

- ## VI. **Adjournment**: The meeting adjourned at 10:11 a.m.

ITEM III- A - ACTION

APPROVAL TO SUBMIT A REQUEST TO TRANSFER FUNDS FROM WORKFORCE INVESTMENT ACT DISLOCATED WORKER TO ADULT FUNDING STREAM

BACKGROUND:

The Workforce Investment Act of 1998, the federal law that governs and funds the Sacramento Works One Stop Career Center system, includes three separate funding streams, one targeting Youth (age 16-21), one targeting Adults (age 18+), and one targeting Dislocated Workers. Administratively, these funding streams are treated as separate programs, with separate procurement and eligibility requirements, and separate accounting and reporting systems.

In an effort to decrease paperwork and increase efficiency, the State of California submitted a waiver request to the Department of Labor requesting the ability to allow local workforce boards to consolidate the Adult and Dislocated Worker programs and test new methods for increasing efficiency and streamlining systems. In February, 2008 the U.S. Department of Labor approved the waiver. The waiver is for a one-year period, beginning July 1, 2008 and ending June 30, 2009. If successful in increasing efficiency, the waiver could be extended for another year.

Staff has analyzed the effects of implementing the waiver in Sacramento County and has identified the potential positive and negative outcomes associated with consolidating the Dislocated Worker Program with the Adult Program.

Positive Outcomes of consolidating funding streams:

1. Elimination of duplicate budgets, fiscal claims, reports, complex cost allocation plans, and simplification of accounting procedures.
2. Elimination of a labor-intensive, eligibility validation process for dislocated workers. Currently, dislocated workers must document their status with career center staff by providing copies of layoff letters, and unemployment insurance records. In addition, staff must determine whether workers are “unlikely to return to their previous occupation” before they are qualified to receive services. In many instances, individuals who are unable to provide the necessary documentation are enrolled in the Adult program. By consolidating dislocated worker and adult funding streams, dislocated workers would only have to meet the adult eligibility requirement by documenting their “right to work”.
3. Consolidation of Adult and Dislocated Worker Performance Measures. Currently SETA/Sacramento Works has separate outcome goals for adults and dislocated workers. Consolidating the funding will streamline reporting.
4. Increased flexibility in service delivery. Because all dislocated workers are eligible for the WIA Adult funding stream, consolidation would allow staff to quickly allocate funds to serve populations in need, whether they are workers

affected by a mass layoff or CalWORKS recipients in need of training and participation in work activities.

Challenges/Questions concerning consolidating funding streams:

1. Will the transfer negatively affect service levels to dislocated workers and other special populations (Single parents, veterans, Limited-English Speakers, disabled, and CalWORKS recipients)?
 - a. Currently, 24% of the customers receiving core services and 42% of the customers receiving training services are dislocated workers. In order to ensure that services to dislocated workers and other special populations do not decrease over the next year, staff will set benchmark goals for enrollment for each of these populations. Because the career centers will continue to collect this data on each customer, reports can be provided to the Planning/Oversight Committee on a quarterly basis to ensure that services are delivered.
 - b. Staff believes that due to the decrease in paperwork associated with consolidation of the funding streams that dislocated workers and other special populations will be served more efficiently. As a result, we believe that more dislocated workers will be enrolled and served through the One-Stop System.

2. Will all dislocated workers be eligible for training services in the WIA Adult program?
 - a. In June 2005, Sacramento Works approved an eligibility policy that found that funds in the Sacramento area are not limited for training. Because the region has free and/or low-cost training available through a variety of local education and training providers (see box below), the board's policy does not limit eligibility for the WIA adult program to customers who are low-income. Eligibility is determined by whether a customer is making a self-sufficient wage, as determined by the Sacramento Self-Sufficiency Standard (see Information Item in this packet). Therefore all dislocated workers and under-employed workers are eligible for WIA Adult services available at the Sacramento Works One Stop Career Centers.

Free or Low-cost Training Available in Sacramento
Local Community Colleges
Regional Occupation Programs at local school districts
Adult and Community Education programs at local school districts
Apprenticeship programs
Employment Training Panel Sector Initiative in Information Technology
Trade Adjustment Assistance Program
Sacramento County Department of Human Assistance/CalWORKS program

WIA One Stop Career Center Scholarship program
WIA Sector Initiatives in Healthcare, Construction, and Transportation
Job Corps
WIA programs serving Veterans, Migrant/Seasonal Farm workers, and Native Americans
Senior Community Service Employment program
Local California Conservation Corps
Refugee Employment Social Services/Targeted Assistance Programs
Department of Rehabilitation
Ticket To Work

RECOMMENDATION:

Approve submission of a request to transfer 100% of the WIA Dislocated Worker funds into the WIA Adult funding stream and authorize the Planning/Oversight Committee to set benchmarks for services to dislocated workers and other special populations.

ITEM III – B - ACTION

APPROVAL OF THE WORKFORCE INVESTMENT ACT SACRAMENTO WORKS
ONE STOP CAREER CENTER RESOURCE ALLOCATION PLAN 2008-2009

BACKGROUND:

The Resource Allocation Plan determines what activities and services are offered through the Sacramento Works One Stop Career Center system. The Sacramento Works Workforce Investment Board is responsible for reviewing the plan on an annual basis and determining the percentage of funds that will be allocated to each activity in the next fiscal year.

The final allocation for Fiscal Year 2008-2009 for the Workforce Investment Act Adult and Dislocated Worker programs is \$7,608,539, a 25% increase over last fiscal year. The increase is due to a change in the funding formula used by the U.S. Department of Labor (use of 2000 census data instead of 1990) and an increase in unemployment in the local area.

SETA/Sacramento Works, Inc. is currently transforming the one stop career center system by designing a system that will enhance our ability to focus on talent development. Our goal is to develop a pool of workers who possess the skills that are needed by regional employers and link these qualified job candidates to employment opportunities that match their skills.

The Planning/Oversight Committee revised the Resource Allocation Plan this year to support the one-stop system redesign and is requesting approval of the full board to allocate funds to the following activities/functions in the one-stop system:

27%	Talent Engagement (skills assessment, review, and identification),
35%	Talent Development (skills enhancement and skills certification) 18%
	Talent Marketing (skills marketing to employers).
2%	Board Initiatives
10%	One-Stop Support
<u>8%</u>	<u>Administration</u>
100%	Total

The Planning/Oversight Committee directed staff to complete two charts describing the Resource Allocation Plan for FY2008-2009. These charts include the Workforce Investment Act Adult and Dislocated Worker funds allocated to Sacramento County.

- Attachment 1 --Recommendation for One Stop Resource Allocation Plan includes definitions of activities/functions included in the plan, recommended percentages for Fiscal Year 2008-2009, dollars allocated to each activity, and discretionary funds that will be used to leverage and support the one-stop system.

- Attachment 2-- Summary of One Stop Services which further breaks down the resource allocation plan into activities or services that will be offered.

RECOMMENDATION:

Approve the Resource Allocation Plan for Fiscal Year 2008-2009, allocating \$7,608,539 of Workforce Investment Act (Adult and Dislocated Worker) funding to support the Sacramento Works One Stop Career Center system.

