

CAREER CENTERS

BROADWAY

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

CITRUS HEIGHTS

7011 Sylvan Rd, Suite A
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

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

LEMON HILL

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

MARK SANDERS

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, September 24, 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 Member: Larry Booth
- Presentation on Critical Occupational Cluster: Architecture and Engineering (ACE) Mentoring Program
Stephanie Davi Ercolini, Assistant to the Executive Vice President
Sacramento Builders' Exchange, Inc.

II. Consent Item

- A. Approval of Minutes of the July 23, 2008 Meeting

III. Action Items

- A. Approval of Modifications to the 2008-2009 Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan (Robin Purdy) (GOAL 5 – Evaluating and Improving the One-Stop System)

- B. Approval of Funding Recommendations for the Workforce Investment Act (WIA), Title I, Youth Program, for Program Year 2008 - 2009 (Christine Welsch) (GOAL 4 – Prepare Youth to Compete in the Local Economy)

IV. Information Items

1. Sacramento Works One Stop Career Center Annual Report 2007-2008 (Edward Proctor)
2. One Stop Career Center News Coverage (Terri Carpenter)
3. New Start Prison to Employment Program Update (William Walker)
4. Dislocated Worker Update (William Walker)
5. 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: THURSDAY, SEPTEMBER 18, 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.

- | | |
|-----|---------------------------------------|
| (a) | ADMINISTRATIVE AND SUPPORT SERVICES |
| (b) | ARCHITECTURE AND ENGINEERING |
| (c) | CONSTRUCTION |
| (d) | HEALTHCARE AND SUPPORT SERVICES |
| (e) | HUMAN SERVICES WORKER |
| (f) | INFORMATION TECHNOLOGY |
| (g) | INSTALLATION, MAINTENANCE, AND REPAIR |
| (h) | TOURISM AND HOSPITALITY |
| (i) | TRANSPORTATION AND PRODUCTION |
| (j) | 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 JULY 23, 2008 MEETING

BACKGROUND:

Attached are the minutes of the July 23, 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, July 23, 2008
8:00 a.m.

I. Call to Order/Roll Call: Mr. Ingram asked that information items be reviewed while awaiting a quorum.

➤ Presentation of the Regional Workforce Forecast - Ryan Sharpe, SRRI

Mr. Ryan Sharp reviewed the most current regional workforce forecast. He also reviewed the Career GPS information item and answered questions.

A quorum was achieved at 8:27 a.m. Mr. Ingram called the meeting to order.

Members Present: Robert Bradley, Lynn Conner, Mike Dourgarian, Chris Ferguson, Gary King, Diane Ferrari, David Gordon, Lisa Harr, Dr. Brice Harris, Mark Ingram, Matt Kelly, Kathy Kossick, James Lambert, Elizabeth McClatchy, Teri Munger, James Pardun, Deborah Portela, Lorenda Sanchez, Anette Smith-Dohring, Bruce Wagstaff, Terry Wills, and David Younger.

Members Absent: Bill Camp, Walter DiMantova, Mark Erlichman, Barbara Hayes, Frank Louie, Matt Mahood, Michael Micciche, Dennis Morin, Gloria Parker, Kim Parker, Tim Ray, Maurice Read, Joan Polster, and Kingman Tsang.

Mr. Chris Ferguson from Granite Construction was welcomed back to the Board.

II. Consent Item

A. Approval of Minutes of the May 28, 2008 Meeting

No questions or comments.

Moved/Kelly, second/Dourgarian, to approve the May 28 minutes as distributed.
Voice Vote: Unanimous approval.

III. Action Items

A. Approval to Co-Sponsor and Serve as Fiscal Agent for Capitol Region Talent Transfer Event

Ms. Pattie Espinosa spoke of the talent transfer event where SETA and EDD will partner with NCC, Yolo, Golden Sierra to do a job fair for residential construction

workers. EDD has provided \$50,000 for this event. EDD is asking for SETA to be the fiscal agent for this job fair.

Ms. Diane Ferrari stated that the State has no budget at this time. Staff cannot write checks or make binding agreements. The purpose of this item is to request that SETA be the fiscal agent and once the State can make agreements, the State will be reimbursing SETA. The date is scheduled for September 25 at Lion's Gate; Ms. Teri Carpenter will be the contact person for arrangements.

Mr. Dourgarian inquired how much Sacramento Works get paid for this; Ms. Ferrari stated that details have not yet been worked out. Ms. Purdy stated that the Agency usually receives about 10%. Ms. Ferrari stated that the state would cover costs that Sacramento Works pays out.

Moved/McClatchy, second/Kelly, to approve sponsorship of the Talent Transfer Event and authorize SETA to act as the fiscal agent for the funds.
Voice vote: Unanimous approval.

B. Approval of 2008-2009 Employer Outreach Budget

Ms. Carpenter stated that the Employer Outreach budget in the amount of \$146,200 is being recommended for approval. This budget was presented and approved by the Employer Outreach Committee. The main focus is marketing to the employer community through activities such as public relations, outreach, print and newspapers which is the bulk of the marketing services.

Moved/Pardun, second/Smith-Dohring, to approve the proposed 2008-2009 Employer Outreach budget.
Voice Vote: Unanimous approval.

C. Recommendation for Appointment of Youth Council Member

Ms. Kossick stated that Mr. Koogle has requested this due to his work demands. He will resign from the full board but continue participating as a Youth Council member.

Moved/Dourgarian, second/Portela, to recommend the appointment Mr. John Koogle to the Sacramento Works Youth Council.
Voice vote: Unanimous approval.

IV. **Information Items**

1. Disability Program Navigator Update

Ms. Purdy stated that SETA has been operating this program around six years. Ms. Sandra Kinsey was introduced and reviewed the *Ticket to Work* program that

may be revenue generating through the Social Security Administration. Ms. Kinsey stated that this program helps people with disabilities to navigate through the Department of Rehabilitation without losing their benefits. The program is designed to do outreach into the community and provide resources to job seekers and employers. The unemployment rate of disabled adults is 80%; SETA is hoping to lower this number through services available at the career centers. SETA is concentrating our efforts to prepare and train staff at career centers to help disabled customers to receive services. The Department of Rehabilitation and the Social Security Administration are working with SETA on this.

