

## 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 Hillsdale 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>



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

**Date:** Wednesday, October 21, 2009

**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 August 19, 2009 Meeting
3. Review and Approval of Committee Goals, Strategies, Activities, and Outcomes for a Strategic Plan
4. First Quarter 2009 One Stop Career Center Report
5. Input from the public
6. Adjournment

**Committee Members:** Lynn Conner (Chair), Pat Godwin, Matt Kelly, Kathy Kossick, Jim Lambert, Frank Louie, James Pardun, Bruce Wagstaff.

**DISTRIBUTION DATE: THURSDAY, OCTOBER 15, 2009**

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

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

Wednesday, August 19, 2009  
8:30 a.m.

1. **Call to Order/Roll Call:** Ms. Conner called the meeting to order at 8:37 a.m.

**Members Present:** Lynn Conner, Mike Dourgarian, Pat Godwin, Jim Lambert, Frank Louie, Kathy Kossick, James Pardun, Bruce Wagstaff.

**Members Absent:** Matt Kelly.

**Others Present:** Robin Purdy, Phil Cunningham, Alex Laiewski, Melissa Noteboom, Cindy Sherwood-Green, Terri Carpenter, Bette Blanchard, Michelle O'Camb, Ed Procter, Roy Kim, Bill Camp, William Walker, Christine Welsch.

2. **Action Item:** Approval of Minutes of the June 17, 2009 Meeting

No questions or corrections.

Moved/Kossick, second/Pardun, to approve the June 17, 2009 minutes.  
Voice Vote: Unanimous approval.

3. **Action Item:** Review of Staff Funding Recommendations for the American Recovery and Reinvestment Act Proposals for Occupational Skills Training, Workplace Learning/Job Creation and Business Development and Innovation Services– Phase 2

Ms. Purdy stated that during Phase 2, the agency received 34 proposals requesting over \$10 million. Proposals recommended during Phase 1 were primarily targeting clean energy and health care. Under Phase 2, the priority is to put people back to work with job creation. Twenty-one proposals are being recommended for occupational skills and 10 for business innovations.

In September of 2009, the County Board of Supervisors will take action to allocate \$2 million in Temporary Assistance to Needy Family contingency funds. These funds will provide wage subsidy. The recommendations include \$1 million of these funds and reserve \$1 million to augment workplace training providers to be used to augment refugee services for OJT.

Mr. Lambert stated that he has a conflict of interest on proposals: **#9, #16, #17, and #34**. Mr. Lambert stated that he is somewhat appalled and discouraged with the quality of the proposals submitted. He has some questions with duplication

of material and a lot of them were insulting to read. There was a lot of garbage in this batch of proposals.

Mr. Dourgarian stated that he has a conflict of interest with Proposal #2.

Ms. Purdy stated that staff was disappointed in the quality of the Phase 2 proposals; they were not as strong. In the staff recommendation, a recommendation is being made to reserve \$1 million to provide supportive services/scholarships through career centers instead of funding more of the programs that applied. There were not strong proposals plus strong performance to make recommendation for some of the proposals.

**Occupational Skills Training:** Lead Staff: Melissa, Alex Laiewski, and Michelle O’Camb reviewed the proposals and funding recommendations.

- #1: **Truck Driving Academy:** Currently on the provider list and can be used in the system. Not recommended for funding.
- #3: **Tech Skills of Sacramento:** Not recommended for funding.
- #7: **University Enterprises, Inc.:** Not recommended for funding.
- #8: **Educational Environments, Inc.:** Not recommended for funding.
- #10: **Northern California Teamsters Training and Education:** Not recommended for funding.
- #12: **The Stride Center/Greater Sacramento Urban League:** Recommended for funding in the amount of \$107,594 for 30 slots. Staff is working with SETA legal counsel to figure out the partnership agreement and the funding is contingent upon our expectations for them.
- #13: **Center for Employment Training:** Recommended funding in the amount of \$264,620 for 40 training slots.
- #14: **Western Pacific Truck School:** Not recommended for funding.
- #16: **Northern California Construction Training:** Not recommended for funding.
- #20: **Sacramento City Unified School District and Business Education Center:** Not recommended for funding.
- #21: **Sacramento Food Bank and Family Services:** Not recommended for funding.
- #23: **Los Rios Community College District:** Recommended funding in the amount of \$239,083 for 50 participants in two courses.
- #25: **Kaplan College:** Not recommended for funding.
- #30: **SATI of Sacramento:** Not recommended for funding.

A question was asked if any of the programs had recourse if their proposal was not funded. Ms. Purdy stated that this is pretty much final. Staff reviewed proposals from entities that stated they will provide a needed service or training which would then qualify them for the eligibility scholarship listing. Staff is working to get qualified programs on the eligible provider training list. They will recruit the people through the career centers.

