

## CAREER CENTERS

### **BROADWAY**

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

### **CITRUS HEIGHTS**

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

### **FRANKLIN**

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

### **GALT**

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

### **GREATER SACRAMENTO URBAN LEAGUE**

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

### **HILLSDALE**

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

### **LA FAMILIA COUNSELING CENTER**

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

### **LEMON HILL**

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

### **MARK SANDERS COMPLEX**

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

### **MATHER**

10638 Schirra Avenue  
Mather, CA 95655  
(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>



## **SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE**

**Date:** Wednesday, April 16, 2008

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

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

## **AGENDA**

1. Call to Order/Roll Call
2. **ACTION ITEM:** Approval of Minutes of the February 20, 2008 Meeting
3. **INFORMATION ITEM:** Update on Sacramento Learning Lab Integrated Service Delivery Model
4. **ACTION ITEM:** Approval of the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan for Fiscal Year 2008-2009
5. Input from the public
6. Adjournment

**Committee Members:** Mike Dourgarian (Chair), Lynn Conner, Kathy Kossick, Jim Lambert, James Pardun, Joan Polster, Tim Ray.

**DISTRIBUTION DATE: FRIDAY, APRIL 18, 2008**

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

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

February 20, 2008  
8:30 a.m.

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

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

**Others Present:** Phil Cunningham, Terri Carpenter, John Harden, Bette Blanchard, Robin Purdy, William Walker, Edward DeHerrera.

2. **ACTION ITEM:** Approval of Minutes of the January 16, 2008 Meeting

There were no questions or corrections to the minutes.

Moved/Lambert, second/Ray, to approve the minutes as distributed.

Voice Vote: Unanimous approval.

3. **INFORMATION ITEM:** Preview of SETA/Sacramento Works web-page

Staff has been working on updating the web site for almost a year. The web site has a new look, is more user friendly in that information is easier to find. The new web site will be 'rolled out' March 1, 2008.

4. **REPORT BACK/ACTION:** Clearinghouse Web-Portal Phase 2 Recommendations

Ms. Purdy stated that the last meeting there was a lengthy presentation on the clearinghouse. In addition, there will be content management so education and training providers can update their course information on-line. Two enhancements will cost about \$20,000 according to Valley Vision. The committee was not interested in Phase 3. Ms. Conner inquired whether others have come forward to offer funds toward the program; Ms. Purdy stated that this has not yet happened.

Mr. Lambert suggested [www.whodouwan2b.com](http://www.whodouwan2b.com) (this is an assessment tool) to be utilized at the career centers. This web site introduces students and the public to various schools and training facilities in the state. The web site gives you an idea of your strengths and what training you can pursue.

Mr. Pardun stated that he and 2-3 employees of the County's Economic Development Department would like to view the presentation. There could be around funding available through the county in March or April. However, it is important to get other organizations to buy into the project.

Staff was directed to contact Mr. Mahood and Mr. Butler requesting their participation in this program. Ms. Kossick will be attending a PfP meeting and will be forwarding this information to that board.

Mr. Dourgarian inquired how Valley Vision is involved and why does SETA not have the internal resources to do the web conversion itself. Mr. Harden explained that the idea originated at PfP and that is how Valley Vision got involved. Valley Vision hired Sky's the Limit who actually produced the clearinghouse.

Ms. Purdy stated that a lot of really great ideas are coming out of the Education Team from PfP but, to date, SETA is the only group coming forward with funding. There is \$19,000 available through the sales of Occupational Outlook book.

Moved/Conner, second/Kossick, to approve \$18,000 in funding for Phase 2.  
Voice Vote: Aye: 6, Nay: 0, Abstentions: 1 (Ray)

5. **INFORMATION ITEM**: One Stop Career Center Mid-Year Reports

Ms. Purdy reviewed the reports and stated that things look good. Career Center staff have seen 29,000 people in the first two quarters of the fiscal year. The Mather Career Center is focusing on homeless/transitional housing on base which is why their numbers did not increase as much as other centers. The Rancho Cordova Career Center recently moved to a new location.

6. **Input from the public**: No comments.

7. **Adjournment**: Meeting adjourned at 9:52 a.m.