Mr. Pardun inquired whether the career centers had been upgraded to assist severely disabled customers. People that do not hear, see or are challenged with mobility issues need to be able to access services at the career centers. Three career centers have had modifications made and this will increase to include all career centers. Ms. Kinsey stated that career centers will not deny services to anyone; there are challenges with developmental disabilities. All of the services provided are integrated through the career centers

2. Sacramento Works Career Center Learning Lab Launch update

Ms. Purdy stated that all 12 career center launched a new way to provide services on July 1. In the first three weeks of the fiscal year, staff saw over 6,000 people at the career centers. People are responding to the increased services they are receiving. The assessment programs are generally 15-20 minutes to do the initial screening. Customers are shown jobs that are available, they are then linked to a web site, then transitioned to case managers to coach people to develop their own plan. So far, the site supervisors are very positive and excited about the new way to do business. A master calendar is included on the SETA web site where workshops throughout the career center system can be found. There are 12 communities in California testing out a new way of providing service deliveries.

Ms. Kossick encouraged board members to visit one of the career centers. A list can be found on our web site.

3. www.CareerGPS.com: Already reviewed by Ryan Sharpe.

4. Training for Critical Occupations in Healthcare: Funding from Los Rios Community College District to Provide Services to Students Enrolled in the Nurse Education Initiative (NEI) Grant

Ms. Cindy Sherwood-Green reported that since 2006, Los Rios has funded SETA to provide case management and eligibility services to students enrolled in the nurse education program. Los Rios has acknowledged our staff and case

management which has resulted in a 94% retention rate in their nursing students. The Agency will be receiving \$250,000 for 2008.

5. Update on Sacramento Works Construction Initiatives

Ms. Christine Welsch reported that a year-long construction program has been completed; various groups are assisting in the placement of people into construction jobs. Placement rate for those exiting the program is very high. Out of 80 people served, 70% have gone to work at an average wage of \$20.44 per hour.

SETA received notification of two large awards. EDD awarded another 15% discretionary grant for talent transfer. Secondly, \$968,000 is available through the federal highway system program to expand the diesel program. Staff will be helping Sacramento Builder's Exchange on their design build event. These grants assist in raising awareness of young people and expanding services to women and minorities that great jobs are available in this industry.

6. Training for Critical Occupations in Information Technology: Funding from the Employment Training Panel

Mr. William Walker stated that SETA has received a third ETP award since 2002. He introduced Mr. Scott King, director of Tech Skills in Sacramento for technology and medical coding. Mr. King stated that he has been involved with SETA and ETP in a training grant to keep the workforce updated with technology. This grant assists workers to update their skills and keep people from being laid off. This also helps companies stay in California.

Ms. Chari Darneal, Director of Marketing, Western Blue, spoke of training through Tech Skills and how it has benefited her company. They do major logistics and rollouts for IT related equipment. Western Blue does logistics from "soup to nuts" including the recycling of the Styrofoam and older equipment. They have hired several students from Tech Skills that continue to work with Western Blue on a contract basis.

7. Dislocated Worker Update

Mr. William Walker stated that the report in the board agenda closes out the fiscal year. Additional dislocations for the new fiscal year include 25 warehouse workers from Room Source. Staff is making contact with Wachovia which will be laying off over 6,000 people; Viscaya will be laying people off as well.

8. California Youth Drop Out Report

Ms. Purdy reviewed the report. Youth programs have been focusing on drop out prevention targeting kids that were at risk of gang participation. Sacramento

County has the highest percentage of need for providing services to youth. This report focuses on what is working in the schools. The Youth Council has taken a very active and focused role in dealing with drop outs.

Mr. Gordon spoke of a new system that will track kids; kids will now have a student identifier. The system is not yet perfected but it is a lot better than what was utilized before. In addition, the absence of drop outs does not connote graduates. Sacramento County is way ahead of other counties with regard to drop out prevention and services to youth.

9. **Committee Updates**

- Youth Council: Mr. Kelly he looks forward to participating in the talent transfer event.
- Planning/Oversight Committee: Mr. Dourgarian spoke of the new integration system launch.
- Employer Outreach Committee: The committee is continuing to recruit more employers.
- Board Development Committee: Ms. Kossick stated that the nomination of Mr. Larry Booth will be going forward to the Governing Board for appointment.

V. **Other Reports**

1. Chair: Board members were reminded that if they have not yet chosen a committee, please contact staff to do so.
2. Members of the Board: Mr. Robert Bradley stated that the Sacramento Veterans Network will be offering "The Road Home" on September 19. This will be held at American River College and will focus on employment services to veterans. The City of Sacramento is doing a lot to inform people of the need to hire veterans.

Ms. Smith Dohring stated that when Sutter started working with SETA on nursing training, 236 graduates were expected. Through Los Rios and the program managed by Cindy Sherwood-Green, 568 nurses have been produced in the area. Ms. Sherwood-Green and her team, as well as Dr. Brice Harris, were thanked for their hard work.

3. Counsel: No report.
4. Public Participation: No comments.

VI. **Adjournment**: Meeting adjourned at 9:28 a.m.

ITEM III- A - ACTION

APPROVAL OF MODIFICATIONS TO THE 2008-2009 SACRAMENTO WORKFORCE INVESTMENT AREA STRATEGIC FIVE-YEAR LOCAL WORKFORCE INVESTMENT PLAN

BACKGROUND:

On August 8, 2008, the State of California, Employment Development Department released a directive announcing a one-year extension to existing Local Workforce Investment Areas (LWIA) Five-Year Strategic Local Plans via the local plan modification process. This process provides an opportunity to realign the plan and incorporate

- changes in local economic and labor market conditions;
- changes in financing available to support WIA Title I and partner-provided WIA services;
- changes in design, products and services and policies and procedures; or
- changes in process measures, success indicators and/or performance goals.

An Integrated Service Transformation Initiative Plan was approved by your Board in January, 2008 which outlined the strategies identified in developing the Integrated Services Learning Lab that was launched on July 1st, 2008. This Modification outlines the progress that the Sacramento Works Career Center System has made in moving toward the Service Integration model.

The Plan Modification is attached for review.

The Planning/Oversight Committee met on Wednesday, September 17 and approved this plan modification and directed staff to develop a two year action plan.