Moved/Godwin, second/Pardun, to approve staff funding recommendations for Occupational Skills Training.

Unanimous approval with two abstentions (Dourgarian and Lambert)

**Workplace Training/Job Creation:** SETA will use money from the DHA committed to wage subsidies for people who make up to 200% of the poverty level. Ms. Cindy Sherwood-Green and Ms. Bette Blanchard went through proposal order and the funding recommendations.

Mr. Wagstaff stated that he had a conflict of interest on Proposal #11.

Mr. Pardun stated that he had a conflict of interest on Proposal #11.

- #2: **Tech Skills:** Recommended funding in the amount of \$80,760 for 30 participants.
- #5: **Folsom Cordova Community Partnership:** Recommended for funding in the amount of \$179,070 to serve a minimum of 30 participants.
- #9: **American General Contractors of California:** Recommended for funding in the amount of \$169,500 to serve 30 customers. Ms. Purdy stated that there is not concurrence from legal counsel as to whether we can move forward with this funding recommendation.
- #11: **Volunteers of America:** Recommending full funding in the amount of \$300,000 to serve a minimum of 56 customers. Staff is asking them to add clients or put money into staffing for job development or counseling.
- #15: **Bach Viet:** Not recommended for funding.
- #17: **North State Building Industry Association.:** Recommended funding in the amount of \$148,560 to serve a minimum of 30 customers.

Speaker before the Committee: Mr. Rick Larkey spoke regarding the costs involved regarding overhead and personnel costs.

- #18: **Crossroads Diversified Services, Inc.:** Recommended for funding in the amount of \$142,080 to serve a minimum of 30 customers.
- #19: **Sacramento Lao Family Community:** Not recommended for funding.
- #22: **Lao Family Community Development, Inc.:** Not recommended funding.
- #24: **Sacramento Chinese Community Service Center:** Not recommended for funding.
- #28: **Roberts Family Development Center:** Not recommended for funding.
- #32: **America At Work:** Not recommended for funding.
- #34: **Twin Rivers Unified School District:** Not recommended for funding.

Moved/Godwin, second/Louie, to endorse staff recommendations for Workplace Training/Job Creation proposals.

Voice Vote: Unanimous approval with four abstentions (Dourgarian, Lambert, Pardun, and Wagstaff).

**Business Development and Retention:** Lead staff: Bill Walker and Roy Kim

- #4: **Opening Doors, Inc.:** Recommended for funding in the amount of \$170,000 to serve 43 businesses
- #26: **Jackey Care's Housing:** No funding recommended.
- #27: **Tree of Hope Funding, Inc.:** No funding recommended.
- #29: **Mutual Assistance Network of Del Paso Heights:** Recommendation to fund this proposal with \$76,700 in TANF contingency funds and \$36,805 in Recovery Act funding for a total of \$113,505 to serve 29 job seekers.
- #31: **Sacramento Asian Pacific Chamber of Commerce:** No funding recommended.
- #33: **North State Building Industry Association:** No funding recommended.

Speaker before the Committee: Mr. Rick Larkey

Moved/Kossick, second/Dourgarian, to approve Business Development and Retention funding recommendations.

Voice Vote: Unanimous approval.

Ms. Kossick thanked staff, partners and committee members for participating in the procurement process.

4. **Action Item:** Approval to submit proposals in response to California Clean Energy Workforce Training Program

The California Workforce Investment Board and California Energy Commission have partnered to submit a solicitation for clean energy workforce training. Soliciting proposals from regions in three areas: 1) retraining for green building, 2) pre-apprenticeship training, and 3) programs that will work with alternative vehicles and fuels. The proposal requires a dollar-for-dollar match and private match. SETA, Golden Sierra, Los Rios and Valley Vision have partnered to develop proposals in all three categories. There was a public hearing on Monday and about 50 people participated. SMUD and PG&E have signed on as employers. The City and County of Sacramento have committed to partnering with us. The due date is September 9. Ms. Terri Carpenter and Ms. Christine Welsch have volunteered to write the proposal. Staff is hoping to bring in \$2.5 million into the community.

Moved/Lambert, second/Dourgarian, to move forward with this proposal.

Voice Vote: Unanimous approval.

5. **Review of Fourth Quarter Reports:** Ms. Purdy reviewed the quarterly reports.

Mr. Pardun reported that Siemens Transportation has hired people through our efforts. Golden Corral hired 177 people due to the efforts of Lin Morgan and

Darlene Conway. Sacramento Container Corporation is undergoing a large expansion.

Mr. Louie inquired if there was a metric of the results of the people trained and in what industries? Ms. Purdy stated that we do not have it now. We have the data on which industries are hiring and the quantity of people being hiring.

Ms. Conner thanked everyone participating in reading the proposals; everyone did a great job in such a quick turn around.

