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



SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE

Date: Wednesday, October 15, 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 September 17, 2008 Meeting
3. Review of meeting notes from the last Strategic Planning Meeting and discussion of future direction for the Planning/Oversight Committee
4. **ACTION ITEM:** Recommendation on Strategic Planning Process for Sacramento Works, Inc.
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: WEDNESDAY, OCTOBER 8, 2008

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

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

Wednesday, September 17, 2008
8:30 a.m.

1. **Call to Order/Roll Call:** Mr. Dourgarian called the meeting to order at 8:34 a.m.

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

Others Present: Phil Cunningham, Terri Carpenter, Cindy Sherwood-Green, Robin Purdy, Melissa Noteboom, Christine Welsch, Sandra Kinsey.

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

Minutes were reviewed; no questions or comments.

Moved/Lambert, second/Pardun, to approve the July 16, 2008 minutes.
Voice Vote: Unanimous approval.

3. **ACTION ITEM:** Approval of Modifications to the 2008-2009 Sacramento Workforce Investment Area Strategic Five-Year Local Workforce Investment Plan

Ms. Purdy stated that instead of projecting forward to say what the Agency will be doing in the coming year, this plan states what the changes are that were made and carried forward. The changes in the mod have been done over the past year.

The Board's vision of the region has changed a bit. SETA volunteered to be one of 12 learning labs in the State, streamlining processes to focus on job development and skills development. In the next year, staff will be adding programs in community services and architecture and engineering. Staff will be looking at process measure outcomes for the learning lab which have been included in the plan modifications. Staff is currently looking at numbers to identify whether customers are getting timely services and how many customers are returning for services.

Mr. Lambert inquired whether staff feels the programs implemented are successful and what are weakness. Ms. Purdy stated that in terms of services integration, staff really excited about the new system although there is some frustration on the implementation issues. Overall, staff feels customers are receiving better services.

Ms. Noteboom stated that site supervisors told staff that customers are more than happy to give registration information. The Welcome Team is doing a good job of showing customers what career centers have to offer and customers have no problem showing right-to-work documents.

Ms. Welsch stated that staff is trying to make sure soft skills training is being provided. Soft skills training is being provided through Next Skills training. There are four hour modules on each Soft Skill identified by employers as being needed for employment.

The focus in the career centers for customers: 1) Know what your skills are; 2) What jobs are marketable in our community; 3) Who provides the additional job training; and 4) What do customers need to get a job.

Moved/Ray, second/Kossick, approve the Sacramento Workforce Investment Act (WIA) Local Plan Modification 2008-2009. In addition, staff is directed to go back to develop two- and three-year plans to implement critical industry additions and other action steps.

Voice vote: Unanimous approval.

Ms. Sandra Kinsey was acknowledged for her hard work on pulling together the plan modification.

4. Discussion of Initiatives in Critical Occupational Clusters

Ms. Purdy would like discussion on how can we support the ACE program which is one of our new critical industries.

Mr. Lambert stated that the program was kicked off in 13 schools representing 48 different companies. In addition, the ACE program started in three teams in Stockton. Last year, staff was asked throughout the year to identify jobs and career tracks within each of the profession. The report will be coming out in the next day or so.

Mr. Lambert stated that Builder's Exchange has hired someone that has worked to coordinate the program locally which is why things are going well in the Sacramento region. The schools must provide a location for the training and a teacher. Most of the training is done after the school hours.

SETA staff will be working with Mr. Lambert's staff to see if there are grants that can be applied for to assist in the program and provide support.

Another new critical occupation is human services worker which includes a wide arrange of human services jobs. Ms. Welsch stated that there is a different group of people working on the type of jobs in this critical industry. Staff is

envisioning at least seven different components in the human services worker industry.

There needs to be an overview of what the industry entails, make it exciting, let customers know what they are getting into and what they can expect regarding employment. Ms. Conner suggested perhaps different paths that can be taken within critical occupations. Perhaps invite people to attend that already do the job or are somehow involved in the critical occupation.