**Attachment 1
Recommended Resource Allocation Plan for FY 2008-2009**

One-Stop Services Activities and Functions	Proposed Allocation % for Fiscal Year 2008 2009	WIA Adult and Dislocated Worker \$	Projected Discretionary Funding	Total Funding Anticipated (WIA and Discretionary)	Total % to each activity
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing.	27%	\$2,031,480	\$25,000	\$2,056,480	22%
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services.	35%	2,678,206	736,633	3,414,839	36%
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, job advancement and job retention	18%	1,361,928	1,035,829	2,397,757	25%
One Stop Support: Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	11%	798,897	70,000	868,897	9%
Administration: General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	8%	585,858	0	585,858	6%
Board Initiatives: Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	152,171	56,973	209,144	2%
Total	100.00%	\$7,608,539	\$1,924,435	\$9,532,974	100%

Discretionary Funding Detail:		
Talent Engagement, Development and Marketing		\$25,000 WIA Incentive Award added Ticket-to-Work: \$20,000 outcome payments Nurses: \$180,000 Construction: \$180,000 ETP: \$256,633 Refugee: \$100,000 OJT: \$600,000 from DHA Rapid Response: \$435,829
One Stop Support		One Stop Support: \$70,000 SMARTware License fees
Board Initiatives		Board Initiatives: \$56,973 carryover funds

Attachment 2
Resource Allocation Plan
Summary of One Stop Services

One Stop Services Activities/Services	Proposed Allocation	\$ Allocated
WIA Adult and Dislocated Worker Program	80%	\$ 6,071,614
Talent Engagement: Staffing, infrastructure, and equipment associated with welcoming customers, providing orientation, registration, skill review, initial assessments, career coaching, counseling, referral to social services, talent development or talent marketing.	27% of Total Funds	\$ 2,031,480
Staffing and infrastructure for Talent Engagement	100%	\$ 2,031,480
Talent Development: Staffing, infrastructure, and equipment associated with vocational skills assessment, career planning, coaching, workshops, on-site skills development classes, scholarships and occupational skills training provided by training providers and educational institutions, employed worker training, English-language training and support services.	35% of Total Funds	\$ 2,678,206
Scholarships (Tuition/Support services)	56%	\$ 1,500,000
Skill Development Pilot (On-line classes, Distance/E Learning)	9%	\$ 230,000
Vendor Services (financial literacy, job search workshops, job retention services)	6%	\$ 160,000
Staff and infrastructure for Talent Development	29%	\$ 788,206
Talent Marketing: Staffing, infrastructure, and equipment associated with employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, job advancement and job retention	18% of Total Funds	\$ 1,361,928
On-the-job Training	52%	\$ 712,358
Staffing and Infrastructure for Talent Marketing	48%	\$ 649,570

Attachment 3
Board Initiatives Budget and Expenditures FY 2008-2009

Board Initiative Allocation 2007-08	\$127,406		
Total Unspent Board Initiative 2006-2007	107,867		
Total Available for Allocation 2007-2008	\$235,273		
Approved Board Initiatives	Budget	Obligated	Remaining funds
Employer Outreach/Public Relations	\$ 157,300	\$ 140,949	\$16,351
Partnership for Prosperity-Clearinghouse website	21,000	21,000	0
Total Carryover Funds 2007-2008			56,973
Board Initiative Allocation 2008-2009			152,171
Total Available Funds 2008-2009			\$209,144

Employer Outreach/Public Relations Budget FY2007-2008			
Activity	Budget	Obligated	Remaining
SACTO Economic Profile	\$6,200	\$6,200	\$0
Agency Outreach Brochure Printing	2,600	2,600	0
SACTO Event Sponsorships	5,000	5,000	0
Give-away items for employer/job fair events	5,000	5,000	0
5th Annual Employment & Training Expo	8,000	3,000	5,000
Job Fair/Business Events	12,000	11,540	460
Mailing Lists/Employer Outreach	1,000	0	1,000
Sponsorships/Chamber Alliance	10,000	7,600	2,400
Metro Chamber Perspectives Event	5,500	5,500	0
Print Advertising	20,000	19,900	100
Comcast Cable Advertising	20,000	20,000	0
Website Maintenance	2,500	0	2,500
Public Relations	32,000	32,000	0
Business Retention & Expansion Program (BizPulse)	5,000	5,000	0
Direct Mail	2,500	0	2,500
Career Builder Pilot	10,000	9,999	1
Print Ad Design	2,500	2,035	465
Theatre Advertising	7,500	5,575	1,925
TOTAL BUDGET	\$ 157,300	\$ 140,949	\$ 16,351

ITEM III- C - ACTION

APPROVAL OF THE AMENDED MEMORANDUM OF UNDERSTANDING (MOU)/RESOURCE ALLOCATION AGREEMENT (RAA) TEMPLATE FOR SACRAMENTO WORKS CAREER CENTER REQUIRED PARTNERS

BACKGROUND:

Due to system changes outlined in the recently approved Sacramento Works, Inc. Integrated Service Delivery Initiative Local Plan, the Sacramento Works One-Stop Career Center Partner Memorandum of Understanding and Resource Allocation Agreement (attached) has been revised.

Revisions to the MOU/RAA template center around language that ensures compliance with new State policy, as well as language that supports the Plan. Additionally, to streamline the signing of MOUs/RAAs, the RAA has been incorporated as an exhibit to the MOU rather than a separate document requiring its own signature.

Although the overall substance of the original MOU/RAA template remains unchanged, staff is seeking approval by the Local Workforce Investment Board of the attached amended template.

RECOMMENDATION:

Approve the amended Memorandum of Understanding (MOU)/Resource Allocation Agreement (RAA) template for required partners.

MEMORANDUM OF UNDERSTANDING

I. Preamble.

In accordance with the Workforce Investment Act of 1998, Section 121 (c), this Memorandum of Understanding (MOU) between Sacramento Works, Inc., the Local Workforce Investment Board, (hereinafter "SWI") and each of the Sacramento Works One-Stop Career Center Partners (hereinafter "SWCCP") sets forth the agreement between SWI and the SWCCPs concerning the operation of the One-Stop Delivery System in the Sacramento Workforce Investment Area pursuant to the provisions of the Workforce Investment Act of 1998, Public Law 105-220 (hereinafter the "Act"), as amended from time to time.

Whereas, beginning July 1, 2008 SWI's Career Centers will be participating with the State of California as a "Learning Lab" (as that term is defined by the State of California) for the development of an Integrated Service Transformation Initiative model. The intent of this process is to test methods of achieving a demand-driven, skill-based integrated service strategy.

Pursuant to the terms of this MOU SWCCPs shall be committed to and actively involved in developing processes and procedures which will foster integrated customer pool, customer flow, talent development and marketing services. SWCCPs shall also adhere to and be bound by the terms and conditions of SWI's Integrated Service Delivery Initiative Local Plan, which includes the following four major components:

- An integrated talent pool which consists of skilled job candidates who are ready to meet the needs of business;
- Performance accountability measures, measuring the outcomes of all customers served by the one stop system;
- An integrated customer flow which operates in a sequence of demand driven, skill based, talent development services and training for One-Stop customers; and
- An integrated staffing approach responsible for marketing the talent pool to employers in the Sacramento region.

