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SACRAMENTOWORKS

SACRAMENTO WORKS, INC. PLANNING/OVERSIGHT COMMITTEE

Date: Wednesday, January 18, 2012

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. Approval of the November 16, 2011 Meeting Minutes
3. Approval of Endorsement of the Digital Literacy Initiative (Darby Patterson)
4. Approval of Local Eligible Training Provider List Policy (J.E. Harden)
5. Workforce Innovation Fund Solicitation for Proposal (Robin Purdy)
6. Career Center Quarterly Reports - Demonstration of web-based reports (Ed Proctor, Mike Matrix, Ralph Giddings)
7. Presentation by Sacramento Works Career Centers – Bill Walker
 - Services to job seeking customers – what works
 - Successful partnerships with training providers and employers
 - Challenges or necessary improvements
8. Input from the public
9. Adjournment

Committee Members: Lynn Conner (Chair), Paul Castro, Coreena Conley, Bernadette Halbrook, Matt Kelly, Kathy Kossick, Paul Lake, Jim Lambert, Frank Louie, Dan Throgmorton

DISTRIBUTION DATE: WEDNESDAY, JANUARY 11, 2012

SACRAMENTO WORKS 925 Del Paso Boulevard, Suite 100 • Sacramento, CA 95815

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Planning/Oversight Committee

Minutes/Synopsis

(Minutes reflect the actual progression of the meeting.)

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

Wednesday, November 16, 2011
8:30 a.m.

1. Call to Order/Roll Call: Ms. Kossick called the meeting to order at 8:35 a.m.

Present: Coreena Conley, Bernadette Halbrook, Kathy Kossick, Paul Lake, Frank Louie

Absent: Lynn Conner, Matt Kelly, Jim Lambert, Dan Throgmorton

Other Present: Robin Purdy, Phil Cunningham, Sandra Brown, Marty Araiza, Ellen Franz, Christine Welsch, Ralph Giddings, Edward Proctor, Terri Carpenter
2. Approval of the September 21, 2011 Meeting Minutes

The minutes were reviewed; no questions or corrections.

Moved/Halbrook, second/Louie, to approve the September 21 minutes.
Voice Vote: Unanimous approval.
3. Regional Plan Update - Timeline and Template

Ms. Robin Purdy reviewed the timeline and template for the Region WIB plan. There are five subgroups with specific goals. Meetings began in October and will continue until February to work with the conveners on the regional plan.

The Planning/Oversight Committee will be overseeing the regional plan development for the WIB.

Ms. Purdy expects a more thorough report out on the timeline in January.
4. Capacity Building and Training

Ms. Sandra Brown has been working with the CAIZ training team. The NCCC workforce investment area has been added to the training team. Ms. Brown stated that the Golden Sierra workforce investment area will be more involved in the CAIZ training team as well. November 29 is the first meeting which will be a needs assessment meeting. Staff has been requested to provide input as to classes/workshops that are needed.
5. Sac Works Implementation and One Stop Reports

Mr. Ed Proctor, IT Department Chief, reviewed the first quarter reports from July 1 – September 30. This is the first report from the Sacramento Works system; the past reports were from SMARTware. Staff will be utilizing Bamboo so that the reports will be ready in real time. The report is by career center and shows the career centers to track

how each career center is doing. The report will be cumulative throughout the year. Staff will be giving a demonstration of the Bamboo system at a future meeting. Mr. Proctor stated that he will be working with other WIB areas that utilize the virtual system.

Sacramento Works is running smoothly and the user community is working well. The Bamboo system is allowing staff to identify issues and fix them quickly.

The state is going to be replacing CalJobs and JTA with the SacWorks system.

In late spring of 2011, staff started reporting data for outcomes which means that staff is no longer waiting for base wage data from the State. The reports by provider will be available real time showing the person enrolled in the program and the outcome of the training. This will be done with youth as well.

Mr. Giddings stated that the number of customers with higher education has risen by 6% in the last quarter.

6. Sacramento Works Website Review

Ms. Terri Carpenter reviewed the Sacramento Works website which has an electronic billboard of successes. The website is linked to the Facebook page to generate more 'friends' and job seekers. Ms. Carpenter reviewed the website which has an RSS feed so updates are automatically posted to the system. The most people going to the web site are job seekers.

Dr. Halbrook stated that CSUS has a very active Facebook page and asked if it would be appropriate to link to the SacWorks Facebook page.

7. Input from the public

The next regular meeting will be December 21. Ms. Conley will not be available on December 21. It was decided to cancel December 21 meeting; the next meeting will be January 18.

Ms. Welsch reported the in-coming Youth Advocates were in attendance at the last Youth Council meeting. The youth are interested in social media and will be working with Terri Carpenter.

8. Adjournment: The meeting was adjourned at 9:14 a.m.

ITEM 3 - ACTION

APPROVAL OF ENDORSEMENT OF THE DIGITAL LITERACY INITIATIVE

BACKGROUND:

Ms. Darby Patterson, on behalf of the Stride Center, a social venture non-profit and occupational skills training provider focusing on the information technology sector, and the California Emerging Technology Fund (CETF), an organization providing statewide leadership to close the "Digital Divide" by accelerating the deployment and adoption of broadband, is seeking an endorsement from Sacramento Works, Inc. of the California Digital Literacy Initiative.