## ITEM 3 - INFORMATION

### UPDATE ON SACRAMENTO LEARNING LAB INTEGRATED SERVICE DELIVERY MODEL

#### BACKGROUND:

#### Sacramento Learning Lab Integrated Service Delivery Model's **Welcome/Talent Engagement Services**

The primary goal of the Welcome/Talent Engagement function of the One Stop Learning Lab will be to engage each customer to insure their return to participate in skills development services. Issues that need to be addressed include framing the customer's first visit; defining staff assisted services; eligibility and identification of minimum data collection requirements; the definition of initial assessment; and framing the transition (when needed) to the other functional teams.

1. Integrated Job Seeker Customer Flow
2. Customer Flow Narrative
3. Initial Customer Assessment Guidelines

#### Sacramento Learning Lab Integrated Service Delivery Model's **Talent Development and Talent Marketing Products**

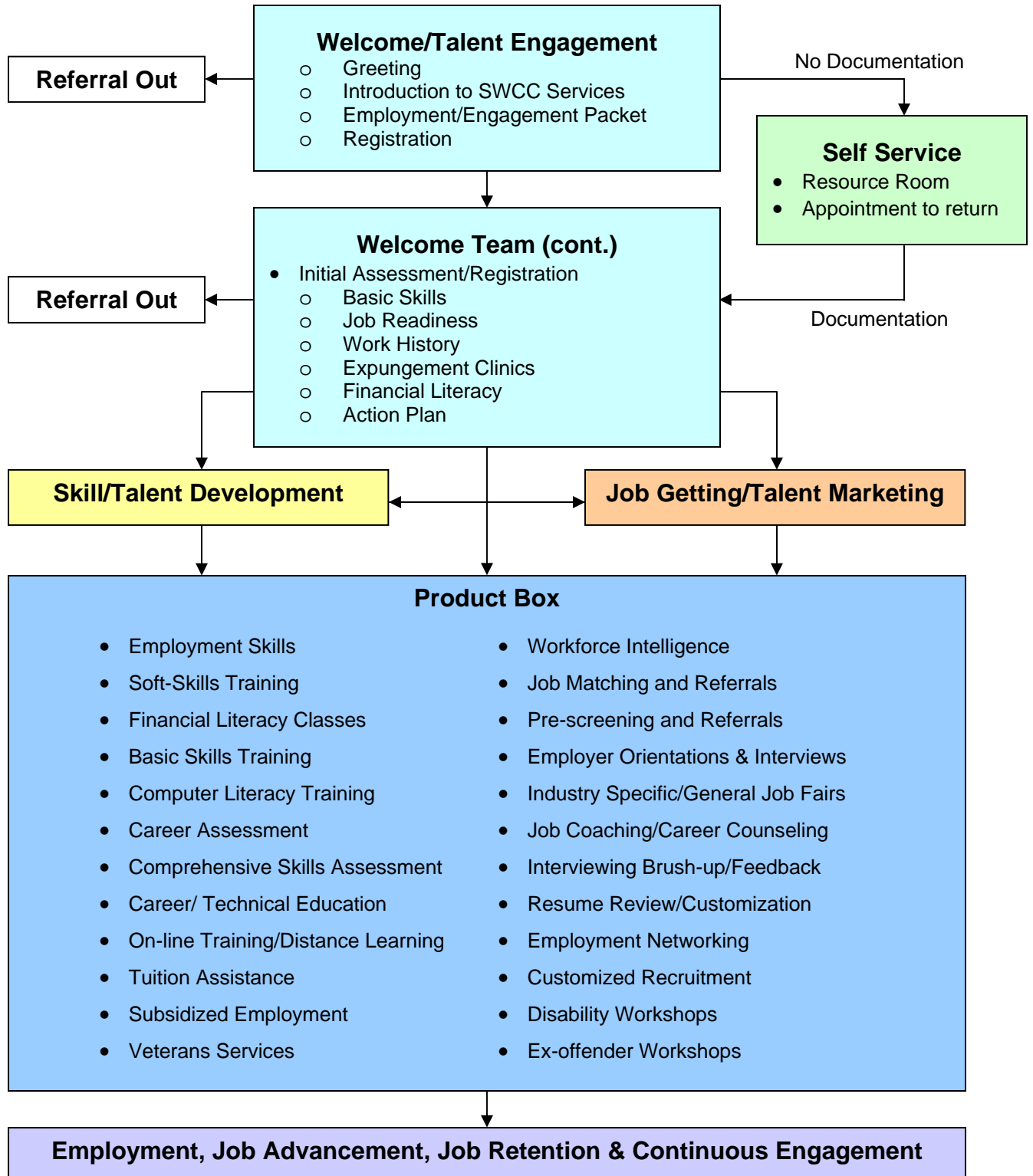
The goal is to shift the One-Stop system to a skill-based system that includes opportunities for all customers to receive skills improvement and get the best job possible with their skills. Objectives include identifying education and training opportunities currently available in the region; reviewing Basic Skills/Enhancing Skills products; building relationships with Community College, Adult Education programs and other community based training providers; developing a definition of "Coaching", identifying staff development and capacity building options regarding coaching methods, providing recruitment, pre-screening and job placement services, providing job retention and support services, and ensuring that qualified candidates are prepared to meet the needs of our local area employers.