This MOU reflects the agreement of SWI and the SWCCPs concerning:

(i) The services to be provided through the SWI One-Stop System as outlined in the SWI Integrated Service Delivery Initiative Local Plan (located at www.seta.net), which is incorporated herein by reference and made a part hereof;

(ii) Ongoing participation in planning workgroups including, but not limited to, those that are a part of the Integration Learning Lab;

- (iii) Ongoing participation in testing a variety of approaches to achieve integrated service delivery and continually improve the joint delivery of services to customers of the One-Stop Delivery System;
- (iv) Funding the costs of such services and operating costs of the System ;
- (v) Methods for referring individuals between the One Stop Operator and the SWCCPs for appropriate services and activities;
- (vi) The duration of the MOU and procedures for amending the MOU during its term ; and
- (vii) Other provisions consistent with the requirements of the Act, as the parties to this MOU may from time to time agree.

II. Services Provided.

The three functional service areas as described in SWI's Integrated Service Delivery Initiative Local Plan (consisting of Talent Engagement, Talent Development, and Talent Marketing) shall be provided by the One-Stop Operator or may be provided through contracts with independent service providers.

A listing of eligible training service providers, pursuant to Section 122 (e) of the Act, shall be provided as a part of the Talent Development services available at each One-Stop Center.

Access/referral to services shall be consistent with the Sacramento Employment and Training Agency's (SETA's) WIA Directives including, but not limited to, One-Stop Customer Flow and the Scholarship Award System directives.

III. Costs.

Costs of services and operations of the One-Stop Delivery System will be funded, in accordance with the provisions of the Local Plan. To the extent SWI solicits or accepts grants and donations from sources other than federal funds made available under the Act, such funds may from time to time be used to fund the services and operating costs of the One-Stop Delivery System in this local area at the sole discretion of SWI.

To the extent funds become available from other programs or activities as described in Section 121(b)(1)(B), which could be used to pay for the costs of such services and the operating costs of the One-Stop Delivery System, such funds shall be allocated pursuant to separate written agreements.

To the extent SWCCPs financially contribute to the funding of the One-Stop Delivery System, the allocation of their costs to the provision of services or operating

costs of the One-Stop Delivery System shall be made in accordance with the terms of a separate written Resource Allocation Agreement, negotiated between SWI and the affected SWCCP and generally in the form of Exhibit A, attached hereto and made a part hereof.

IV. Joint Responsibilities.

A. Universal Access. The parties agree universal access is a critical One-Stop Delivery System requirement. This includes ensuring Resource Room access to all customers, including those with special needs such as literacy deficits, physical and/or learning disabilities, limited English speakers, and others with economic or geographic barriers to service or employment.

B. Shared Technology and Systems Infrastructure.

1. Shared Technology: The parties agree to the principles of common reporting and shared information through electronic One-Stop Delivery System concepts and mechanisms, including shared technology.

2. Information Exchange: The parties endorse technology through the use of JTA and SMARTware systems provided by SETA as critical tools for facilitating all aspects of information exchange, including reporting, management information systems (MIS), data collection, referral services, common case management, participant and service tracking, and the provision of overall seamless service.

3. System Security and Confidentiality: System Security provisions shall be agreed upon by all parties and memorialized in a separate written Information Security and Access Agreement, which will be signed by the individuals using the system.

C. Capacity Building.

1. The parties to this MOU agree to maintain a high level of professional standards related to both One-Stop Delivery System staff competencies and protocols as well as a professional environment for participants and other customers of the centers.

2. As with all aspects of joint planning, capacity-building efforts shall be examined in the context of adaptability to needed change, customer service, and continuous improvement.

3. The parties agree to work continuously to ensure collaboration with State and regional efforts to provide service delivery responsive to identified building needs.

D. Marketing. The parties to this MOU agree to use a collaborative marketing strategy informing job seekers, employed individuals, employers, and the community at large about the services available through the SWI One-Stop Delivery System.

E. Site Supervision.

1. All employees (including State employees) who are located at SWI One-Stop Centers shall remain under the supervision of their employer of record for purposes of compensation, benefits, collective bargaining, performance evaluation, and other matters concerning civil service rights and responsibilities. If work-related issues arise between employees of the State, County, or other partner agencies and operators or supervisors of other partners or the One-Stop Centers, the operator or other supervisor shall refer such issues to the employee's departmental supervisor. Issues concerning State employees shall be referred to the employee's civil service supervisor.
2. Parties to the MOU recognize that there are a number of practices and philosophies related to broad-based agency practices as well as day-to-day One-Stop site supervision which differ between the parties and are negotiated as a result of implementing operations. Local factors among the SWCCP's organization include:
 - a. Differing pay scales for similar positions.
 - b. Differing functions for similar classifications from different agencies .
 - c. Off-site supervisors versus site-based supervisors at the One-Stop Center.
 - d. Union versus Non-union employees in similar classifications on-site.
 - e. Hours of operation, including possible evening and weekend hours.
 - f. Varied holiday schedules.
 - g. Sharing of space, equipment, information, and materials.
 - h. Employee safety and security of the workplace.

F. Referral Process. Parties to this MOU agree to use a common intake and referral system and to use standardized intake and referral forms. Parties agree to cross-refer customers to SWCCP programs/services and to cross-train staff on the services of each SWCCP and the spectrum of related services available through respective agencies. The referral of individuals between the One-Stop Operator and the SWCCPs for the appropriate services and activities shall be consistent with the SETA WIA Directives including, but not limited to, One-Stop Customer Flow and the Scholarship Award System directives.

V. Duration of Memorandum.

The term of this MOU shall be a period of one year from the date of execution. The MOU shall automatically renew for successive one-year terms, unless SWI or any

SWCCP gives written notice of intent not to renew at least ninety (90) days prior to the expiration date of the current MOU, or any extension thereof.

This MOU may be amended by written notice signed by all parties to the MOU.

VI. Termination. Any party to this MOU may terminate this MOU by providing thirty (30) days written notice of such intent to terminate to the other parties to this MOU.

VII. Dispute Resolution.

1. Parties to this MOU shall continue to perform their responsibilities under this MOU during any dispute. Disputes shall be resolved in a timely manner, directly involving the parties to the dispute. The parties shall try to resolve policy or practice disputes informally and at the lowest level, starting with the site coordinator and staff.

2. Any party to this MOU may call a meeting of all One-Stop Partners to discuss and resolve disputes. Should those resolution efforts fail, the dispute shall be referred to the Chair of SWI, who will place the dispute on the agenda of the next regular or special meeting of the SWI. Executive Committee. The Executive Committee shall attempt to mediate and resolve the dispute.

VIII. Hold Harmless. Each party to this MOU agrees to indemnify, defend and hold harmless the other parties, their officers, agents, employees and volunteers from any and all claims, lawsuits, causes of action, damages, fees or costs arising out of or resulting from the acts, errors, omissions, negligence or misconduct of the party, its officers, agents, employees and volunteers.