The Digital Literacy Initiative was launched by the California Emerging Technology Fund and includes many nonprofits, such as the Stride Center, as active partners working toward digital literacy that creates equal opportunity and makes California a global leader in the information and knowledge economy.

The goal of the Digital Literacy Initiative and the Information and Communication Technologies statewide movement is to prepare 21st century workers for 21st century jobs - based across the spectrum on the use of technology. There is overwhelming evidence of demand for employees who are skilled in Information and Communication Technology (ICT), not just in the conventional "tech sector" but throughout the world of business and commerce. Technology is the engine of today's - and tomorrow's - business, from health care to retail, education and beyond. To create opportunity for underserved people to compete in the job market they must learn the skills needed to be literate in ICT. This requires broad agreement and support for ICT training and access for all Californians. CETF believes that active adoption and support of the Digital Literacy Initiative by Workforce Investment Boards is critical to preparing Californians for the future.

The California Emerging Technology Fund seeks to provide leadership statewide to close the "Digital Divide" by accelerating the deployment and adoption of broadband to unserved and underserved communities and populations. This will be accomplished by making investments in programs and projects to improve access, affordability, applications, accessibility and assistance to broadband.

The initial Priority Focus of CETF is:

1. Rural communities that lack the broadband infrastructure.
2. Urban poor and disadvantaged communities that lack the computers and affordable connections to the Internet with relevant applications.
3. Disabled populations that lack technology accessibility (which will be addressed in part by promoting universal design of all technology to be accessible and integrating accessibility into all efforts).

ITEM 3 – ACTION (continued)

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Sacramento Works, Inc. has identified Information and Communication Technologies as a critical occupational cluster and has supported research conducted by the Los Rios Center of Excellence on the Information and Communications Technologies sector (http://www.coeccc.net/Environmental_Scans/ict_scan_gsac_11.pdf) that indicates there will be growth in this sector. Endorsement of this initiative is consistent with current policies of the board. No financial support is being requested.

RECOMMENDATION

Approve the endorsement of the Digital Literacy Initiative launched by the California Emerging Technology Fund.

ITEM III-4 - ACTION

APPROVAL OF ELIGIBLE TRAINING PROVIDER LIST POLICY

BACKGROUND:

The Sacramento Employment & Training Agency (SETA) and Sacramento Works accept applications from qualified schools and institutions for inclusion on the Statewide Eligible Training Provider List (ETPL) on an on-going basis. Schools and institutions applying for the ETPL must be physically located in the Sacramento region (El Dorado, Placer, Sacramento, Sutter, Yolo, and Yuba counties) to be considered. In addition, qualified schools and institutions that offer on-line or distance learning training programs are also eligible to apply. Qualification(s) necessary for SETA/Sacramento Works to nominate a school or institution for inclusion on the statewide ETPL must meet one, or more, of the following criteria:

1. Schools/institutions either possess current approval, or be verified as “exempt”, by the California Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE), or;
2. Schools/institutions possess current accreditation by a recognized regional or national accrediting body, or;
3. Schools/institutions are accredited, approved, or licensed by a state board, department, or agency (such as the Calif. Department of Education or the Chancellors Office of California Community College).

Schools/institutions wishing to have their program(s) nominated to the approved statewide list must submit a completed Provider Application and a separate Program Application for each education/training program submitted. Eligibility of program(s) will be determined in accordance with the State of California Directive(s) and Sacramento Works, Inc./SETA’s ETPL/LTPL Policies and Procedures.

Private postsecondary schools operating in California are under the jurisdiction of the California Department of Consumer Affairs, Bureau for Private Postsecondary Education (BPPE) and are subject to the requirements of the Private Postsecondary Education Act of 2009 (http://www.leginfo.ca.gov/pub/09-10/bill/asm/ab_0001-0050/ab_48_bill_20091011_chaptered.pdf) unless they are exempt pursuant to sections 94874, 94874.1, or 94927.5 of the Act. All private postsecondary schools wishing to submit an application for inclusion on the State of California’s Eligible Training Provider List (ETPL), through Sacramento Works, Inc./SETA, must meet specific criteria as defined by the BPPE.

Qualified schools/institutions in the Sacramento region that are added to the statewide ETPL by Sacramento Works, Inc./SETA are eligible to receive referrals for subsidized training under the Workforce Investment Act (WIA). When a One-Stop Career Center

individual/customer receiving Workforce Investment Act funds for training expresses an interest in enrolling in a program offered by an eligible ETPL school/institution, the school/institution will be offered the opportunity to enter into a formal Local Training Provider Service Agreement Contract. Once a signed contract is in place, it will be included on SETA/Sacramento Works Local Training Provider List (LTPL) and will be eligible to receive additional career center customer referrals.

RECOMMENDATION:

Staff is proposing that all programs added to the local training provider list conform to the following policy.