1. Talent Development and Talent Marketing Products
2. Work Keys Skills Certificate and Key Train on-line assessment

#### Implementation Teams:

To ensure successful implementation of the Sacramento Learning Lab, the EDD/SETA Leadership Team has developed five implementation teams. A description of the teams are attached. Staff from all levels of the one-stop career center system are being recruited to be part of the implementation teams.

## Talent Development Job Seeker Flowchart



## **ROUGH Welcome Team Customer Flow 3/14/08**

### **FIRST VISIT**

1. Customer comes in and is greeted by Greeter/Welcome Team who explains briefly what the career center is and the benefits of “registering/enrolling” (providing RTW--right-to-work documents & selective service information).
2. Customer completes and signs one page (front and back) SMARTware Application.
3. Customer is given copies of: 1) Grievance Procedure; 2) Code of Conduct and 3) Release of Information and asked to read and retain them. (the signed application will show customer received.)
4. Customer is issued a SMART card (they may access the career center whether or not they registered in CalJOBS).
5. Greeter/Welcome Team makes appointment for customer to return (w/RTW docs for enrollment and initial interview/further assessment.)

NOTE: If a customer happens to have their right-to-work documents on the first visit, they can be enrolled/register in CalJOBS and meet immediately with a “Welcome Coach” if available. Otherwise an appointment will be made and the customer will be given a business card with appointment date and time on back.

6. Customer is given a packet which has: 1) The Welcome flyer with appointment info; 2) EDD brochure “Attention All Job Seekers” explaining what RTW documents to bring; 3) List of all the career centers; 4) Other flyers/information pertaining to a particular career center (optional).

### **SECOND VISIT**

1. Customer comes for appointment with Welcome Team and presents SMART card at front desk.
2. Greeter/Welcome Team scans customer’s SMART card and pulls the hard copy of their SMARTware app from the first visit to assess initial assessment or any other service.(each career center will decide on filing procedures of SMARTware app)
3. Greeter/Welcome Team looks over customer’s documents and indicates that “right-to-work” has been established by checking the box in the “For Office Use Only” section on the SMARTware application and bar coding that the documents have been viewed. (This will also be done at first visit)
4. Greeter/Welcome Team puts a sticker on the customer’s SMART card indicating That they have enrolled/registered.
5. Welcome Team Coach has customer register on CalJOBS (still not sure at what point this happens each career center will decide) and then conducts an initial

interview/assessment interview using the SMARTware Application and a “guided questions” sheet. (each center will decide what happens first)

NOTE: Customers who miss their appointments.(this process will be left up to the individual career centers to handle—instructed to come in-person, over phone etc)

### **REFERRAL PROCESS/PRODUCT BOXES (using questions on“cheat sheet”)**

6. If customer appears job ready (has strong work history and doesn't appear to need re-training), he/she will be referred to Job-Getting Team. (If staff happens to be available, they can meet immediately. If not, an appointment will be made for the customer to return.
7. If customer appears to need more in-depth assessment and/or training/certification/schooling, he/she will be referred to Skills/Talent Development Team. (If staff happens to be available, they can meet immediately. If not, an appointment will be made for the customer to return.
8. If customer wants a “Lite Workshop” (resume writing, interviewing skills, financial literacy, soft skills, etc.), he/she can be scheduled directly by the Welcome Team (rather than going through any of the other teams). The SMARTware scheduling system would be used and a flyer explaining what the workshop is will be given the customer. It will have date and time.