IX. Nondiscrimination. Parties to this MOU shall not unlawfully discriminate or harass any employee, applicant or participant due to gender, race, color, ancestry, religion, national origin, disability, sexual orientation, medical conditions, age or marital status. The parties shall comply with the provisions of the Fair Employment and Housing Act (Government Code Section 12990 *et seq.*) and related applicable regulations. Parties to this MOU shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining agreement. Parties to this MOU shall include such nondiscrimination and compliance provisions as set forth in this clause in all related subcontracts and financial agreements.

X. Americans with Disabilities. Parties to this MOU shall also comply with the Americans With Disabilities Act of 1990 .

XI. Governing Law. This MOU is governed and shall be interpreted in accordance with the laws of the State of California, State WIA enabling legislation and the Workforce Investment Act of 1998.

XII. Unenforceable Provisions. In the event any provision of this MOU is held to be unenforceable then the parties agree that all other provisions of this MOU shall remain in full force and effect.

XIII. No Partnership. The undersigned are not entering into a partnership, joint venture or other business entity by virtue of this MOU. In all matters covered under this MOU, each of the parties hereto acts as an independent party and is neither a partner, agent, nor employee of the other.

XIV. Execution in Counterpart. This MOU may be executed in counterpart, but all counterparts shall be considered but one MOU. Execution of any counterpart by an SWCCP shall be delivered to SWI, which shall provide an executed copy of each counterpart to every SWCCP who executes this MOU. By executing a counterpart, each party to the MOU acknowledges that this MOU accurately reflects such party's understanding and authorizes distribution of a copy of such executed counterpart to any other party signatory to this MOU.

SACRAMENTO WORKS, INC.

Dated: _____

By: _____
Its: Chairperson

Legal Name of Party (One-Stop Partner)

Dated: _____

Signature (Authorized Representative)

Title

EXHIBIT A TO MOU

Resource Allocation Agreement

I. Preamble. In accordance with Section III of the Memorandum of Understanding (hereafter "MOU") between Sacramento Works, Inc., (hereafter "SWI") and each of the signatory Sacramento Works Career Center Partners (hereafter "SWCCPs"), this document shall serve as the Resource Allocation Agreement (hereafter "RAA") between SWI and the undersigned SWCCP.

This RAA provides for an agreed method of determination of the SWCCP's fair share of the operating costs of SWI's One-Stop Delivery System based on the amount of use of the One-Stop Delivery System attributable to the undersigned SWCCP's program.

This RAA includes the following elements:

a) The Sacramento Works Career Center (SWCC) Annual Operational Cost Summary, incorporated herein by reference and made a part hereof, which reflects all One-Stop Centers costs and SWCCP funding sources (programs) that make up the One-Stop Delivery System in the Sacramento Workforce Investment Area.

This Agreement is conditioned on the following representations:

- a) Each SWCCP is responsible for contributing to the operation of the One-Stop Delivery System based on its proportionate use.
- b) The One-Stop Delivery System cannot deviate from existing federal, state, or local regulations. Costs which are prohibited by a funding source (federal, state or local) may not be paid or used as offsets under a pooled cost agreement.

II. Contribution Rate.

The undersigned SWCCP shall pay for its allocated share of One- Stop Center costs as reflected in the SWCC Annual Operational Cost Summary..

III. Audit.

1. This RAA brings together the resources of separate funding streams and programs. This RAA is subject to generally accepted accounting principals and to the audit provisions of the respective funding streams as is appropriate.

2. The Bureau of State Audits, the Governing Board of the Sacramento Employment and Training Agency, SWI and other parties as appropriate or their designated representatives shall have the right to review and copy any records and supporting documentation pertaining to performance under this RAA. Parties agree to maintain such records for a minimum of three (3) years unless differing periods are stipulated by impacted funding sources. Auditors will be allowed access to such information or records during normal business hours. Parties agree to include similar audit provisions in any related contract, subcontract or other financial agreement.

ITEM III-D - ACTION

APPROVAL TO SUBMIT A PROPOSAL FOR HIGH TECH TRAINING TO THE CALIFORNIA EMPLOYMENT TRAINING PANEL (ETP)

BACKGROUND:

Since October, 2002 the Sacramento Employment and Training Agency (SETA)/ Sacramento Works, Inc., in partnership with TechSkills, a local training provider offering technical and professional career education programs for Information Technology, Healthcare and Business, has received funding from the Employment and Training Panel (ETP) to provide high technical training for area employers for their workforce.

- ⇒ The first grant (10/07/02 to 10/06/04) was funded for \$205,260 to train 200 incumbent workers.
- ⇒ The second grant (11/08/04 to 11/07/06) was funded for \$815,000 to train 478 incumbent workers.
- ⇒ The third grant (09/25/06 to 9/24/08) was funded for \$1,067,560 to train 520 incumbent workers. This grant was later amended to \$1,837,460 to train an additional 300 incumbent worker trainees.

From October 2002 to September 2008 SETA and Tech Skills will have provided training to 1,598 incumbent workers, delivered \$2,857,720 in training funds to the region, and met the training needs of 36 local employers, including Federal Express Freight Systems, Intel, TASQ Technology, Raging Wire and Vail Communications. Training courses focused on basic, intermediate and advanced technology for IT Technicians, IT Security Specialists, Computer Support Specialists, Database Administrators, Help Desk Support Staff, Network Computer Administrators, Computer Operators, Web Designer/Developers, Computer Hardware/Software Engineers, Supervisors and Managers.

Staff is requesting approval to submit another information technology training proposal to the California Employment Training Panel requesting \$2,160,000 to serve 900 incumbent workers over the next two years.

Staff will be available to answer questions.

RECOMMENDATION:

Approve submission of a proposal to the California Employment Training Panel for \$2,160,000 to train 900 incumbent workers in Information Technology skills.

ITEM III – E – ACTION

APPROVAL OF REVISED FUNDING RECOMMENDATIONS FOR THE WORKFORCE INVESTMENT ACT (WIA), TITLE I, YOUTH PROGRAM, FOR PROGRAM YEAR 2008 - 2009

BACKGROUND

In March 2008, the Youth Council and Sacramento Works, Inc. approved the Sacramento WIA Youth funding recommendations for program year 2008-2009. Because SETA had not yet received the final allocation for next year, the funding recommendation was based on Sacramento's 2007-2008 allocation, and \$2,623,167 was awarded to serve

- 474 youth in year round individualized services,
- 240 additional youth in Sacramento Works JOBS initiatives, and
- 4,400 youth in universal services.

