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SACRAMENTO WORKS, INC.

Executive Committee

Date: Monday, November 17, 2008

Time: 4:00 p.m.

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

A G E N D A

1. Call to Order/Roll Call
2. Approval of the October 27, 2008 Minutes
3. Review of Potential Board Items for the November 19 Meeting
4. Action Item: Approval of \$10,000 Sponsorship of Clean Technology CEO Roundtables – Round 2
5. Action Item: Appointment of Education Sector Representative
6. Adjournment

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

DISTRIBUTION DATE: MONDAY, November 10, 2008

SACRAMENTO WORKS, INC.
Executive Committee
Minutes/Synopsis

(The minutes reflect the actual progression of the meeting.)

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

Monday, October 27, 2008
4:00 p.m.

- 1. Call to Order/Roll Call:** Mr. Ingram called the meeting to order at 4:08 p.m.

Members Present: Bill Camp, Mike Dourgarian, Mark Ingram, Kathy Kossick, Matt Kelly, Gary King, Elizabeth McClatchy, Kim Parker, Kingman Tsang

Others Present: Robin Purdy, Phil Cunningham.

- 2. Approval of the September 22, 2008 Minutes**

There were no questions or corrections to the minutes.

Moved/Camp, second/Parker, to approve the minutes of the September 22, 2008 meeting.

Voice Vote: Unanimous approval.

- 4. Approval of Revised CareerGPS.com Shared Costs**

Ms. Kossick stated that last month, the Committee approved paying half of the domain and related shared costs for CareerGPS. The wrong number was quoted. Ms. Kossick asked that the Committee correct the amount of the payment to \$1,249.24 instead of \$808.87.

Moved/Tsang, second/Camp, to approve amount of \$1,249.24 for half of the cost of the CareerGPS system.

Voice Vote: Unanimous approval.

- 3. Review of Potential Board Items for the November 19 Meeting**

Ms. Kossick stated that this agenda item is based on the recent Planning/Oversight Committee meeting. There was a lively discussion of how the board meetings could be more interactive, meaningful, and policy oriented. The Committee wanted to give the Executive Committee an opportunity to decide what to do. The Board Development Committee will be meeting to discuss how to get more participation from the board and to raise the board to a higher level.

Mr. Dourgarian stated that the Planning/Oversight Committee discussed that sometimes the Board meetings are too passive with too many reports. A lot of board members are not engaged in discussions, which keeps board members from being more active. There

was a lot of discussion spontaneously at the last board meeting, which was a good example of what is hoped for future meetings.

Mr. Cunningham stated that bringing a policy issue to the meeting would trigger more discussion among board members.

Mr. Dourgarian stated that the Planning/Oversight Committee discussed what our role is as the board. That is why there is going to be a joint meeting of the Youth Council and the Planning/Oversight Committee to bring up a discussion topic to the board about what our role should be in working with educators. Ms. Kossick stated that another idea was to have the board take time at the next meeting to discuss what should we do at the retreat.

Ms. McClatchy asked that informational presentations continue to be included in the board packets instead of a staff presentation at the meeting. There is too much time spent hearing presentations when information should be included in the board packet.

Mr. Cunningham stated that at the last Planning/Oversight Committee, members were amazed at the degree of participation which triggered conversation and opinions. The Planning/Oversight Committee suggested ideas to generate roundtable discussions. If some committees bring policy issues to the board through the Executive Committee, it could bring more discussion and participation of members.

Ms. Parker suggested having one discussion item on the agenda each time. Mr. Camp stated that he would like to include all of the school board members and talk about what our job is to plan for workforce preparation, how the schools are responding to CareerGPS strategy.

Ms. Parker requested that the agenda items be timed.

Mr. King stated that the SMUD board has Strategic Directives, which are broad, overall measures and there are also specific measures that departments are responsible for.

Mr. Cunningham suggested that the committees should outline an area that they want a policy discussion on; take it to the Executive Committee and forward to the board with a time frame. At the board level, get all input from board members on the policy issue. The committees can figure out the leveraging issues.

Ms. McClatchy stated that there are tons of policy issues for the Board to discuss such as "How do we make funding decisions without having to come back and forth between boards?" Mr. Ingram suggested sending a cover letter to the board to spend time reading the board packet because it will NOT be reviewed in detail at each meeting. Board members will be asked to review the packet before the meeting. Policy issues will be discussed at the board meeting. He wants board members to visualize creating policies/questions at the committee level.

Also, each committee's goals need to be reviewed and prioritized and offered for discussion to the board. This would be a good beginning step for engaging the whole board.

Ms. Kossick asked for items for the November 19 agenda.

1. Discussion regarding time management at the board level. A letter will be sent from Mr. Ingram to WIB members asking them to read the board packet and to be prepared to spend time at the board meeting in policy discussion.
 2. Perhaps review 2006 goals and try to be more proactive in policy making;
 3. There needs to be an e-mail sent with the agenda to let members know about the cover letter. The cover letter should be sent electronically as well as by paper.
 4. Discussion on strategic plan process for 2009
5. **Adjournment:** Meeting adjourned at 5:06 p.m.