NOTE: Welcome Team will “check off” in SMARTware what services/products they feel the customer needs from team to which they are being referred. (This needs to be discussed. As it stands now, the “checking off” occurs on hard copy of SMARTware application.)

### **WHAT STILL NEEDS TO BE WORKED OUT**

1. Appointment-setting process (there's a start here!)(each center will develop)
2. Bar-coding of activities process
3. When CalJOBS occurs (suggested that CalJOBS be done first thing)
4. Selective Service – we will check on-line.
5. Training of staff

Talent Engagement/Welcome Team Initial Assessment Guidelines  
*(To be used by staff to determine where to refer an enrolled customer)*

<b>Customer Need (Box Checked)</b>	<b>Critical Assessment Tools/Questions</b>	<b>Possible Action</b>
<b>1. Help finding work/ Job referrals</b>	<ul style="list-style-type: none"> <li>• Review customer’s work history</li> <li>• How long have you been looking for work?</li> <li>• Why did you leave your last job?</li> <li>• Can you return to your usual line of work?</li> <li>• Do you have a resume?</li> <li>• How are you job search and interview skills?</li> </ul>	<ul style="list-style-type: none"> <li>• Sign customer up for resume or interview workshop</li> <li>• Make sure customer is registered in CalJOBS</li> <li>• Refer to Job Getting if “job ready”</li> <li>• Refer to Talent Development if customer needs further assessment or training</li> </ul>
<b>2. Info about UI</b>	<ul style="list-style-type: none"> <li>• Clarify specific need; let customer know they can file on-line.</li> <li>• If CTB, need to have file flagged by 16<sup>th</sup> week; call EDD; advise customer to keep looking for work</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to EDD partner (for general info only)</li> <li>• Provide EDD website</li> <li>• Provide EDD phone number (1-800 – 300-5616)</li> <li>• Provide literature</li> <li>• Make sure they are registered in CalJOBS</li> </ul>
<b>3. Services for job seekers with disabilities</b>	<ul style="list-style-type: none"> <li>• Clarify specific need</li> <li>• Do you receive SSI, social security?</li> <li>• Do you have Ticket – to- Work?</li> <li>• Do you need accommodation?</li> </ul>	<ul style="list-style-type: none"> <li>• Provide literature</li> <li>• Refer to Disability Program Navigator as needed</li> <li>• Refer to CWIC</li> </ul>
<b>4. New Career</b>	<ul style="list-style-type: none"> <li>• Do you know what new career you are interested in pursuing?</li> <li>• Ask questions about employment status (see #1</li> <li>• Have you thought about starting your own business?</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Talent Development for in-depth assessment and/or workforce intelligence</li> <li>• Refer to Business Information Center</li> </ul>
<b>5. Vocational/Occupational Training</b>	<ul style="list-style-type: none"> <li>• What kind of training?</li> <li>• Why do you think you need training?</li> <li>• Ask about education status</li> <li>• Are you on UI?</li> <li>• Have you had your file flagged for CTB?</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Talent Development for in-depth assessment, workforce intelligence, Career/Technical Education, Vocational Training, and/or on-line training/distance learning</li> </ul>