After final board approval, SETA received notification of the FY2008-2009 allocation and it has increased substantially with SETA/Sacramento Works receiving an additional \$600,000 in funding. Staff is recommending that the funds be allocated in the following ways:

- Increase the current WIA Youth Providers grants to serve more youth
- Review non-funded proposals from the 2006 WIA Youth Procurement and identify underserved target groups or geographic areas.
- Release a new Request for Proposals for the additional funds

Increase the current WIA Youth Providers grants to serve more youth

To determine the capacity of current providers to serve more youth, staff contacted all current providers and asked them to determine their capacity to serve additional youth. Staff then reviewed the current youth providers' performance and capacity to determine if increasing the provider's allocation was a feasible option. Areas that were reviewed and addressed are:

- Attainment of WIA Common Measures, enrollment, training completion and placement goals. SETA implemented the WIA Youth Common Measures in 2006. The following are positive outcomes under the youth common measures:
 - ⇒ Placement in Employment or Education - Defined as: *Employment, military service, enrolled in post-secondary education and/or advanced training or occupational skills training.*
 - ⇒ Attainment of Degree Or Certificate - Defined as: *Attaining a diploma, GED or certificate*
 - ⇒ Literacy Or Numeracy Gains. Defined as: *Advancing one or more Adult Basic Education (ABE) or English as a Second Language (ESL) functioning levels*

- SMARTware documentation of services and progress toward goal attainment
- Understanding and adhering to the Youth Council's program design and performance requirements
- Ensuring that targeted challenged communities are served
- Commitment to youth development and a collaborative approach to service delivery
- Staffing infrastructure – ensuring that funded agencies have an adequate staff to participant ratio
- Ability to implement all component elements.

Review non-funded proposals from 2006 and identify underserved target groups or geographic areas.

In April, 2006 the Youth Council and Sacramento Works, Inc. selected the WIA youth providers who currently operate the program. At the time of these initial funding decisions, several providers who proposed services to in-school youth were not funded because there were not enough funds available. Staff reviewed the non-funded proposals and found that two of the providers that were not recommended for funding (Asian Resources and La Familia Counseling Center) were recently augmented and their contracts were modified to allow services to in-school youth. One provider, Sacramento County Department of Health and Human Services, proposed a recreation program which did not meet the requirements of the Request for Proposals. The remaining proposer, Sacramento County Office of Education, proposed academic, vocational training and subsidized employment for youth in the LINKS program, which targets youth enrolled in Court and Community Schools. Staff is recommending that this program, which serves an underserved target group (youth in the criminal justice system), be funded for FY2008-2009.

Release a new Request for Proposals for the additional funds

Staff is recommending that the remaining funds be included in a new Request for Proposals to be released in July, with services beginning in September.

RECOMMENDATION:

Review and approve the revised staff recommendation funding for the WIA, Title I, Youth Program, PY 2008-2009. A chart outlining the funding recommendation is attached. Any additional funding stipulations will be provided under separate cover.

1. Increase the funding allocation for the current WIA Youth providers listed in the attached chart;
2. Fund Sacramento County Office of Education to provide individualized services to youth enrolled in the LINKS program;

3. Authorize staff to prepare and release a new Request for Proposals for a portion of the funds to solicit new youth providers and serve more youth.

4. Extend the WIA Universal Youth agreement between SETA and San Juan Unified School District to continue providing Universal Youth Services at the Hillsdale Career Center. Staff is recommending the extension of San Juan USD's contract for \$58,000. This will not increase the revised allocation total as the funds were included in the previously approved allocation, with SETA staff delivering the service.

Summary of Funding Allocation:

Previous Total	\$2,623,167
Increased allocation for Individualized services	483,717
New Youth Request for Proposal	<u>350,000</u>
Revised Recommended Allocation Total	\$3,456,884

All funding recommendations are subject to satisfactory year-end program performance reviews. Subgrantees will be evaluated in August, 2008 and those that do not meet performance goals and benchmarks may face deobligation of funds.

WIA YOUTH FUNDING PY 2008-2009

Provider	2007-8	Approved Funding for PY 2008-2009		Revised Recommendation for PY 2008-2009		2008-2009 New Allocation Total
	Allocation	WIA 10 Elements	# of Youth	Total Served *	Increased Amount	
OUT-of-SCHOOL (70% of enrollments to serve out-of-school youth)						
Elk Grove Unified School District	\$ 260,100	\$ 320,100	90	100	\$ 35,567	\$ 355,667
Galt Joint Union High School District	\$ 146,261	170,261	40		-	\$ 170,261
La Familia Counseling Center	\$ 178,899	228,899	50	68	68,850	\$ 297,749
Sacramento City Unified School District	\$ 155,925	155,925	33	50	50,400	\$ 206,325
Asian Resources, Inc.	\$ 303,168	303,168	64	96	61,920	\$ 365,088
IN-SCHOOL (70% of enrollments to serve in-school youth)						
Sacramento Chinese Community Service Center	\$ 317,753	393,753	68	78	35,000	\$ 428,753
Grant Joint Union High School District	\$ 170,888	170,888	42	67	62,380	\$ 233,268
Sacramento County Office of Education	\$ -			30	134,600	\$ 134,600
City of Sacramento	\$ 135,173	185,173	60	65	35,000	\$ 220,173
Work Scholarship Program	\$ 35,000	35,000	15	15	\$ -	\$ 35,000
Total	\$ 1,703,167	\$ 1,963,167	462	569	\$ 483,717	\$ 2,446,884

* Providers are increasing number of youth served OR increasing wages to youth

WIA YOUTH FUNDING PY 2008 - 2009

UNIVERSAL SERVICES				
Provider	Number of Youth	2007-2008 Allocation	2008-2009 Staff Recommendation	SWCC
Asian Resources, Inc.	440	\$ 55,000	\$ 58,000	Broadway
Crossroads	440	\$ 55,000	\$ 58,000	Rancho
Crossroads	440	\$ 55,000	\$ 58,000	Citrus Heights
Elk Grove Unified School District	440	\$ 55,000	\$ 58,000	South County
Greater Sacramento Urban League	440	\$ 55,000	\$ 58,000	GSUL
La Familia Counseling Center	440	\$ 55,000	\$ 58,000	LFCC
Sacramento Chinese Community Service	440	\$ 55,000	\$ 58,000	Franklin
Sacramento City Unified School District	440	\$ 55,000	\$ 58,000	Lemon Hill
San Juan Unified School District	440	\$ 55,000	\$ 58,000	Hillsdale
SETA	440	\$ 55,000	\$ 58,000	Galt
Total	4400	\$ 550,000	\$ 580,000	

ITEM III-F - ACTION

RECOMMENDATION FOR APPOINTMENT OF YOUTH COUNCIL MEMBERS

BACKGROUND:

In an effort to increase “youth” representation on the Sacramento Works Youth Council, staff asked the WIA Youth providers to encourage youth to submit a Youth Council application. The Workforce Investment Act requires no minimum or maximum number of representatives on the Youth Council. The WIA states that there several categories of membership on the Youth Council: Members of the local board with special interest or expertise in youth policy including:

- Members of the local Workforce Investment Board,
- Representatives of Youth Service agencies, including juvenile justice and local law enforcement agencies;
- Representatives of local Public Housing Authorities;
- Youth, including former participants and representatives of organizations that have experience relating to youth activities; and
- Representatives of the Job Corps.

Staff has encouraged program operators, youth service organizations and community partners to recommend youth applicants. Three youth were interviewed and have been recommended by the Youth Council for appointment. The applicants are:

- Mika Lytell
- Jeanette Rodriguez
- Jace Short-Guerrero

The Youth Council requires that 75% of the WIA Youth occupational skills training be in a critical occupational group. Jobs in the transportation sector are included in the Sacramento Works, Inc. Critical Occupational group. In keeping with focusing on training youth for “high wage/high growth” jobs, the WIB Chair is also recommending the appointment of Z. Wayne Johnson from Regional Transit to represent the employer community and public transportation sector.