ITEM 4 – ACTION

APPROVAL OF \$10,000 SPONSORSHIP OF CLEAN TECHNOLOGY CEO ROUNDTABLES – ROUND 2

BACKGROUND:

For the past two years Sacramento Works, Inc. has been working with the Partnership for Prosperity Clean Energy Action Team, recently renamed the Green Capital Alliance, to promote the growth of the clean energy technology sector in the Sacramento region. In 2007, Sacramento Works sponsored Employer Roundtables conducted by Valley Vision on behalf of the Clean Energy Action Team. Three roundtables were conducted with 24 CEO's of CET companies in the region. The Roundtables were successful in building personal connections with business leaders from an industry that is growing in size and importance in the region and in identifying the needs in the CET sector and gathering information vital to shaping our action plans and programs.

In a recent planning meeting of the education and workforce development partners involved with the Green Capital Alliance, the partners discussed the importance of hosting a new series of roundtable discussions with CEOs of our local clean technology companies to provide a report back on the progress made from the recommendation they made a year ago and to ask for input on additional workforce development, business development, education, policy and advocacy support from Green Capital Alliance partners in the coming year. The anticipated cost for the Roundtables is about \$23,000.

All partners in the Green Capital Alliance workforce and education team will be providing support and/or funding for the Employer Roundtables. Golden Sierra Job Training Agency and Los Rios Community College District have committed to partial funding of the Roundtables. Staff is requesting that the Executive Committee allocate \$10,000 from the Board Initiative funds to sponsor the CET Employer Roundtables. There is currently \$64,000 of unallocated funds in the Sacramento Works Board Initiative budget.

Attached is the proposal for the Green Capital Alliance Clean Technology CEO Roundtables.

RECOMMENDATION:

Approve \$10,000 to sponsor the Green Capital Alliance Clean Technology CEO Roundtables.



PROPOSAL : Clean Technology CEO Roundtables – Round 2

Introduction

In a recent planning meeting with all of the major education and workforce development partners involved with the Green Capital Alliance in the Sacramento region¹, our partners identified the importance of hosting a new series of roundtable discussions with CEOs of our local clean technology companies. Our initial efforts to connect with the region's clean technology CEOs in September, 2007 were viewed as a success for many reasons. First, we built personal connections with business leaders from a sector of our economy that is growing in size and importance in our region. Secondly, we gathered information that was vital to shaping of our partners' work plans and programs in 2008. The information from the first round of roundtables has been a reference for government and nonprofit economic development activities locally, as well as providing on-the-ground information for programs at the state level. The outcomes have directly impacted policy development and awareness across the region, and it's really important, especially with the economic downturn, that we do it again to make sure this vital sector has what it needs. Our partners agree that this is one of our highest priority joint action items.

Project Goals

1. Build relationships and connections with the leaders of clean energy technology companies based in the Sacramento region
2. Share information about the work that our Green Capital Alliance partners have done to respond to the company input from our first series of CEO Roundtables in September, 2007. This would include an overview of efforts from community colleges, universities, job training programs, economic development organizations, utilities and government.
3. Gather a new round of input on additional workforce development, business development, education, policy and advocacy support that companies are looking for from our Green Capital Alliance partners.

Suggested Process

Valley Vision and our partners learned a lot from designing and conducting the first series of CEO roundtables, and the process we propose for Round 2 is modeled on the successful features of the original program. The key elements include:

- The next series of roundtables will consist of four separate luncheon dates. This will provide invitees multiple days to choose from so they can attend on a date that works for their schedules.

¹ Meeting attendees included representatives from: Linking Education and Economic Development (LEED), the Los Rios Community College District, the Sacramento Metro Chamber, Sacramento State University, SETA/Sacramento Works, and University of California, Davis, and Valley Vision.

- Luncheons will be hosted at four different locations spread across the Sacramento region to minimize required travel distances to the events. We will select sites that are easy to find, and provide on-site parking and/or transit access. We will ask our partner organizations to donate the use of their meeting facilities as an in-kind contribution to the project.
- Valley Vision will draft the luncheon invitation letters, and will seek input and revisions from project sponsors. Invitations will be in multiple formats to all invitees, including regular mail and email. All invitees will be called and personally invited to the event by a senior Valley Vision staff person. One-on-one interviews will be conducted for individuals that want to participate, but are unable to attend any of the meetings.
- Valley Vision will work with partner organizations to design the luncheon agenda and create the materials for the events.
- Valley Vision staff will be responsible for facilitating the luncheon sessions, recording notes of outcomes, and drafting a final report.
- Valley Vision and partner organizations will be able to present the findings using a PowerPoint presentation that Valley Vision staff will prepare for the group.

Cost

Estimated cost for the Roundtables, final reports, and presentation of findings and recommended action plan is \$23,000.