<b>6. Job Search Skills</b>	<ul style="list-style-type: none"> <li>• Do you have a current resume?</li> <li>• Do you need help with interviewing skills?</li> <li>• Do you need to learn how/where to look for work?</li> <li>• Do you need help in keeping a job?</li> </ul>	<ul style="list-style-type: none"> <li>• Sign customer up for resume or interview workshop</li> <li>• Refer to Talent Development for pre-employment skills, and/or soft skills</li> <li>• Refer to Job Getting for assistance</li> </ul>
<b>7. Education</b>	<ul style="list-style-type: none"> <li>• Do you have a diploma of GED?</li> <li>• If no, interested in completing?</li> <li>• If college, how many units? Degree?</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Talent Development</li> <li>• Provide Adult Ed info (for HS Completion or GED Prep)</li> </ul>
<b>8. Computer classes</b>	<ul style="list-style-type: none"> <li>• Find out what kind of class</li> <li>• What is your current skill level?</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Talent Development</li> <li>• Provide Adult Ed info</li> <li>• Sign customer up for on-site classes (if available)</li> </ul>
<b>9. Math or Reading improvement</b>	<ul style="list-style-type: none"> <li>• Clarify</li> <li>• Ask if customer knows their current grade level</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Talent Development</li> </ul>
<b>10. English Language Learner (ELL)</b>	<ul style="list-style-type: none"> <li>• Ask what language customer is fluent in</li> </ul>	<ul style="list-style-type: none"> <li>• Refer to Talent Development</li> </ul>
<b>11. Other</b>		
<b>Veteran</b>	<ul style="list-style-type: none"> <li>• Clarify need</li> </ul>	<ul style="list-style-type: none"> <li>• Brochure of Services; Phone number of EDD Vet Rep</li> </ul>
<b>Ex-Offender</b>	<ul style="list-style-type: none"> <li>• Clarify need</li> </ul>	<ul style="list-style-type: none"> <li>• Expungement information; additional program information</li> </ul>
<b>Foster Youth</b>	<ul style="list-style-type: none"> <li>• Clarify need</li> </ul>	<ul style="list-style-type: none"> <li>• Information on Casey Program; Referral to Youth Specialist</li> </ul>
<b>Refugee/Asylee</b>	<ul style="list-style-type: none"> <li>• Clarify need</li> </ul>	<ul style="list-style-type: none"> <li>• Information on programs serving refugees</li> </ul>
<b>Homeless</b>	<ul style="list-style-type: none"> <li>• Clarify need</li> </ul>	<ul style="list-style-type: none"> <li>• Information on shelters, food banks, clothing closets; Info Line #</li> </ul>

## Sacramento Learning Lab Product Box

Talent Development Products	Overview	Services Available Class Titles
Pre Employment Skills Training	Assist customers with skills to obtain employment	Resume Writing - Win Way resume (computer based) - Resume Critique & Customization - Interview Techniques – Dress for Success- Presenting your background - Job search strategies – Steps to success
Soft Skills Training	Non technical, personality specific training, focused on interpersonal skills.	Communication - Office Politics – Time Management - Problem Solving - Making the Job work for you! - Employer Expectations - What’s keeping you down?
Basic Skills Training	Assist customers to improve academic skills. i.e. reading, writing & math.	Adult Education - GED / Diploma - ESL Class - Plato Lab
Workforce Intelligence / Career Assessment	Consists of economic, labor force, occupational and demographic information to assist with career decision making.	Choices – Career Exploration - Get the Job you want - CalJOBS
Computer Literacy	The ability to use specific applications, usually includes Microsoft Word, internet and Email systems.	Entry Level Computers - Basic Computers - Introduction to Microsoft - Office, Internet & Email - Word & Excel - Spreadsheets & Databases - PC Basics
Comprehensive Skills Assessment	An in depth employability, skills assessment, designed to measure workplace skills.	WorkKeys
Career/Technical Training	Variety of trainings/classes to prepare customers for careers related to a specific trade, occupation or vocation. i.e. trade school, post secondary, Adult Ed.	Community College - Adult Education - Regional Occupation Programs - Apprenticeship Programs - Community Based Training - ITA – Individual Training Accounts
On Line Training / Distance Learning	Numerous computer, vocational, basic & comprehensive skills training available on line (self paced) or a formalized training, taught remotely	CSUS - Adult Ed Community Colleges - GCF Global Learning - Local Vocational Training Providers