A copy of the four applications is sent under separate cover. Staff will provide an oral report on this item.

RECOMMENDATION:

Review and recommend appointment of the above individuals to the Sacramento Works Youth Council.

ITEM IV-1 - INFORMATION

UPDATE ON SACRAMENTO LEARNING LAB INTEGRATED SERVICE DELIVERY MODEL

BACKGROUND:

Over the past year, the Sacramento Works Career Center System has participated in the development of a statewide Integrated Service Delivery Model. Sacramento is one of twelve (12) "Learning Labs" throughout the State of California. By the end of April, staff completed the first phase of this redesign by developing products that include a new customer flow, and the delineation of responsibility for the Welcome/Talent Engagement services, the Talent Development and Talent Marketing services. Central to this new delivery model is the development of the "Product Box" and the means to draw services from this list of available workshops, assessment tools, and other vocational training supports that will lead our customers to employment and the opportunities of job retention and job advancement.

Phase two has begun with identification of Implementation Teams to support the launch of the Learning Lab on July 1, 2008. These teams include:

1. Product Box Team: This team will determine gaps in the product box; maintain the product box, subtract those services that don't work and add new ones; add new assessment tools such as basic skills and other on-line products; coordinate the master calendar (every center will need to post workshops and events to a master calendar); and connect it to the workshop scheduler software in SMARTware.
2. Coaching: The Coaching Team will define Assignment Based Coaching; develop a process for use of the Product Box ; development of new processes for ITA/Scholarships; develop a paperless Action Plan using the SMARTware system; survey staff on training needs; recommend training for staff; develop glossary of WIA/WP (Wagner-Peyser) terms.
3. Trackers: The Trackers Team will recommend policy and procedures regarding the 90 day soft-exit, follow-up, customer satisfaction, activities that can engage customers without huge staffing commitment; re-enrollments; reports and evaluation processes; services to special populations; and who gets credit if multiple centers provide services to customers
4. Launch: The Launch Team's primary goal is to prepare the System for July 1, 2008. This will include celebrating the launch, dress rehearsals at each of the Centers, educating vendors, partners and staff on integration, and managing the change to a system whose motto/mission is: Know your Skills, Improve your Skills, and get the best job possible with your skills. The Launch Team will also convene a "Best Practices" forum.
5. Policy and Procedures: The Policy and Procedures team will coordinate development of the Procedures Manual, review WIA Directives and make

recommendations for changes, recommendations for making system “paperless”, reducing bottleneck issues at the Welcome function and identifying best practices.

6. Futures Team: At the end of the first three months, the Implementation Teams will end their work and the Futures Team will phase in review performance of the Learning Lab. Weekly debriefings will be conducted during this initial three month process to identify issues. The Futures Team will make recommendations for change and identify best practices.

Staff will be available to answer questions.

ITEM IV-2 - INFORMATION

ACKNOWLEDGEMENT OF STAFF FOR PARTICIPATION IN THE VOLUNTEER
INCOME TAX ASSISTANCE (VITA)/EARNED INCOME TAX CREDIT (EITC)
PROJECT

BACKGROUND:

The EITC is a refundable tax credit available to qualifying individuals and families. Millions of dollars go unclaimed each year simply because eligible taxpayers don't apply. The County Department of Human Assistance (DHA) and the Internal Revenue Service (IRS) formed a partnership to increase awareness of the EITC among DHA clients. The project provides free tax preparation services to working families and wage earners, helping to reduce taxes, supplement wages, and make work more attractive than welfare.

For tax year 2007, the Sacramento Employment and Training Agency, through the Sacramento Works Career Center System (SWCC), continued to participate in the EITC Project with the IRS, DHA and other partners. Staff have been trained and certified by the IRS in tax preparation, so centers can offer free income tax preparation services to SWCC customers.

To date, the SWCCs have reported the following activity:

SITE	RETURN	EITC	NET REFUND
Del Paso	102	\$39,050	\$98,285
Franklin	96	41,760	101,709
Hillsdale	90	67,836	128,388
Rancho Cordova	76	50,717	92,191
Asian Resources	380	170,000	451,900
D.H.A.	2,433	2,198,422	3,802,773
TOTAL	3,177	\$2,567,785	\$4,675,246

ITEM IV-3 - INFORMATION

PUBLICATION OF THE 2008 CALIFORNIA FAMILY ECONOMIC SELF-SUFFICIENCY STANDARD

BACKGROUND:

The Insight Center for Community Economic Development just released the 2008 California Family Economic Self-Sufficiency Standard and the report "How Much is Enough in Your County? The 2008 California Family Self-Sufficiency Standard."

<http://www.insightccd.org/index.php/insight-communities/cfess/ca-sss>
<http://www.insightccd.org/uploads/cfes/sss-exec-summ-final-050908.pdf>

The new Self-Sufficiency Standard shows that the cost of basic goods in every county in California has risen significantly over the past five years. Despite recent increases in the California minimum wage from \$6.75 to \$8.00 an hour, the research shows that the minimum wage still is not enough to live on in any California county. In fact, a parent would have to work more than two full-time minimum wage jobs just to make ends meet in most California counties. Similarly, the report documents that the Federal Poverty Level covers less than half of what families actually need to cover their most basic costs in California.

The California Family Economic Self-Sufficiency Standard quantifies the costs of housing, food, child care, health care, transportation, taxes, and other basic needs for working families in every county of California (see next page for Sacramento County).

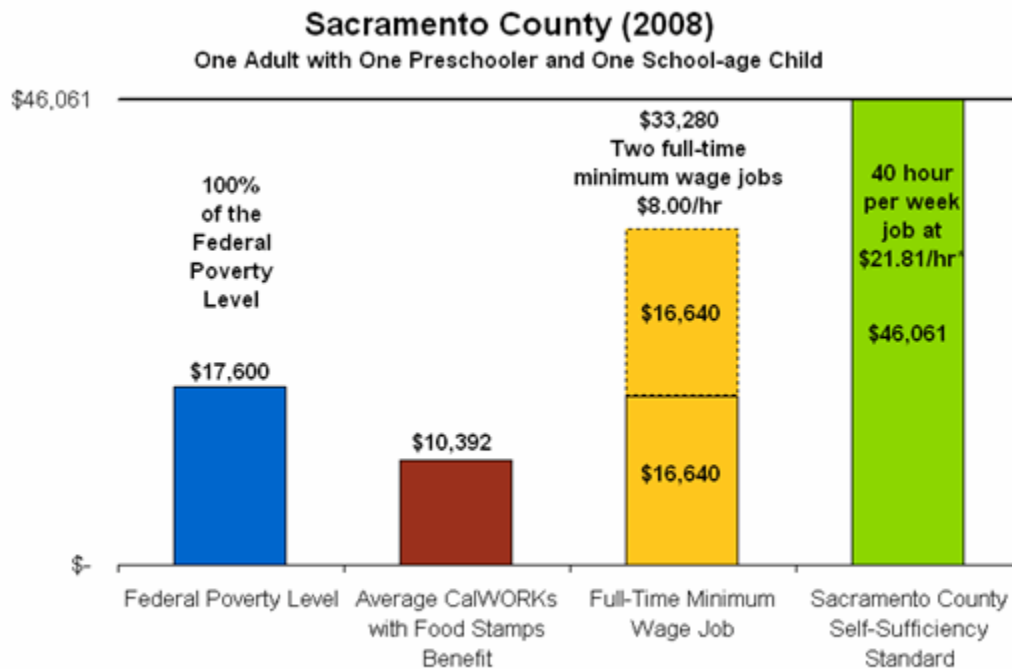
SETA/Sacramento Works uses the Self-Sufficiency Standard to determine eligibility for services through the One Stop Career Center system and to counsel our customers on how much it costs to live in our community, what types of jobs pay a self-sufficiency wage, and where they can access the skills training that they need in order to be competitive for high-wage jobs.