Staff will be available to answer questions.

RECOMMENDATION:

Approve the modifications to the 2008-09 Sacramento Local Workforce Investment Area Strategic Five Year Plan.

SACRAMENTO COUNTY WORKFORCE INVESTMENT ACT LOCAL PLAN MODIFICATION 2008-2009

Introduction

Beginning in February, 2008, the State of California Employment Development Department and the California Workforce Association hosted a series of meetings attended by twelve Local Workforce Investment Boards who volunteered to transform the one-stop career center system to a skill-based system, and were tasked with developing a talent pool to meet the needs of regional employers. The meetings were centered on blending Workforce Development Programs that in the past have been separated according to customer base, eligibility, performance measures, customer flow and tracking methods, and the types of services provided. These Workforce Development Programs included the Workforce Investment Act (WIA), Adult and Dislocated Worker Programs, Wagner-Peyser, and the Trade Adjustment Reform Act of 2002.

Sacramento Employment and Training Agency (SETA), Sacramento Works, Inc., and the Sacramento branch of the Employment Development Department (EDD) volunteered to be one of California's Integrated Services Learning Labs. For the past year, the partners in the one-stop career center system in Sacramento County have been developing and implementing strategies for an "Integrated Service Delivery Initiative." The Workforce Investment Area Local Plan Modification (2008-2009), includes significant changes that have resulted in the development and implementation of this Initiative as it relates to key functional areas, staffing and supervision, documentation, data collection and management, performance measures, tracking, customer flow, policies and procedures.

Although not officially included in the Integrated Services Learning Lab, the Sacramento WIA Youth Programs are integrated into the Sacramento Works Career Center system. Out-of-school WIA youth providers are co-located at Sacramento Works Career Centers to promote the successful transition into adulthood. Additionally, SETA continues to station Universal Youth Specialists at the SWCC locations to provide core career services to youth.

II. Service Integration Model – Where Were We?

The implementation of the Integrated Service Delivery Initiative required SETA staff to examine, evaluate, redefine and realign current processes and procedures at each level of program planning and service delivery; effectively deploy resources while improving the quality of services delivered through the one-stop career center system; subtract inefficient processes and reduce paperwork to free staff time for customer services.

A. The process of "subtraction" began in the fall of 2008 when workgroups were asked to focus on those practices/procedures currently used in SETA's service delivery system and identify those practices/procedures that were redundant or

could interfere with providing services to one-stop customers. This subtraction process was concluded with the anticipation of the new Integration model requiring the registration and enrollment of all customers who receive a staff-assisted service. This shift equates to the enrollment of more than ten times the number of customers served during the previous year.

B. Integration Leadership Teams were formed to represent key functional areas of the Integration model. These teams, comprised of representatives of SETA/Sacramento Works Career Centers, EDD and other SWCC partners provided support and guidance throughout the implementation process with these objectives:

1. scrutinize all aspects of SETA's service delivery system and develop customer flow processes;
2. redesign an Integrated SMARTware Application that could be aligned with California's Job Training Automation (JTA) system;
3. develop referral processes;
4. identify assessment tools;
5. compile "Product Boxes" for both Skills Development and Job-getting Services;
6. develop registration/enrollment policy and procedures that would minimize and simplify documentation for both customer and staff; and
7. design a more client centered approach where "Coaching" becomes the vehicle of support to customers and every customer has the opportunity to know their skills, improve their skills, and obtain a job with the skills they have acquired.

The Integration Leadership Teams have evolved from planning and implementation to evaluating, responding to the needs of staff for additional training, and fine-tuning processes and procedures.

III. Service Integration Model – Where Are We?

All twelve Sacramento Works Career Centers (SWCC) successfully "launched" on July 1, 2008, and have quickly made the transition to "Integration Mode."

A. Technology/Reduction in Paperwork:

The Integrated Service model requires that all customers of the career center system enroll as a career center member and receive "Staff Assisted" services. The requirement of enrolling everyone is a major systemic change which

required a reduction in the paperwork. All eligibility information is now being entered into the SMARTware System, and activity is tracked by scanning barcodes or data entry. This information will be automatically uploaded into JTA, eliminating paperwork previously required of one stop staff. Also, several forms have been eliminated to create a more streamlined system. Staff can use the SMARTware Workshop Scheduler to easily enroll customers into workshops and track their attendance. Bar codes are also used for other staff assisted services, documentation of the provision of support services and enrollment into training activities such as Individual Training Accounts and On-the-Job Training.

SETA staff continues to work with State EDD Information Technology staff to streamline the eligibility documentation requirements, and insure that the data elements included in the newly revised SMARTware application are aligned with those elements required by the JTA system.

B. Shift to Coaching from Case Management:

In the past customers were identified as either core service and self-directed, or enrolled/intensive service and case managed. Career "Coaching," a more client-centered approach is a vehicle of ongoing support to customers and helps guide them in the use workshops, assessment tools, job leads and recruitment events, and other Career Center resources to achieve their occupational goals. In the Integrated Service Delivery Plan, all customers receive an assessment, skill review, and coaching services during their initial visit.

1. Workshops and other Career Center events/activities are scheduled in SMARTware as well as a Master Calendar that is accessible on the agency website. In the Workshop Scheduler, staff can schedule an event, enroll customers in events at any SWCC, update the roster and provide documentation of attendance.

Customers have a menu of services and products that are available to them to enhance their skills including enrollment in adult education, community college, individual training accounts, on-the-job training, small business development, and other skill development services.

2. The Quick Guide Skill Review is used at 11 of the Sacramento Works Career Centers to determine the basic skills of each customer. Sacramento Works Career Center at Lemon Hill is piloting a CASAS initial assessment.

3. In an effort to identify a career readiness certificate that is equally meaningful to employers, educators, and individuals, the Sacramento Works Career Center system chose WorkKeys, a national career readiness certification system developed by ACT (American College Testing, Inc.). The use of WorkKeys complements SETA's efforts to shift

to a skill-based system that offers opportunities for all customers to receive skills development.