All new education/training program(s) submitted for inclusion on the LTPL must prepare program completers for employment in a "demand" occupation. "Demand" is defined as those occupations that are forecast to grow by 40 jobs or more (based on absolute growth only) over the 5 year forecast period as reflected in the current Occupational Forecast (Employment Change – Numerical) included in CareerGPS.com ([http://www.careergps.com/occupation_forecast_data.asp?seta_check=&w=1250&h=800&t=Occupation Forecast Data](http://www.careergps.com/occupation_forecast_data.asp?seta_check=&w=1250&h=800&t=Occupation_Forecast_Data)).

In addition, Schools/institutions who submit an LTPL packet and meet SETA/Sacramento Works current LTPL contract qualifications must also agree to the following guidelines:

1. Schools/institutions must maintain and submit, as requested, necessary insurance documentation and endorsements as outlined in the LTPL Packet contract requirements. Failure to maintain and submit all necessary contractual documentation will result in the school/institution being placed on an LTPL Hold Status (schools/institutions will not be able to receive any additional training referrals from any of the One-Stop Career Centers) until the necessary documentation is submitted;
2. Schools/institutions must submit Customer/Student Progress Reports on a monthly basis;
3. Schools/institutions must submit Customer/Student Placement Form(s), as they occur, for training program completers who enter into unsubsidized employment;
4. Schools/institutions must demonstrate that they provide customer/student placement services. In addition, schools/institutions must maintain an overall Program Completion Rate of 80% and an Entered Employment (Placement) Rate of 60%. The completion and placement rates will be calculated and evaluated on an annual basis.

ITEM 5 - INFORMATION

WORKFORCE INNOVATION FUND SOLICITATION FOR PROPOSAL

BACKGROUND:

The U.S. Department of Labor announced a Solicitation for Grant Applications (SGA) for approximately \$98.5 million available through the Workforce Innovation Fund to support innovative employment and training service approaches. The fund invests in programs that support, evaluate and enhance workforce investment strategies, particularly for vulnerable populations. The grants will be administered by the Department of Labor, working closely with the Departments of Education and Health and Human Services.

SETA/Sacramento Works, Inc., Golden Sierra Job Training Agency, Yolo County Workforce Investment Board, North Central Counties Consortium, and Northern Rural Training and Employment Consortium are in discussions to form a Northern California Consortium to respond to this funding opportunity. Partners in the consortium will include Community College Districts, welfare and social service agencies, employers and industry associations, and economic development entities.

The proposal will be developed to test the theory that ***stronger cooperation and braided funding across funding streams (the workforce system, community colleges, welfare departments, and economic development entities) will result in***

- ***Better results for job seekers and employers -- higher job placement rates, increased wages and better retention.***
- ***Improved methods of identifying and promoting transferable skills and providing short-term work ready services to return unemployment insurance recipients to the labor force.***
- ***Increased efficiency in the delivery of quality services***

The proposed initiatives and services will test

1. The impact of skills certification and paid work experience on the job placement rate, wages and job retention of low-income youth and adults.
2. The impact that wage subsidies and tax incentives to employers have on long-term job retention.
3. Whether wage subsidies and tax incentives spur job creation by decreasing the risk small businesses take when hiring new workers.
4. Whether wage subsidies increase job creation by increasing the customers served by, and the products produced by, small business.
5. The impact of identifying transferable skills at the point of unemployment on the average length of unemployment.

The Northern California/Sacramento region proposes to invest in strategies that deliver services more efficiently and achieve better outcomes, particularly for vulnerable

ITEM 5 – INFORMATION (continued)

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populations (e.g. low-wage and less-skilled workers) and dislocated workers, especially those who have been unemployed for many months through implementation of:

1. A policy fostering collaboration between Community Colleges and approved apprenticeship programs to provide training in apprenticeship and certificate programs through Individual Training Accounts (ITA). (AB554)
2. Subsidized Employment and On-the-Job Training programs offering wage subsidies to employers hiring low-income youth and adults and welfare recipients. (TANF ECF and DOL Waivers on OJT)
3. Intensive Work Ready Services for unemployed professionals who have been on unemployment insurance for at least 10 weeks.

The proposed initiative will support both system reform and innovation that facilitate cooperation across programs and funding streams in the delivery of client-centered services to jobseekers, youth, and employers by:

1. Facilitating cooperation between WIA, Apprenticeships, and Community Colleges by addressing administrative barriers to adding community college certificate programs and apprenticeship programs to the State Eligible Training Provider list and using Individual Training Accounts to partially fund training in community colleges and apprenticeship training programs.
2. Facilitating cooperation across programs and funding streams to leverage WIA and TANF ECF funds to create and promote to employers, a subsidized employment/on-the-job training program providing up to 90% wage subsidies to employers who agree to hire, train and retain workers.
3. Facilitating cooperation between WIBs, EDD, industry associations, and economic development partners in business development, expansion and job creation activities and in matching dislocated workers who have been on UI longer than 10 weeks to jobs open in the region by using technology and work readiness services.

A proposal development team is being created to reach out to partners and complete the proposal. The grant is due March 22, 2012.