6. **Input from the public:** None.
7. **Adjournment:** Meeting adjourned at 10:23 a.m.

### ITEM 3

#### REVIEW AND APPROVAL OF COMMITTEE GOALS, STRATEGIES, ACTIVITIES, AND OUTCOMES FOR A STRATEGIC PLAN

##### BACKGROUND:

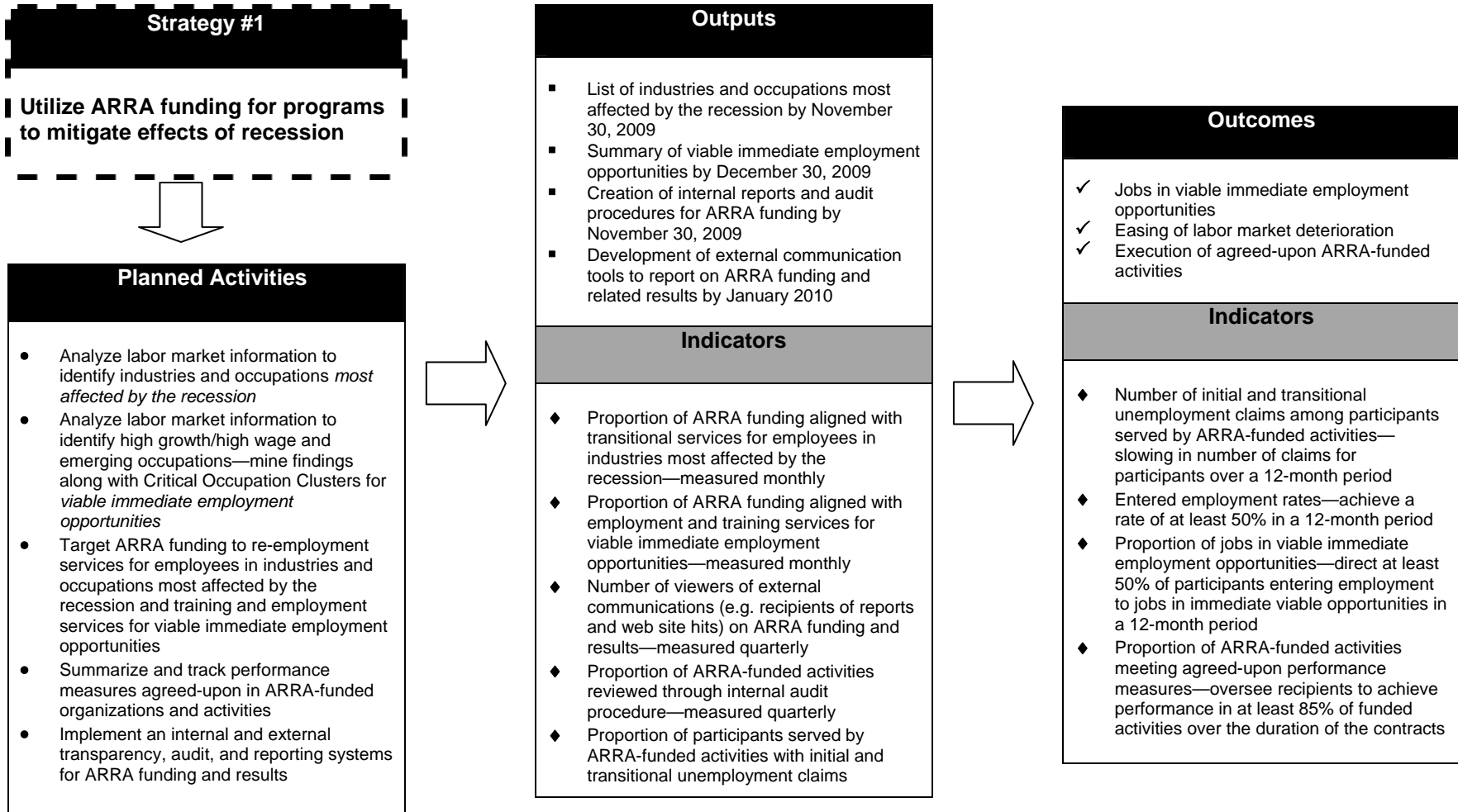
Attached are the drafts of the individual committee strategic plans for your review and approval. The plans are based on the goals developed at the Sacramento Works Inc. retreat in May 2009 and the meetings held in September with the committee staff, committee chairs, and Ryan Sharp of the Center for Economic Strategic Research. The plans are crafted to cover an 18-month period beginning September 2009 and ending February 2011 and are meant to focus on specific goals for the next 18 months, which support ongoing activities that are part of each committee's mission; therefore, the performance measurement systems within them focus on the plan goals and not necessarily overall management or oversight. The output dates and outcome indicator targets are placeholders at this point. Committee staff are reviewing them and recommending necessary changes.