- a) WorkKeys provides an on-line skill improvement curriculum known as KeyTrain, used to improve customer's basic skills in applied math, reading for information and locating information.
- b) The WorkKeys Assessment can be administered to customers who are considering training and their results can be used by Career Coaches to help determine if the customer has the foundational skills to enter the training of interest. If not, the coach can guide the customer to occupations where they demonstrate high skill levels, or enroll them into training.
- c) WorkKeys is used to help customers determine their suitability and readiness to enter particular occupations. Customers are generally assessed in the foundational skills of Reading, Locating Information, and Applied Math.
- d) SETA offers WorkKeys as an Employer Service to enhance recruitment, screening and training efforts provided to employers, and has participated in ten WorkKeys pilots over the last three years, administering assessments to approximately 600 customers. Campbell Soup, FedEx and the City of Sacramento have utilized this service and plans are being made to expand the marketing of this service to other local employers.

C. Focus on Skill/Talent Development and Marketing:

The Integration model focuses on a skill-based system that promotes opportunities for all customers to receive skills improvement and get the best job possible with their skills. Objectives include identifying education and training opportunities currently available in the region; reviewing Basic Skills/Enhancing Skills products; building relationships with the Community College District, Adult Education programs and other community based training providers; enhancing job development and placement services, job retention and support services, and ensuring that job seekers are prepared to meet the demands of local employers. Highly successful Sector Initiatives respond to the needs of current and future employer demands and help prepare workers with the experience, skills and training to enter into careers identified in Critical Occupations.

1. Sector Initiatives to Build Skills in Critical Occupations:

- a) High Tech Training: Since October 2002, SETA in partnership with TechSkills, a local training provider offering technical and professional career education programs for Information Technology, Healthcare and Business. To date, SETA and Tech Skills have provided training to nearly 1,600 incumbent workers,

delivered \$2,857,720 in Employment Training Panel funds to the region and met the needs of 36 local employers including Federal Express Freight Systems, Intel, TASQ Technology, Raging Wire, and Vail Communications. SETA has received an additional \$2,160,000 to serve 900 incumbent workers over the next two years.

b) Construction Initiatives: In 2007-2008, SETA was awarded WIA 15% Governor's Discretionary funds and funding from the California Department of Transportation for the Sacramento Works Construction Transportation Initiative. Partners include:

- (1) Sacramento Works Career Centers
- (2) Holt of California
- (3) American River College
- (4) Sacramento Builders Exchange
- (5) Northern California Construction Training, Inc. (NCCT)
- (6) Local Apprenticeship Programs

The Construction Initiative has focused on opportunities for both job seekers and incumbent workers with construction/transportation options supporting:

- (1) Diesel Technology Training
- (2) Cost Estimating and Safety Training
- (3) Pre-apprenticeship Construction Training

c) Healthcare Initiatives – The State of California Employment Development Department (EDD) recognized SETA's Regional Nurse Support II project as a new and innovative program and added the project to its "Promising Practices" website. RNsII is training new Registered Nurses at Associate and Bachelor Degree levels, and assisted immigrants with patient-care experience in their country of origin to re-entering the healthcare profession. Partners in the RNsII Project:

- (1) Los Rios Community College District
- (2) CSUS
- (3) Sutter Health
- (4) Sacramento Sierra Region
- (5) Kaiser Permanente
- (6) Catholic Healthcare West
- (7) UC Davis Medical Center

In 2007, SETA was awarded WIA 15% Governor's Discretionary funding to expand the Associate Degree in Nursing (ADN) to Bachelor of Science Degree in Nursing (BSN) offered by CSUS. The project, called Nurse Advance, funded the development of a sustainable web-based distance education component that enabled ADNs employed full-time in partner hospitals to attend BSN classes at a time most convenient for them. Fifty (50) nurses are enrolled in the project. Partners in the Nurse Advance project include:

1. CSUS
2. U.C. Davis Medical Center
3. Sutter Heal Sacramento Sierra Region
4. Catholic Healthcare West
5. Kaiser Permanente

Los Rios Community College District contracts with SETA/Sacramento Works to provide coaching, case management and support services to students enrolled at Sacramento City College and American River College Nursing programs.

d) In 2008-2009, SETA/Sacramento Works will be implementing sector initiatives in the following critical occupational clusters:

- Architecture and Engineering
- Human Services Worker
- Clean Energy and Green Technology

D. Skill Development Programs for Targeted Populations:

SETA remains committed to providing services to those most in need and continues to serve those persons who are included in the “Special Populations” categories identified in the Workforce Investment Act. SETA and Sacramento Works, Inc. have determined that Sacramento County currently has adequate funds to provide necessary employment and training services for the low-income and special populations. These include CalWorks recipients, Refugees, Limited English-speakers, Foster Youth, and Ex-offenders. Additionally, SETA supports and continues to partner with other organizations serving the needs of Special Populations.

1. Welfare to Work: A collaboration between the Sacramento County Department of Human Assistance and SETA/Sacramento Works has implemented a host of skill development services to assist adults in the CalWorks program to engage in work and training to successfully transition to self-sufficiency. Services include job club/job search programs, internships in career centers, intensive coaching, and on-the-job training.

2. High Risk Youth: In 2007 SETA was awarded a Juvenile Justice Challenge grant from the Office of Juvenile Justice/Dept. of Corrections and Rehabilitation and a WIA Governor’s Discretionary grant to serve high risk youth, including youth involved in the criminal justice system, youth with disabilities and foster youth. These programs provide employment and academic services coupled with substance abuse and mental health counseling. SETA is partnering with:

- a) Sacramento Chinese Community Service Center
- b) Asian Resources
- c) The Effort
- d) SCUSD
- e) Sacramento Sierra Building and Construction Trades Council
- f) American River College

3. New Start: A collaboration between the California Department of Corrections and Rehabilitation (CDCR), the California Workforce Investment Board (CWIB), and 6 local Workforce Investment Boards including Sacramento Works Career Centers, collectively formed and implemented the California “New Start” Program. This Employment-focus program identifies inmates upon release from prison and provides essential job search services, referrals, case management, follow-up and support to help ensure a successful re-entry of participants to the workforce.