Mr. Ray suggested that staff look at the October 24 retreat notes for good ideas. He suggested having the October 15 committee meeting be a brain storming session. Mr. Dourgarian can agendize a mini-retreat of this committee at the next meeting.

The TV show ***Common Ground*** will have a documentary on getting jobs on the economy. The show is doing a special report on jobs as it relates to the economy and focusing on the services available. Three different customers laid off from the residential construction industry have been interviewed by Channel 3.

5. Input from the public: None.
6. Adjournment: Meeting adjourned at 9:22 a.m.

SETA WIB Strategic Planning Retreat
October 24, 2006
9:00 a.m. – 3:00 p.m.
Sacramento Employment & Training Agency
925 Del Paso Blvd., Shasta Room
Sacramento

AGENDA

- 9:00** **Welcome and Introductions**
- 9:30** **Review Accomplishments from last year**
 Data
 Committee progress towards goals
 WIB work
- 10:15** **Action Item: EDGE Campaign**
 Review Policy Agenda
 Progress on the Campaign
 Endorsement
- 10:35** **Break**
- 10:45** **What do we want to see in place as a result of the SETA WIB in
the next 18 months?**
- 12:15** **Lunch**
- 12:45** **Prioritize goals and pick 2-3 for action**
- 1:15** **Goal process or product innovation**
- 2:15** **Moving to action**
 Assign work to committees or Ad Hoc groups
 Discuss process and expectations
- 2:45** **Reflection**
- 3:00** **Adjourn**

DISTRIBUTION DATE: TUESDAY, OCTOBER 10, 2006

Sacramento Works, Inc.

Sacramento Works Committees				
Executive Committee	Youth Council	Employer Outreach Committee	Planning and Oversight Committee	Ad Hoc Committee on Education
Committee works on developing “Characteristics of a Community with a Competitive Workforce Advantage”:				
* Forward Thinking Community Leaders * Strong and Diverse Economy	* Effective, Articulated Education System	* Business Investment in Human Capital * Clearly Defined and Accessible Career Pathways	* Integrated Infrastructure * Ready, Willing and Able Workforce	* Support Development of an Effective, Articulated Education System
Committee works on Sacramento Works, Inc. Goals:				
Coordinate the development of a workforce system that creates, attracts and sustains higher paying careers and professions	Ensure youth are prepared to compete in the local economy	Develop a private sector initiative to increase employer involvement and satisfaction	Evaluate and improve the one-stop system and processes	Facilitate workforce development for critical industries
Sacramento Works Committee Action Plans				
Regional Workforce Investment Board Summit focused on economic and workforce development	Develop continuum of activities to engage more youth in the workforce system	Quantify and promote our success	Develop integrated database of job seekers that connects people to jobs	Educational Summit
Establish strategic agreements with neighboring Workforce Investment Boards	Ensure that career centers are more youth friendly	Outreach to employers	Catalog existing career training and support programs	Build relationships with and engage school superintendents with the board
Engage and educate local elected officials. Improve perception by elected officials of the workforce system	Showcase positive, successful youth to show models, promote image, “tell our story”	Work Success Skills Institute: Identify the work success skills needed by employers & develop programs to teach them	Implement new soft skills programs in the Career Centers to prepare and certify unskilled job seekers for jobs (use with WorkKeys)	Frame a common vision based on sound principles that top leaders of business and education agree with.
Systematically engage appropriate stakeholders and leverage non-profit status for fund development	Recruit a pool of qualified youth to refer to employers	Support efforts to coordinate Employer symposiums/summits for Critical Industries (Convergence – Los Rios Community College)	Create a team to develop/pursue more regional collaborative funding opportunities	Include non-traditional educators/trainers in the process
Joint Meeting of WIB and Youth Council	Prepare youth for jobs		Be aggressive in pursuing new resources and partnerships	Integrate hands-on and academic training and prove hard and soft skills to all students as a regular part of their education

- Encourage one-stop visits by board members