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**SACRAMENTOWORKS**

**SACRAMENTO WORKS, INC.**  
**Executive Committee**

**Date:** Tuesday, January 21, 2020

**Time:** 4:00 p.m.

**Place:** Sacramento Employment & Training Agency  
Board Room  
925 Del Paso Blvd.  
Sacramento, CA 95815

**A G E N D A**

1. Call to Order/Roll Call
2. Approval of Minutes of the November 18, 2019 Meeting
3. Continued Discussion of Sacramento Works Strategic Plan
4. Review of the January 22, 2020 Sacramento Works Agenda Packet
5. Adjournment

**COMMITTEE MEMBERS:** Lisa Clawson, David Gordon, Gary King, Kathy Kossick, Dr. Jamey Nye, Rick Wylie

**DISTRIBUTION DATE: MONDAY, JANUARY 13, 2020**

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

*(The minutes reflect the actual progression of the meeting.)*

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

Monday, November 18, 2019  
4:00 p.m.

1. **Call to Order/Roll Call**

Mr. Gary King called the meeting to order at 4:03 p.m. The roll was called and a quorum was established.

Members Present: David Gordon, Kathy Kossick, Rick Wylie, Lisa Clawson, Gary King

Members Absent: Dr. Jamey Nye

Others Present: Phil Cunningham, Terri Carpenter, Roy Kim, Julie Davis-Jaffe, Ralph Giddings, Michelle O'Camb, Diana Douglas, Lauren Mechals, William Walker

2. **Approval of Minutes of the October 28, 2019 Meeting**

The minutes were reviewed; no question or corrections.

Moved/Wylie, second/Clawson, to approve the October 28 minutes.

Roll call vote:

Aye: 5 (Clawson, Gordon, Kossick, King, Wylie)

Nay: 0

Abstention: 0

Absent: 1 (Nye)

3. **Continued Discussion of Sacramento Works Strategic Plan**

Working on the second element of the three items of focus. Part of the planning process is setting the agenda for the future and see how we proceed in the future. Mr. Kim highlighted what has been collected to date. He introduced Diana Douglas, supervisor of the Hillsdale Job Center, and Lauren Mechals, supervisor of the Franklin Job Center, to present information on the intake and evaluation process at the career center level. Staff distributed a brief one-pager from EDD showing a sample draft survey to try to reconnect with the career centers.

Ms. Diana Douglas provided an overview of customer intake from walking in the career center to hopefully the enrollment of a customer. Ms. Douglas reviewed a flowchart showing the process by which a customer receives services. Ms. Mechals stated that sometimes people come in for a typing test and learn that there is more to get from the career center; they come back and then go through orientation. Ms. Douglas reviewed a list of services that are provided and a list of the job centers in the county. There are different language abilities per site. There is a sheet of on-site services provided at a certain job center.

Mr. William Walker distributed a summary of ETP contracts from 2002. SETA was one of the first workforce boards to engage with ETP which then encouraged other workforce areas to do it. Staff tried a program for CNAs and LVNs but it did not really work out. Ms. Carpenter stated that ETP has changed significantly; everything is on-line now. Some things are still the same such as there is still a reimbursement contract and you do not earn the entire amount until the people are retained 90 days after the contract.

Mr. Giddings distributed a basic survey to be filled out by the customers. The survey can be done on-line or on paper. It could be electronically e-mailed. Mr. Giddings stated that of the 25,000 people that visited the job centers, a survey was sent to them electronically. Mr. Gordon asked for feedback on the customers' experience at the job center process such as 'What was the most valuable aspect of your contact at the job center? What helped you the most at the job center?'

4. **Review of the November 20, 2019 Sacramento Works Agenda Packet**

Ms. Kossick stated that the Future Focus 2020 event will be presented by Rick Wylie. This event is being planned by the Employer Outreach Committee with input from regional partners. The board reviewed the board packet and the expected outcomes.

5. **Adjournment:** The meeting was adjourned at 5:05 p.m.