4. Disability Program Navigator (DPN) Initiative: The DPN Initiative was established by the Social Security Administration and Department of

Labor to assist people with disabilities “navigate” through the challenges of seeking work, and to better inform beneficiaries and others with disabilities about the work support programs available at One-Stop Career Centers. In program year six of the DPN, SETA is focused on cultivating partnerships and strengthening the capacity of Career Center staff in providing services and support to job seekers with disabilities. Working in tandem with the DPN Initiative, the Ticket to Work and Work Incentives Assistance and Planning (WIPA) Programs offers incentives to beneficiaries who are able and want to return to work. As an approved Employment Network of the Social Security Administration’s Ticket to Work Program, SETA offers employment and training services through the SWCC System in collaboration with Crossroads Employment Services. Additional Partners Include:

- a) CA Department of Rehabilitation
- b) CA Employment Development Department
- c) Protection and Advocacy
- d) Veterans Resource Center
- e) California Foundation for Independent Living Centers
- f) Traumatic Brain Injury Network

E. Workforce Intelligence/Labor Market Research

Each year the Sacramento Works, Inc. Board reviews the local labor market projections of employment provided by the Employment Development Department’s Labor Market Information Division, and also conducts local labor market studies to update the occupational content of the regional Critical Occupational Clusters list. This list provides guidance to job seekers and customers utilizing the Sacramento Works One Stop Career Center system in their search for employment in the region.

In addition, the Critical Occupational Clusters list also provides education and training agencies, as well as local employers with information regarding the occupations that will provide the best employment opportunities in the region. The list also assists career center staff in identifying relevant training programs, for those demand occupations that will, in turn, provide One-Stop Career Center customers with scholarship training opportunities. For Fiscal Year 2008-2009, the Critical Occupational Clusters approved by the local Workforce Investment Board are:

1. Administrative and Support Services
2. Architecture and Engineering
3. Construction
4. Clean Energy and Green Technology
5. Healthcare and Support Services
6. Human Services

7. Information Technology
8. Installation, Maintenance, and Repair
9. Tourism and Hospitality
10. Transportation

The Critical Occupational Clusters list was modified for Fiscal Year 2008-2009 to include:

1. The occupations defined in the Human Services cluster are currently projected to provide nearly 6,900 jobs due to growth and more than 5,300 jobs due to separation in the Sacramento region by 2014.
2. Occupations in Clean Energy and Green Technologies continue to cross all industries and employer types in one form or another. Sacramento Works, Inc. staff will continue to work with our regional partners to evaluate and identify those occupations and/or industries that are most closely associated with Clean Energy and Green Technology.

F. Employer Services

1. Sacramento Works, Inc. Employer Outreach Committee is working to increase the participation and satisfaction of employers through involvement with a business-led and employer driven outreach and marketing plan, as well as tools. The EOC has put together a public relations campaign to:
 - a) Determine needs of employers
 - b) Identify and develop private sector-led training initiatives
 - c) Improve coordination with local workforce organizations
 - d) Develop strategic partnerships with employers
 - e) Develop a strong regional marketing program from Sacramento Works, Inc.
 - f) Market SWI as vehicle for employment solutions
 - g) Educate employers and job seekers through marketing efforts
 - h) Increase visibility in the business community
 - i) Improve interaction between employers and education sector, in particular the K-12 school system
 - j) Improve employer customer satisfaction with SWCC Services.
2. CareerGPS.com, an interactive web-based application designed to provide job seekers, students, workforce development professionals, teachers, and employers with one central location to find the information they need to make informed education and career decisions. The application is comprised of two individual searchable online relational databases:

a) the first database contains a comprehensive listing of public and private sector education and training providers in the Sacramento region as well as and the programs they offer (Sacramento Regional Education and Training Resource);

b) and the second database contains industry/occupational forecast information on the top 75 industry sectors and their occupational composition. These 75 sectors, and sub-sectors, represent approximately 80% of the employment in the Sacramento region. The forecast includes the breakdown of occupational employment by industry sector over the next 2 years, 5 years, and 10 years as well as the ability to view industry sector data based on the training level of each individual sector.

G. New Policies

The process of streamlining, eliminating or modifying procedures has resulted in the need to revise various policies to fit cohesively into the Integrated Service Delivery Plan. The Policy and Procedures Leadership Team reviewed existing policies/directives, made recommendations and received feedback from other Leadership Teams before the new directives were issued. All Directives can be found on the SETA website at www.seta.net:

1. Learning Lab Talent Pool Customer Flow Directive: The Integrated Customer Flow is designed to help advance each customer from one functional area to the next with a great deal of flexibility, with the goal of preparing a skilled talent pool that meets the needs of employers in the Sacramento Region. The Customer Flow begins with the Welcoming of each customer and engaging them in the benefits of enrollment, giving them access to a variety of Products that will lead to Talent Marketing/Job Getting.

2. Enrollment and Eligibility: While some services are accessible to everyone at a Career Center, customers are encouraged to complete the process of enrollment in order to take advantage of additional benefits. Enrollment as a SWCC Member is completed once a customer completes their SMARTware Application and the information is entered into the SMARTware System, and:

a) the customer attends a Workshop or participates in another activity at the Career Center; these activities are scanned and tracked in the SMARTware System.

b) the customer provides evidence of age/birth date, Right-to-Work, and Selective Service Registration (when applicable).

3. Documentation:

a) The EDD brochure “Attention all Job Seekers” is given to all customers and provides a list of acceptable Right-to-Work documents

b) Local policy regarding Selective Service Registration states that in order to be enrolled in WIA-funded programs, males born after December 31, 1959, must be registered for Selective Service. Staff can determine if a customer is registered by accessing www.sss.gov. If a male and age-appropriate customer has not registered for Selective Service, staff will offer to help them register on-line. If the customer is over 26 years old and can no longer register, they must provide a valid reason for not “knowingly and willfully” failing to register. In this case, the customer will be given a “Request for Status Information Letter” with instructions on how to complete it, including a statement explaining their reason for not registering with Selective Service. A Career Coach will review the letter with the customer and summarize the Customer’s reason for failing to register in SMARTware, they will also mail the Request for status Information letter to Selective Service. If the Coach determines that the Customer’s reason for not registering is unacceptable, they will not be enrolled. Acceptable reasons adopted by the WIB include:

- (1) Serving in the military
- (2) Institutionalized (hospitalized, incarcerated)
- (3) Entered the country after age 26
- (4) Lawful non-immigrant on Visa
- (5) High school drop-out (if dropped from school prior to be notified they were required to register)

- (6) Language barrier (if individual did not understand oral/written instructions to register)
- (7) Customer shows by a preponderance of the evidence that his failure to register was not a knowing and willful act.