##### RECOMMENDATION:

Review the committee goals, strategies, activities and outcomes for a strategic plan and take appropriate action.

# Planning and Oversight Committee

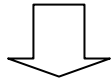
**Goal:** Prepare adult and dislocated worker participants for viable employment opportunities by targeting short-term funding and ongoing programs and improving the One-Stop Career Center system.





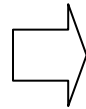
## Strategy #2

Target adult and dislocated worker services to viable career pathways



### Planned Activities

- Analyze labor market information to identify high growth/high wage and emerging occupations—mine findings along with Critical Occupation Clusters for *viable career pathways* that provide self-sufficiency wages, employer paid benefits, and career advancement
- Align adult and dislocated worker employment programs with Critical Occupation Clusters, high growth/high wage jobs, and emerging career pathways
- Develop a plan to update regional industry and occupation forecasts, CareerGPS.com information, and Critical Occupation Clusters
- Ensure adult and dislocated worker programs are appropriately serving a diverse range of residents and those with multiple barriers/at-risk
- Develop a targeted marketing and communication plan based on analysis of program participant diversity
- Work with Sacramento State to revise the workforce development professionals assessment to capture understanding of viable career pathways



### Outputs

- List of viable career pathways and dissemination with briefings to key staff by November 30, 2009
- Creation of occupational data update plan by March 31, 2010 (should have internal implementation timelines and measures)
- Comparisons of participant diversity with WIA requirements and regional diversity—ongoing
- Completion of targeted marketing and communication plan by May 31, 2010 (should have internal implementation timelines and measures)
- Revision of workforce development professionals assessment by August 31, 2010

### Indicators

- ◆ Participant demographics compared to the general population and services in the prior year—measure bi-annually
- ◆ Proportion of key staff that understand viable career pathways—measured bi-annually through performance evaluations



### Outcomes

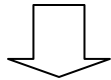
- ✓ Training and employment in viable career pathways
- ✓ Participant job success

### Indicators

- ◆ Proportion of training and employment services in viable career pathways—provide training and employment services in viable career pathways to at least 75% of participants in a 12-month period
- ◆ Number of repeat participants—decrease repeat customers by at least 10% in a 12-month period
- ◆ Comparison of entered employment or advanced training/education rates in viable career pathways to other opportunities—rates more than 10% higher for those in viable career pathways in a 12-month period
- ◆ Comparison of earnings increase rates in viable career pathways to other opportunities—rates more than 10% higher for those in viable career pathways in a 12-month period

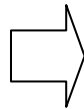
### Strategy #3

#### Enhance One Stop Career Center system service delivery



#### Planned Activities

- Design and implement a brief quarterly dashboard report on One Stop service activity for the Committee (i.e. one-page data/graphic-graphic focused report summarizing key information)
- Implement a more comprehensive participant, employer (in collaboration with Employer Outreach Committee), and staff feedback system to gather opinions on program effectiveness, capacity building needs, and service gaps
- Develop a One Stop program improvement plan based on analysis of program activities; participant, employer, and staff feedback; identified needs; and state/national Learning Lab best practices
- Create a summary reference guide of workforce development partners that defines roles and services
- Distribute workforce development partners information to One Stop staff for referrals and among partners for external outreach

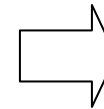


#### Outputs

- Development of quarterly dashboard report by February 28, 2010 (should contain additional performance measures)
- Creation and implementation of feedback system by November 30, 2009—invite all participants and employers to participate at conclusion of service and staff to participate on a quarterly basis
- List of potential One Stop program improvements and related best practices by August 31, 2010
- Completion of program improvement plan by February 28, 2011 (should have internal implementation timelines and measures)
- Production and distribution of workforce development partner compendium by February 28, 2010
- One Stop staff and resource development—ongoing based on feedback and identified needs

#### Indicators

- ◆ Number of workforce partner reference guides delivered to partners—measured annually
- ◆ Proportion of key staff that are aware of workforce development partners reference guide based on performance evaluations—measured bi-annually
- ◆ Proportion of employers that participate in feedback system—measured bi-annually
- ◆ Proportion of participants that participate in feedback system—measured bi-annually
- ◆ Proportion of staff that participate in feedback system—measured bi-annually



#### Outcomes

- ✓ One Stop service improvement
- ✓ Participant and employer satisfaction

#### Indicators

- ◆ Results of participant feedback—establish baseline measures for annual analysis
- ◆ Results of employer feedback—establish baseline measures for annual analysis
- ◆ Results of staff feedback—establish baseline measures for annual analysis
- ◆ Entered employment or advanced training/education rates—hold rates at least constant over a 12-month period
- ◆ Job retention rates—hold rates at least constant over a 12-month period
- ◆ Earnings increase rates—hold rates at least constant over a 12-month period