How Much Is Enough In Sacramento County?

In order to develop effective public policy that supports working families – policymakers, advocates, and service providers need an accurate measurement of what it takes to make ends meet in today’s economy. The Family Economic Self-Sufficiency Standard (Self-Sufficiency Standard) for California provides that benchmark. The Self-Sufficiency Standard calculates the income needed by working families to meet their basic needs in *every county in California* and for *156 family types*. The Self-Sufficiency Standard provides county-specific costs for housing, food, and health care, as well as costs associated with work including transportation, child care, and taxes. The Self-Sufficiency Standard is a more accurate calculation of income adequacy than other measures of economic well-being, such as the [Federal Poverty Level \(FPL\)](#).

How much is enough in Sacramento County? The graph below shows that the FPL, which is commonly used to determine eligibility for public support programs, is not enough. Neither is the average CalWORKs with food stamps benefit, which is even less than the FPL. And in fact, **to meet the most basic expenses for a family of three in Sacramento County, you would need to work more than two full-time minimum wage jobs!**

To view detailed tables of the Self-Sufficiency Standard for individuals and families in Sacramento County, www.insightccd.org



* Note: The Self-Sufficiency Standard includes the net effect of the addition of the Child Care and Child Tax Credits and the subtraction of taxes.

BASIC COSTS HAVE SKYROCKETED IN SACRAMENTO COUNTY IN THE PAST 5 YEARS

- Child care costs have increased by 12%.
- Food costs have gone up 15%.
- Health care costs have climbed, up 32%.
- Since 2003, the rise in costs resulted in an increase in the Self-Sufficiency Standard of \$8,213 to \$46,061 a year for a family consisting of one adult, one preschooler, and one school-age child.

ITEM IV-4 – INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER THIRD QUARTER
REPORTS

BACKGROUND:

Enclosed under separate cover are the following third quarter reports:

- Core Service Reports for Sacramento Works One Stop Career Center (July - March 2008)
- Intensive/Training Reports for Sacramento Works One Stop Career Centers (July - March 2008)
- Customer Satisfaction Reports (July - March 2008)
- Employer Customer Satisfaction Reports (July - March, 2008)

Staff will be available to answer questions.

ITEM IV- 5 - INFORMATION

UPDATE ON SACRAMENTO WORKS CONSTRUCTION INITIATIVES

BACKGROUND:

For the past ten years, SETA and Sacramento Works has partnered with many community organizations on a variety of construction and transportation initiatives. In spring 2007, SETA/Sacramento Works was awarded WIA 15% Governors Discretionary funds for the Sacramento Works Construction Transportation Initiative. Partners for this initiative included:

- Sacramento Works Career Centers
- Holt of California
- American River College
- Sacramento Builders Exchange
- Northern California Construction Training, Inc.
- Local Apprenticeship programs

The training has focused on both job seekers and incumbent workers with three different construction and transportation related training options:

- ✓ Supporting the renewal of a Diesel Technology Training program at American River College on the Mather Community Campus.
- ✓ Cost Estimating and Safety training by Sacramento Builders Exchange for incumbent workers.
- ✓ Pre-apprenticeship Construction Training by NCCT.
- ✓ Construction awareness activities in the Sacramento Works Career Center system.

Although residential construction has seen a downturn, it is expected that there will be major infrastructure and public works jobs as a result of \$42 billion Infrastructure bond measure. SETA also recently applied for funding to support new and ongoing construction activities from:

- Federal Highway Administration OJT and Workforce Training funds via the California Department of Transportation and,
- Employment Development Department WIA Discretionary funds for Construction Talent Transfer funding.

Staff will provide an oral report on the update and success of the current WIA grant and the status of the two pending applications.

ITEM IV-6 – INFORMATION

NEW START PRISON TO EMPLOYMENT PROGRAM

BACKGROUND:

Over the past several years' staff from SETA and the Elk Grove Unified School District have worked together to provide specialized services to ex-offenders at the Sacramento Works Career Center-South County. Through a project called Hire Hope staff have successfully facilitated re-entry services and reduced recidivism by providing job search activities, job placement services and community resource referrals to ex-offenders (both men and women). The Hire Hope Project is a holistic and collaborative approach of job placement and community services provided to ex-offenders prior to release and after release primarily at the South County Sacramento Works One Stop Career Center.

This Project recently captured the attention of a key member of the Prison to Employment Committee of the Governor's Rehabilitation Strike Team for Prison Reform. A significant recommendation of the Governor's Team was an installment of the Prison to Employment Program designed to facilitate offenders' successful employment after release. Hire Hope's success has prompted the State to designate the Sacramento Works One-Stop Career Center system as an "Alpha Pilot" to institutionalize the Hire Hope services in the career center system. SETA/Sacramento Works staff are negotiating with the California Department of Corrections and Rehabilitation for funding for the pilot and are working with the California Workforce Investment Board to develop a Prison Re-entry proposal to submit to the U.S. Department of Justice.

A Transition Team of key staff from SETA/Sacramento Works, the Employment Development Department, Elk Grove Unified School, Sacramento City Unified School District, and Asian Resource, Inc. is currently working with law enforcement partners to address the needs of ex-offenders at the Parolee and Correction Team (PACT) meetings. The initial service agreement is attached.

Proposed Customer Flow for the Sacramento New Start Program

The California Department of Corrections and Rehabilitation will

- Identify all inmates who have participated in Prison Industry Authority, Fire Camps or vocational training who will be released to Sacramento County and inform local partners of the number of inmates and release date.
- Mandates that all parolees attend the Parole and Correction Team (PACT) meeting held every Tuesday at the Charles A. Jones Skills and Business Education Center.
- Provide the Sacramento Works Engagement Team attending the PACT meeting with a list of the PIA, Fire Camp and Vocational Training parolees who have been released and should be in attendance at the PACT.
- Direct PIA, Fire Camp and Vocational Training parolees to a specialized orientation with the Sacramento Works Engagement Team.