4. OJT Policies and Procedures/Contract Document: The On-the-Job Training Process has been restructured to reflect current policies and streamlined to reduce the amount of documentation required.

5. Financial Assistance (Paid Training, Support Services, Incentives): The Integrated System necessitated substantial changes in existing policies and procedures regarding how funds are distributed for support services, incentives, Individual Training Accounts/Scholarships. New policies help to ensure that funds are distributed to more customers who are in need of financial support. The maximum scholarship funding amount for training programs (related to critical occupational clusters) is \$2,000. Customers are encouraged to research additional funding sources such as institutional, state and federal educational grants; and to utilize more free and low cost training offered through the SWCC programs and partners. This includes Adult Education programs and Distance Learning. The new financial assistance procedures minimize the amount of staff time devoted to accountability, reporting and compliance, allowing them to spend more time on the delivery of services. Financial Assistance may be available to customers who meet established criteria specific to each type of service.

SETA requests approval from the State of California to reimburse customers with support services having a value of \$25 or less without original receipts. Documentation as to the need/justification for the support service will be recorded in the SMARTware Training/Financial Assistance Template and will be bar coded into the SMARTware system for each \$25 scrip card provided.

6. Transfer of Funds – Adult Dislocated Worker Formula Allocations: Workforce Services Draft Directive WSDD-13, dated July 10, 2008, provides State policy and procedures for the transfer of funds between Title I adult and dislocated worker programs. Sacramento Works, the Local Workforce Investment Board has approved a transfer of up to 100% of the WIA Title I Dislocated Worker funds to the WIA adult funding stream. The attached budget and planning forms are based on the 100% transfer.

H. Memorandums of Understanding (MOUs):

SETA has revised all MOUs to be consistent with current requirements of the Employment Development Department (EDD) and the revised local plan. The integrated service delivery model policy framework with revisions has been

incorporated, ensuring all MOUs are consistent with the local plan. The Sacramento Works Workforce Investment Board adopted the current MOU in May 2008; they are currently being executed. Represented Required Partner MOUs:

1. AARP Foundation
2. California Indian Manpower
3. Elk Grove Unified School District
4. Galt Unified School District
5. Twin Rivers School District
6. Housing Authority (City and County of Sacramento)
7. Los Rios Community College District
8. Sacramento County Department of Human Assistance
9. Sacramento County Office of Education
10. Sacramento Job Corps
11. San Juan Unified School District
12. State of California Employment Development Department
13. Vietnam Veterans of California, Inc.

I. Staff Capacity Building

The Capital Area Investment Zone, a partnership between the Sacramento Employment and Training Agency, County of Yolo, Department of Employment and Social Services and Golden Sierra Job Training Agency has been developing region-wide training to meet capacity building needs of Workforce Development staff since 1996. Every three (3) years the CAIZ Training Team develops a survey to elicit information from staff about their training needs. The survey was just completed and a list has been developed, which becomes the three-year Training Plan for all three agencies. The team works together to design and organize training opportunities. Many of the trainings target staff who work on the front lines. Survey results have just been released and include:

1. Dealing with Difficult Customers
2. Coaching/Customer Empowerment
3. Financial Planning for Retirement
4. Wellness/Healthy Living
5. Recognizing Differences for the Four Generations in the Workforce
6. Job Search Strategies
7. Special Needs of Re-Entry Customers (Ex-Offenders)
8. Facilitation/Presentation Skills
9. Using Technology for Developing Resumes
10. Managing Change and Handling Stress
11. Computerized Assessment/Career Exploration
12. Job Retention Strategies

IV. What is Success?

A. Statewide Process Measures/Benchmarks for Learning Labs

Over the last year, SETA's Workforce Development Deputy Director has acted as Co-Chair of the State-wide Common Customer Pool Workgroup. This Workgroup has been instrumental in developing policy around the Integration and specifically regarding data collection and the connectivity of the various automated systems that are crucial to a successful system.

The Workgroup has recently begun to develop a set of key performance metrics that each career center staff person can adopt as their set of operational accountabilities. These staff metrics will focus on the day to day (and week to week) activities over which staff has direct control.

If these metrics are defined properly the use of daily and or weekly metrics will drive staff to engage in activities that will result in improved customer service, as well as improved placement, retention and wage rates for our customers. This concept is currently in draft format and each learning lab team will review and providing input prior to any final decision.

The chart below outlines those process measures and the measures that are proposed:

Process Measures and Benchmarks	
Process Measure	Measured By:
Staff Productivity	<ol style="list-style-type: none"> 1. Number of new customers completing initial assessment and coaching 2. Average time to complete assessment/coaching. 3. Number of repeat customers 4. Data entry accuracy
Customer Engagement	<ol style="list-style-type: none"> 1. Number customers returning to career center for a staff assisted service within 30 days of enrollment. 2. Average number of repeat visits per customer within 30 days of enrollment.
Skill Development	<ol style="list-style-type: none"> 1. Number of customers referred to/enrolled in skill development workshops, activities, services. 2. Number of customers completing a skill development workshop. 3. Number of customers enrolled in training/ skills development. 4. Customers receiving 2 or more skills development services 5. Dual customer enrollment (100% of TAA and Veterans customers)
Customer Wait Time	<ol style="list-style-type: none"> 1. Wait time minutes prior to registration/initial assessment

B. Common Measures

Performance Goals for Sacramento County:

1. Adult Measures:

- a)** Entered Employment: 74%
- b)** Employment Retention: 79.5%
- c)** Average Earnings: \$11,000

2. Youth Measures:

- a)** Placement in Employment or Education: 65%
- b)** Attainment of a Degree or Certificate: 45%
- c)** Literacy and Numeracy Gains: 15%

- WIA Local Plan Modification PY 2008–09**
- Modification #** WSDD-16

LWIA: SETA

Date: 07/01/08

Budget, Participant, and Performance Forms

TITLE IB PARTICIPANT PLAN SUMMARY

WIA 118; 20 CFR 661.350(a)(13) TEGL 17-05

Plan the number of individuals that are in each category.