Tuition Assistance	How to apply and receive scholarships, grants, loans, etc,	<b>Workshops and specialist in the field to be developed</b>
Subsidized Employment	On the Job Training opportunities for specific, qualified customers	<b>Providers?</b>
Ex Offender Assistance	A full range of classes to assist with various needs directed to this specific population.	Ex Offender Job Search - Legal Services - Accepting your actions & the consequences - Reestablishing your credibility
Disability Awareness	Programs & services for job seekers with disabilities	Disability Workshop - Disability Partner Presentations
<b>Talent Marketing Products</b>	<b>Overview</b>	<b>Services Available</b> <b>Class Titles</b>
Job Coaching/ Career Counseling	One-one-one or group. Job Coach will address their employment barriers, assess customer needs and work potential, as well as help them to set realistic employment goals. Job Coaching/Career Counseling could also include employment events that are organized to meet the demand of a specific job seeker group, to provide customized recruitment, pre-screening, job matching and referrals.	One-on-one session – Career Coach Industry specific session – Career Coach facilitator
Job Fairs	A public event for multiple employers to expose their career opportunities to a large number of job seekers.	Various locations on and off site
Job Seeker Tool-Kit	Provision of information on a range of topics including: job search, job interview tips, tips for conducting an internet job search, resume tips and suggestions, employment testing, job fairs and other topics.	Desktop access
Customized Resume Preparation	Service provided to job seekers one-on-one or in groups. Resumes are developed for a specific industry or position.	Career coach – One-on-one or group
Action Plan	Develops Action Plan to map out their job search plan to track planned activities and services.	Action Plan - Career Coach

Job Readiness Assessment	A brief questionnaire to help identify where the Job Seeker is in their readiness for job search.	Career Coach - One-on-one or group
Job Circle (Club)	A group activity that will allow the job seeker to discuss and receive interviewing information, customized resume preparation, network and learn how to contact and locate and access employers.	Career Coach – Group Session
<b>Tools</b>	Any combination of the following tools may be used to aid us in rendering our products:	
Computer	<ul style="list-style-type: none"> <li>• Job Seeker/Websites</li> <li>• Tutorials</li> <li>• Customized Resumes</li> </ul>	
Videos	<ul style="list-style-type: none"> <li>• Pre-Employment</li> <li>• Motivational</li> <li>• Job Retention</li> </ul>	
Written Publications	<ul style="list-style-type: none"> <li>• 30 Ways To Shine</li> <li>• Resumes That Work</li> <li>• Workforce Intelligence</li> <li>• D.O.T. Dictionary of Occupational Titles</li> </ul>	
Community Resources	<ul style="list-style-type: none"> <li>• Community Resource Guide</li> <li>• Street Sheet</li> <li>• Voluntary Legal Service Program</li> </ul>	

## **Sacramento Learning Lab Implementation Teams (May – September, 2008)**

To ensure successful implementation of the Sacramento Learning Lab, the EDD/SETA Leadership Team has developed five implementation teams. A description of the teams are attached. Staff from all levels of the one-stop career center system are being recruited to be part of the implementation teams.

1. **Product Box:** This team will determine gaps in the product box, maintain the product box (subtract those that don't work and add new ones); add assessment, basic skills and on-line products, coordinate the master calendar (every center needs to post workshops and events to calendar) and connect it to the workshop scheduler software.
2. **Coaching:** Define assignment based coaching, develop procedures for using the product box, develop new processes for ITA/scholarship; develop paperless action plan using SMARTware; survey staff on training needs, recommend training for staff; develop glossary of WIA/WP terms.
3. **Trackers:** Recommend policy and procedures regarding 90 day soft-exit, follow-up, customer satisfaction, activities that can engage customers without huge staffing commitment; re-enrollment; reports and evaluation processes; services to special populations, and who gets credit if multiple centers provide services to customers.
4. **Launch Team:** Preparing for July 1, 2008—celebrating the launch, dress rehearsals, buttons, posters, signs, 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. Convene “best practices” forum.
5. **Policy and Procedures Team:** Coordinate development of Procedures Manual, Review WIA Directives and make recommendation for changes, recommendations for making system “paperless”, reducing bottleneck at the welcome function, and identifying best practices.

**Futures Team:** At the end of the first three months, implementation teams will end their work and Futures Teams will be developed to review recommendations for change and implement best practices.

## ITEM 4 - 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 Planning/Oversight Committee of Sacramento Works 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 has not yet been released by the California Employment Development Department. Staff is estimating that funds will be a little higher than last year's allocation, which was \$6,107,395.