The Sacramento Employment and Training Agency/ Sacramento Works will

- have representatives from the Mark Sanders, Lemon Hill, South County and Broadway Career Centers develop an Engagement Team to participate in the Parole and Correction Team (PACT) meeting.
- After the parolees from CAL/PIA, Fire Camp and Vocational Education have signed in with their Parole Agent, they will be referred to a special orientation provided by the Engagement team staff representing Project New Start.

The Engagement Team will

- Greet the parolees and have them sign a roster.
- Provide an orientation on the SWCC Services
- Complete and sign the New Start SMARTware Application.
 - If parolees have their right-to-work documents, they will be registered into CalJOBS/SMARTware and issued a SMARTware card.
 - If they do not have their right to work documents, a New Start SMARTware application will be completed and a SMARTware card issued.
 - If they do not have their right to work documents, staff will assist them in obtaining their documents.
- Briefly assess the parolees' education, training and financial assets and identify challenges and needs that must be met to ensure stability and effective participation in training and employment.
- Match the parolee to the nearest New Start worker at Sacramento Works Career Center (South County, Mark Sanders, Broadway and Lemon Hill) by zip code:
- Begin the process to approve supportive services and/or financial assistance including providing transportation assistance and stipends to the New Start Program goals.
- Schedule appointments at the designated New Start Sacramento Work career centers with the New Start Program staff for the parolees to complete their registration, obtain supportive services, and engage in employment related activities. The New Start Program Staff will provide coaching to create a planned schedule for services, assist with skills development and assist with job placement.

The goal is to connect parolees to career centers and have them engaged in employment related activities 48 hours after the PACT meeting.

ITEM IV- 7 – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is the most current dislocated worker update.

Staff will be available to answer questions.

Dislocated Worker Information PY 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	5/16/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	7/13/2007	36	Declined Services
Unofficial	6/12/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	7/31/2007	20	6/22/2007
Official	8/10/2007	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	8/25/2007	15	Declined Services
Official	9/7/2007	Gala Construction, Inc. & SPM 2215 Plaza Dr. Rocklin, CA 95765	11/9/2007	44	New owners re hired employees
Official	10/12/2007	Crystal Cream and Butter Company 8340 Belvedere Avenue Sacramento, CA 95826	10/16/2007	240	12/10/2007
Official	10/12/2007	Sun Sacramento Site 8880 Cal Center Sacramento, CA 95826	11/26/2007	4	No Response
Official	10/24/2007	Intel Corporation 1900 Prairie City Road Folsom, CA 95630	1/1/2008	112	Declined Services
Official	11/1/2007	Bank of America 11080 White Rock Road, Suite 500 Rancho Cordova, CA 95670	12/31/2007	68	12/6/2007
Official	11/13/2007	Levitz Furniture 4741 Watt Ave North Highlands, CA 95669	2/1/2008	53	2/8/2008
Official	11/28/2007	Marvell Semiconductor, Inc 890 Glenn Drive Folsom, CA 95630	1/27/2008	4	No Response
Official	12/10/2007	Intel Corporation 1900 Praire City Road Folsom, CA 95630	2/1/2008	79	Declined Services
Official	12/10/2007	Floor Serve 309 North Hamilton St Dalton, GA 30720	12/7/2007	130	Mailed packets to local employees
Official	12/6/2007	Ideal Merchandising Division of DDP Holdings, Inc. 440 Apollo Beach Blvd. Apollo Beach, FL 33572	1/30/2008	1	No Response
Official	1/15/2008	Pacific Sunwear of California, Inc. 1689 Arden Way Space #2170 Sacramento, CA 95815	3/31/2008	Number not disclosed	Declined Services
Official	2/25/2008	PennySaver 2830 Orbiter Street Brea, CA 92821	4/15/2008	19	Employees Already Laid Off

Dislocated Worker Information PY 2007/2008

The following is an update of information as June 1, 2007 on the Worker Adjustment and Training Notification (WARN) notices and Non WARN notifications in Sacramento County

WARN STATUS	MONTH RECEIVE NOTICE	COMPANY AND ADDRESS	WARN STATUS	# OF AFFECTED WORKERS	SETA'S INTERVENTION
Official	3/4/2008	Sutter Medical Center, Sacramento 2800 L Street Sacramento, CA 95816-5600	1/31/2008	25	Dropped off packets
Official	3/6/2008	Sears Holding, Inc. 1200 Blumenfeld Dr. Ste.A Sacramento, CA 95815	5/2/2008	82	3/25/2008
Official	3/10/2008	CSAA Elk Grove, CA	3/28/2008	17*	RR Scheduled 3/27/08 Services Ongoing
Official	3/10/2008	IKON 2890 Gateway Oaks Dr., Ste. Sacramento, CA 95833	3/28/2008	5	Dropped off packets
Official	3/12/2008	Senator Ford 3801 Florin Rd Sacramento, CA 95823	5/15/2008	156	Pending
Official	3/20/2008	Michaels Furniture 5849 88th St. Sacramento, CA 95828	5/20/2008	107	Pending
Official	4/4/2008	River Oak Center for Children 5440 Lauren Hills Drive Sacramento, CA 95864	5/24/2008	64	Pending
Official	4/9/2008	TGI FRIDAY'S 1229 Howe Avenue Sacramento, CA 95825	5/23/2008	70	Pending
Official	4/24/2008	Automotive Importing Manufacturing, Inc. 3920 Security Park Dr. Rancho Cordova, CA 95742	6/23/2008	150	RR Scheduled 5/20//08
Official	5/7/2008	Apple, Inc. 2911 Laguna Blvd. Elk Grove, CA 95164	6/30/2008	174	Pending
			Total # of Affected Workers	1658	

*SETA has received notice from CSAA regarding a phase lay-off of 400-500 employees until 2010.

ITEM IV-8 - INFORMATION

COMMITTEE UPDATES

BACKGROUND:

This item provides an opportunity for a report from the following committees:

- Youth Council – Matt Kelly
- Planning/Oversight Committee – Mike Dourgarian
- Employer Outreach Committee – Kim Parker
- Board Development Committee – Kingman Tsang

ITEM V - OTHER REPORTS

1. CHAIR'S REPORT: The Chair of the Sacramento Works, Inc. Board, on a regular basis, receives numerous items of information concerning employment and training legislation, current programs, agency activities, and miscellaneous articles.

The important information from the material received and meetings attended will be shared with the entire Board and the method proposed by the Chair is to give a verbal report at each regular meeting. It will also allow time for the Board to provide input on items that may require future action.

2. MEMBERS OF THE BOARD

This item provides the opportunity for Workforce Investment Board members to raise any items for consideration not covered under the formal agenda. It also provides the opportunity for Board members to request staff to research or follow up on specific requests or to ask that certain items be placed on the next agenda.

3. COUNSEL REPORT: The Sacramento Works, Inc. Legal Counsel is the firm of Phillip M. Cunningham, Attorney at Law. This item provides the opportunity for Legal Counsel to provide the Sacramento Works, Inc. Board with an oral or written report on legal activities

4. PUBLIC PARTICIPATION: Participation of the general public at Sacramento Works, Inc. Board meetings is encouraged. The Sacramento Works, Inc. Board has decided to incorporate participants of the audience as part of its agenda for all meetings. Members of the audience are asked to address their requests to the Chair, if they wish to speak.