

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, July 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 April 16, 2008 Meeting
3. **ACTION ITEM:** Modification of Sacramento Works Critical Occupations
4. Update on Launch of Integrated Service Delivery System
 - Skills review – QuickGuide and ProoveIT
 - Workshop scheduler and master calendar
 - Financial Assistance/Scholarships
5. Discussion: Ideas for Critical Industry Skill Development Initiatives
 - Architecture and Engineering
 - Human Services
6. Input from the public
7. Adjournment

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

Distribution Date: Wednesday, July 9, 2008

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

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

Wednesday, April 16, 2008
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. Dourgarian called the meeting to order at 8:32 a.m.

Members Present: Mike Dourgarian Kathy Kossick, Jim Lambert, James Pardun, Joan Polster.

Members Absent: Lynn Conner, Tim Ray.

Others Present: Phil Cunningham, Terri Carpenter, Cindy Sherwood-Green, Bette Blanchard, Robin Purdy, Melissa Noteboom, Patti Espinosa.

2. **ACTION ITEM:** Approval of Minutes of the February 20, 2008 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Lambert, second/Kossick, to approve the minutes as distributed.
Voice Vote: Unanimous approval.

3. **INFORMATION ITEM:** Update on Sacramento Learning Lab Integrated Service Delivery Model

Ms. Purdy stated that staff is in the process of redesigning career centers to provide functional approach for customers to receive services. There are three teams working on this issue.

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.

Ms. Melissa Noteboom stated under the new system, career center staff will be serving 30,000 people instead of 3,000. Ms. Noteboom reviewed the changes to the SMARTware application. This is now a two page document. The application must be completed for all customers. Eligibility for services in WIA programs consists of providing right to work documents, selective service registration, and age and birthday so the eligibility documentation is not needed. Staff member will certify that they have seen the eligibility documentation which excludes the need to copy things. Staff will be able to upload SMARTware information directly. The SMARTware system utilizes a bar coding system to track services provided to customers. SMARTware is password protected and only staff is allowed access to it. Mr. Dourgarian inquired what other languages are available and Ms. Noteboom replied that so far only Spanish.

The welcome team developed a matrix of services provided at the welcome team level. The welcome team has taken 17 pieces of paper currently being inputted and brought it down to 1 page; everything else will be saved electronically.

Ms. Patty Correia reviewed the WorkKeys certification system which will be utilized at career centers as an assessment product. Ms. Correia stated that WorkKeys has three components: job profiling, assessment and training.

Workkeys costs \$5 per assessment so it would be \$15.00 per customer. There is a \$15,000 licensing fee per career center. Ms. Correia read off the licensing charge for KeyTrain.

Staff has been testing WorkKeys in small situations. One of the negatives of the program is that it takes 30 minutes per assessment. Staff is looking for thoughts and areas to identify where we need to do more work and assurance that we are going in the right direction.

Ms. Noteboom stated that the integration has not yet been launched but should be in May. There are 12 learning labs that are in the process of actually learning what needs to be done and modified to make the process more customer friendly.

Mr. Dourgarian stated that once the new system is launched, it will provide staff an opportunity to see how it actually works and will give staff an opportunity to hammer out the kinks. Potential 'kinks' or bottlenecks in the system can also be

dealt with. Ms. Purdy stated that the number of computers at career centers may be one of our bottlenecks.

Ms. Kossick introduced Mr. Ed Proctor, SETA's new IT Chief.

Ms. Polster and Mr. Dourgarian asked that #7 on the SMARTware form be changed to include technical schools.

4. **ACTION ITEM:** Approval of the Workforce Investment Act Sacramento Works One Stop Career Center Resource Allocation Plan for Fiscal Year 2008-2009

In previous years, funds for prep skills were allocated differently; this year, it is hoped that the allocation to the three functional teams will provide better services to customers.

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.

Mr. Dourgarian stated his potential conflict of interest; he may or may not benefit from one of the categories.

Moved/Lambert, second/Pardun, to approve recommendations as illustrated in Attachment 1 regarding one-stop resource allocations.

Voice Vote: Unanimous approval, with one abstention (Dourgarian)

There was discussion of reschedule or canceling the May meeting date. Staff will come back with more detail as to how we see engagement development and marketing the levels of funding. In addition, the Committee requested to know how much funding is going into staffing, scholarships, etc. The detail will be forwarded to the Committee.

5. Input from the public: No comments.
6. Adjournment: Meeting adjourned at 9:32 a.m.