Totals for PY 2008 (07/01/08 through 06/30/09)	ADULT	DW*	OY	YY
1. Registered Participants Carried in from PY 2007	412	334	122	182
2. New Registered Participants for PY 2008	23,190	5,566	339	255
3. Total Registered Participants for PY 2008 (Line 1 plus 2)	23,602	5,900	461	437
4. Exiters for PY 2008	10,621	2,655	207	197
5. Registered Participants Carried Out to PY 2009 (Line 3 minus 4)	12,981	3,245	254	240

PROGRAM SERVICES				
6. Core Self Services	23,602	5,900		
7. Staff Assisted Services (Core-Registered)	23,602	5,900		
8. Skill/Talent Deveopment Services (Intensive/Training)	11,801	2,950		
9.				

EXIT STATUS				
10. Entered Employment	7,753	2,124	114	53
10A. Training-related	N/A	N/A	34	13
11. Remained with Layoff Employer		0		
12. Entered Military Service				0
13. Entered Advanced Training			10	0
14. Entered Postsecondary Education			21	0
15. Entered Apprenticeship Program				N/A
16. Attained High School Diploma/GED				85
17. Returned to Secondary School				N/A
20. Exited for Other Reasons	2,868	531	62	59

Contact Person, Title Telephone Date Prepared

Comments: SETA is participating with the State of California as an Integrated Service Delivery Learning Lab focusing on providng staff assisted services to all customers and "skills development services" rather than traditional "intensive and training" WIA services.

***SETA is transferring 100% of its Dislocated Worker funds to Adult; therefore, the DW column is a subset**

WIA Local Plan Modification PY 2008-09

Modification # WSDD-16

LWIA: SETA

Date: 04/01/08

Budget, Participant, and Performance Forms
TITLE IB BUDGET PLAN SUMMARY (Youth)

WIA 118; 20 CFR 661.350(a)(13)

PROGRAM TYPE for PY 2008, beginning 04/01/08 through 06/30/09

Grant Code 301/302/303/304 WIA IB-Youth

FUNDING IDENTIFICATION	R8xxxxx Subgrant	R9xxxxx Subgrant
1. Year of Appropriation	2007	2008
2. Formula Allocation		4,053,092
3. Allocation Adjustment - Plus or Minus		
4. TOTAL FUNDS AVAILABLE (Line 2 plus 3)		4,053,092
TOTAL ALLOCATION COST CATEGORY PLAN		
5. Program Services (sum of Lines 5A and 5B)		3,647,783
A. In School		1,652,244
B. Out-of-School (30%)		1,995,540
6. Administration (Line 4 minus 5)		405,309
7. TOTAL (Line 5 plus 6)		4,053,092
QUARTERLY TOTAL EXPENDITURE PLAN (cumulative from April 1, 2007 and April 1, 2008 respectively)		
8. June 2007		
9. September 2007		
10. December 2007		
11. March 2008		
12. June 2008		
13. September 2008		1,013,273
14. December 2008		2,026,546
15. March 2009		3,039,819
16. June 2009		4,053,092
17. September 2009		
18. December 2009		
19. March 2010		
20. June 2010		
COST COMPLIANCE PLAN		
21. % for Administration Expenditures (Line 6/Line 4)		10%

Roy Kim, Fiscal Manager

(916)263-3814

8/20/2008

Contact Person, Title

Telephone Number

Date Prepared

Comments:

NOTE: Final Rule 667.160, What Reallocation Procedures Must the Governors Use, discusses local area obligation rates, recapture, and reallocation. Also see WIA Directive WIAD01-10.

ITEM III- B - ACTION

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

BACKGROUND:

In Spring 2008, the Sacramento Works, Inc. and SETA Governing Board approved the Workforce Investment Act (WIA) Title I, Youth allocation for program year 2008-2009 and the release of a Request for Proposals for the remaining funds.

Based on the estimate of \$300,000 in available funds, a Request for Proposals for WIA Youth Development Program Services was released on July 14, 2008.

- Over 300 organizations were notified of the release of the RFP and a public notice was published in the Sacramento Bee.
- A Mandatory Bidders Conference was held on July 21, 2008 – Eighteen (18) organizations/potential applicants attended.
- Eight (8) organizations submitted the pre-qualification documents by the July 28, 2008 deadline.
- Three (3) organizations submitted proposals by the deadline of August 13, 2008.

A WIA Youth Readers and Evaluation team reviewed the submitted proposals with the following components evaluated:

- Demonstrated ability to attain 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.*
- Capacity to document 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.
- Previous program performance and/or references attesting to ability to implement a federally funded youth program.
- Ability to implement all component elements.

The following is an overview of the proposals submitted (in the order received) and the staff recommendations. (Summary statement is quoted from the applicant’s proposal.)

#1 Sacramento Local Conservation Corps (SLCC)

Funds Requested: \$186,898 Proposed to serve: 48

Target group: Out-of-school youth

Summary: “The SLCC provides a youth adult development program that integrates education, job skills training and work experience through conservation projects and service opportunities that benefit the community.... After work, corps members attend class, progressing towards their high school diploma. The case manager, career specialists and job developer provide resources, support and guidance that help corps members address the barriers they face so they can enter the workforce successfully.”

Proposed WIA Elements as defined by the WIA Youth RFP:

Case management, work experience, leadership development and alternative secondary school completion.

Demonstrated previous experience: Proposed expanding current program design to meet WIA criteria. Currently funding includes WIA CAL-GRIP (CA Gang Reduction, Intervention & Prevention) funds.

#2 Crossroads Diversified Services, Inc.

Funds Requested: \$148,425 Proposed to serve: 38

Target Group: In-School Youth

Summary: “Crossroads Employment Services proposes to provide individualized services to 38 In-School youth, ages 16-18. Crossroads will replicate its successful supported employment model to assist youth in foster care, youth with disabilities including severely emotionally disturbed adolescents and adjudicated young people to complete their secondary education, participate in leadership activities to promote civic awareness and responsibility, explore career development through work experience and other activities; and ultimately secure employment that will lead to career advancement and self sufficiency.”

Proposed WIA Elements as defined by the WIA Youth RFP:

Case management, work experience (for 20 youth) and limited leadership activities.