SETA/Sacramento Works, Inc. is currently transforming the one stop career centers system by designing a system that will enhance the local system's ability to focus on talent development, or the ability to provide the talent pool with the skills that are needed by regional employers and link qualified job candidates from the talent pool to employment opportunities that match their skills. Three functional teams are focusing on Talent Engagement (skills assessment), Talent Development (skills enhancement and skills certification) and Talent Marketing (skills marketing to employers).

Staff is proposing to change the Resource Allocation Plan to be consistent with these three functions.

#### **Talent Engagement (Welcome, Assessment, Engagement)**

Services will include orientation, registration, referral to other community agencies, initial assessment, basic skills assessments, soft skills assessments, job skills assessments, coaching, customer service, orientation to products and engagement in service plan and setting up appointments for next service or framing the transition to the other functional teams.

#### **Talent Development**

Services will include skill assessments, career planning, coaching, job readiness training, occupational skills training; subsidized employment, employed worker training, and English-language training and Supportive services.

#### **Talent Marketing**

Services will include employer outreach and job identification, job development, resume and interview assistance, pre-screening and referral, on-the-job-training, and job retention and upgrade. Emphasis is on skill-based labor market attachment.

**Board Initiatives:** Funds which are set aside for Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives

**One-Stop Support:** Funds that support Program Monitoring, SMARTware support, Client tracking, and reporting.

**Administration:** Funds that support general Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff

Staff is requesting approval of the attached recommendations regarding the allocation of resources. These recommendations are illustrated in Attachment 1-- Recommendation for One Stop Resource Allocation which includes activity definitions, recommended percentages for Fiscal Year 2008-2009 and estimated funding amount.

RECOMMENDATION:

Hear the staff report and approve recommendations as illustrated in Attachment 1 regarding one-stop resource allocations.

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

Activity	% of Total Allocation Current Year (2007)	FY2007 Allocation	One-Stop Services	Proposed Allocation % for Next Year (2008)	\$ Based on FY2007	Projected Discretionary Funding	Total Funding Anticipated (WIA and Discretionary)	Total % to each activity
<b>One Stop Services:</b> Infrastructure, operation and staff costs for 12 Sacramento Works One Stop Career Centers	44.50%	\$2,717,791	<b>Talent Engagement:</b> Welcome, orientation, registration, referral, initial assessments and customer service	26.70%	\$1,630,674	\$25,000	\$1,655,674	24%
<b>Scholarships/Workforce Skills Preparation:</b> Tuition assistance and supportive services in critical industries	26.30%	1,606,245	<b>Talent Development:</b> Skills assessment, career planning, coaching, VS and workshops, occupational skills training, subsidized employment, English-language training and support services.	35.20%	2,149,803	20,000	2,169,803	32%
<b>On-the-Job Training:</b> 50% Wage subsidy to employer willing to train workers on-the-job.	9.00%	549,666	<b>Talent Marketing:</b> Employer outreach, job development, resume and interview assistance, pre-screening and referral, On-the-Job Training, upgrade training and job retention	17.90%	1,093,224	600,000	1,693,224	25%
<b>One Stop Support:</b> Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	10.50%	641,276	<b>One Stop Support:</b> Program Monitoring, SMARTware support, Client tracking, reporting and follow-up	10.50%	641,276	70,000	711,276	10%
<b>Administration:</b> General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.70%	470,269	<b>Administration:</b> General Administration, Personnel, Payroll, Information Systems, Fiscal and Contracts staff	7.70%	470,269	0	470,269	7%
<b>Board Initiatives:</b> Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	122,148	<b>Board Initiatives:</b> Funds Sacramento Works Board initiatives, including employer outreach, labor market research, participating in regional workforce plans and initiatives	2%	122,148	0	122,148	2%
<b>Total</b>	100.00%	<b>\$6,107,395</b>	<b>Total</b>	<b>100.00%</b>	<b>\$6,107,395</b>	<b>\$715,000</b>	<b>\$6,822,395</b>	<b>100%</b>

**Discretionary Funding Detail:** One Stop Services: \$25,000 WIA Incentive Award added  
Ticket-to-Work: \$20,000 outcome payments  
OJT: \$600,000 from DHA  
One Stop Support: \$70,000 SMARTware License fees