Demonstrated previous experience: SETA partner since 1999 providing services through CalWORKs, WIA and Disability Navigator program funds. Currently receives

WIA funds for Universal Youth Services at two career centers and newly appointed Sacramento Works Career Center lead agency for the Citrus Heights Career Center.

#3 Roberts Family Development Center

Funds Requested: \$162,108 Proposed to serve: 300

Target Group: In-School Youth

Summary: “Roberts Family Development Center is submitting a.... grant for our Entrepreneurial Leadership Program. Through this project the RFDC and its partners will work to improve the entrepreneurial leadership capacity of youth in the Twin Rivers Unified School District. The case management approach will be rooted in the core values of improving academic achievement, preparing for and succeeding in employment and supporting youth development.”

Proposed WIA Elements as defined by the WIA Youth RFP: Leadership development and Entrepreneurial training.

Demonstrated previous experience: New partner to SETA. Cited experience managing Department of Education funds for after-school services for the Twin Rivers Unified School District.

RECOMMENDATION:

After the release of the RFP, it was determined that less WIA youth funds are available, as a result of less than expected WIA youth “carryover” funds. Additionally, due to a delay in release of this RFP, this program year is a shortened year - October 2008 through June 2009.

Therefore, staff is recommending funding one program – Local Conservation Corps – for \$97,325 to serve 25 out-of school youth for the program year October 3, 2008 to June 30, 2009. Staff is recommending that the program partner with the Rancho Career Center to serve that under-served area. Staff will coordinate with this new provider to insure that the approved WIA Youth funding stipulations are met.

The Youth Council reviewed and approved this funding recommendation at their September 10, 2008 meeting. Staff will be available to answer questions.

All funding recommendations are subject to satisfactory periodic program performance reviews. Subgrantees are evaluated on a quarterly basis and those that do not meet performance goals and benchmarks may face deobligation of funds. This new provider, along with the remaining WIA youth providers, will be evaluated for ongoing program performance as stipulated in the RFP.

ITEM IV-1 - INFORMATION

SACRAMENTO WORKS ONE STOP CAREER CENTER ANNUAL REPORT 2007-2008

BACKGROUND:

The Annual Report for the Sacramento Works One-Stop Career Center system is attached under separate cover. The report contains:

- Core Service Reports: Information on universally accessible core services of the career center system, including numbers of customers serviced, types of services, trends, demographics of the talent pool.
 - 49,412 customers served, 133% increase over 5 years
 - 183,264 customer visits, 139% increase over 5 years
 - 313,814 customer services, 196% increase over 5 years
- Scholarship Reports: Outcome information for the customers who received a scholarship or an on-the-job-training position through the career center system.
- Job Seeker Customer Satisfaction Survey results.
- Employer Customer Satisfaction Survey results for all career centers
- Employer Outreach Activity reports for job orders and recruitment events coordinated by centralized employer services staff for the career center system.

ITEM IV-2 - INFORMATION

ONE STOP CAREER CENTER NEWS COVERAGE

BACKGROUND:

KCRA Channel 3 aired a special report on jobs and resources on Saturday, September 20, at 6:30 p.m. featuring Sacramento Works Career Centers. The special report aired on the "Common Ground" 30 minute segment of KCRA, features the Hillsdale Sacramento Works Career Center and includes interviews with clients that have been helped by Sacramento Works through job training, career counseling, and employment referral.

The news coverage will be played for board members to view.

ITEM IV-3 - INFORMATION

NEW START PRISON TO EMPLOYMENT PROGRAM UPDATE

BACKGROUND:

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. Since July 1, 2008, over 100 parolees have been referred to New Start for training and job placement services. An oral update will be provided at the meeting.

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- 4 – INFORMATION
DISLOCATED WORKER UPDATE

BACKGROUND:

Attached is the most current dislocated worker update.

Staff will be available to answer questions.

Dislocated Worker Information PY 2008/2009

The following is an update of information as Sept. 15, 2008 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	3/10/2008	CSAA Elk Grove, CA	3/28/2008	26	RR Scheduled Services Ongoing
Official	5/23/2008	Sun MicroSystem-Sacramento Site 8880 Cal Center Sacramento, CA 95826	8/8/2008	1	Mailed packet
Official	7/1/2008	Intuit, Inc. 1860 Howe Ave., Ste. 260 Sacramento, CA 95825	8/25/2008	6	8/25/2008
Unofficial	7/2/2008	Room Source 849 North 10th Street Sacramento, CA 95814	7/18/2008	25	7/18/2006
Official	7/7/2008	Windsor Capital Group, Inc. Residence Inn Sacramento 2410 El Camino Ave. Sacramento, CA 95833	8/29/2008	39	Declined Services
Official	7/11/2008	American Airlines 6900 Airport Blvd Terminal B Sacramento, CA 95837	9/5/2008	8	8/7/2008
Official	7/23/2008	Indymac Bank 10860 Gold Center Drive Rancho Cordova, CA 95670	8/29/2008	109	Declined Services
Official	7/23/2008	GenCorp-Aerojet Highway 50 & Aerojet Rd Rancho Cordova, CA 95670	9/23/2008	99	RR scheduled 9/24/08
Official	7/24/2008	Paramont Pictures 5555 Melrose Ave Hollywood, CA 90038	9/22/2008	1	Declined Services
Official	8/5/2008	AT&T Advanced Solutions Inc., Broadband & Narrowband Operations 3675 T. Street Sacramento, California	9/6/2008	188	9/10-11/08 RR scheduled 9/17/08
Unofficial	8/7/2008	Western Wood Manufacturing 3700 Riego Rd Elverta, CA 95626	9/25/2008	35	9/4/2008
Unofficial	8/14/2008	Winter Volvo 3805 Florin Rd Sacramento, CA	8/26/2008	45	8/20/2008
Unofficial	9/9/2008	Muzio Baking Co. 1708 34th Street Sacramento, 95816-7004	9/9/2008	15	Delivered Packets

Dislocated Worker Information PY 2008/2009

The following is an update of information as Sept. 15, 2008 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
Unofficial	9/15/2008	Ikon 1225 8th Street, Sacramento, CA 95814	9/15/2008	10	9/15/2008
			Total # of Affected Workers	607	

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

ITEM IV- 5 - 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.