

**WORKFORCE DEVELOPMENT  
BOARD MEMBERS**

**STACI ANDERSON**  
PRO Youth and Families

**EDWARD W. BAKER**  
Pacific Ethanol, Inc.

**AMANDA BLACKWOOD**  
Sacramento Metro Chamber of Commerce

**LARRY BOOTH**  
Frank M. Booth, Inc.

**N. LISA CLAWSON – Secretary/Treasurer**  
Kaiser Permanente

**LYNN R. CONNER**  
Better Business Bureau

**RONALD J. ELLIS**  
2SS.com

**KEVIN FERREIRA**  
Sacramento Sierra's Building & Construction  
Trades Council

**KRISTIN GIBBONS**  
Department of Human Assistance

**TROY GIVANS**  
County of Sacramento, Economic  
Development

**DAVID W. GORDON**  
Sacramento County Office of Education

**MICHAEL JASSO**  
City of Sacramento

**GARY R. KING**  
SMUD

**KATHY KOSSICK**  
Sacramento Employment & Training Agency

**CHRISTINE LASTER**  
Siemens

**MATT LEGE**  
SEIU – United Healthcare Workers

**FRANK A. LOUIE**  
Sacramento Asian Chamber of Commerce

**JANET NEITZEL**  
Employment Development Department

**DR. JAMEY NYE**  
Los Rios Community College District

**RONALD R. ORR, JR.**  
VSP, Inc.

**SHARON O'SULLIVAN**  
California Department of Rehabilitation

**JOHNNY PEREZ**  
SAFE Credit Union

**KARL PINEO**  
Ironworkers Local 118

**FABRIZIO SASSO**  
Sacramento Central Labor Council

**ANETTE SMITH**  
Five Star Bank

**RICK WYLIE – Chair**  
Villara Building Systems



**SACRAMENTOWORKS**

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

**Date:** Monday, September 21, 2020

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

**Location:** <https://us02web.zoom.us/j/82267019978>

In response to the Governor's Executive Order N-29-20 relating to the COVID-19 Pandemic, the Sacramento Works Executive Committee is conducting this meeting on Zoom at <https://us02web.zoom.us/j/82267019978>. Members of the public may join the meeting by clicking the link above or typing the meeting address above into their web browser, or listen to the meeting by telephone by dialing (for higher quality, dial a number based on your current location): US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592. Webinar ID: 822 6701 9978. International numbers available: <https://us02web.zoom.us/j/82267019978>. Members of the public are encouraged to participate in the meeting by submitting written comments by email to: [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Any member of the public who wishes to speak directly to the board regarding any item on the agenda may contact Nancy Hogan at (916) 263-3827, or [Nancy.Hogan@seta.net](mailto:Nancy.Hogan@seta.net). Please include in your request which item you would like to participate on. Additionally, during the meeting any questions or comments may be submitted via the Q&A or chat features on Zoom. Public comments will be accepted until the adjournment of the meeting, distributed to the Executive Committee and included in the record.

Closed captioning will be available. This document and other Board meeting information may be accessed through the Internet by accessing the SETA home page: [www.seta.net](http://www.seta.net).

**AGENDA**

1. Call to Order/Roll Call
2. Approval of Minutes of the August 24, 2020 Meeting
3. Update of Board Committees
4. Review of September 23, 2020 Agenda Packet
5. Adjournment

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

**DISTRIBUTION DATE: TUESDAY, SEPTEMBER 15, 2020**

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

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

**Location:** Meeting held electronically

Monday, August 24, 2020  
4:00 p.m.

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

Mr. Wylie called the meeting to order at 4:09 p.m. The roll was called and a quorum was established.

Members Present: Ron Ellis, Kathy Kossick, Lisa Clawson, Rick Wylie, Jordan Powell (joined at 4:16 p.m.)

Members Absent: David Gordon, Dr. Jamey Nye

Others Present: Phil Cunningham, Roy Kim, Monica Barber, Ralph Giddings, William Walker, Julie Davis-Jaffe, Michelle O’Camb, William Walker

2. Approval of Minutes of the July 20, 2020 Meeting

The minutes were reviewed; no questions or corrections.

Moved/Kossick, second/Ellis, to approve the July 20 minutes.

Roll call vote:

Aye: 4 (Clawson, Ellis, Kossick, Wylie)

Nay: 0

Abstentions: 0

Absent: 3 (Gordon, Nye, Powell)

3. Discussion of Board Member Expectations Documents

Ms. Clawson reviewed the Board Responsibilities agreement document that was approved by the previous Sacramento Works Board. The goals from the 2015 version were not changed. The composition was changed to indicate the 27 members. The various sections were reviewed.

Mr. Powell joined the meeting at 4:16 p.m.

Mr. Cunningham reviewed the legal status of the Board and explained the Board’s relationship with the SETA Governing Board. The Board’s official name is the Sacramento Workforce Development Board. After discussion, it was decided to call the Board the Sacramento Works/Sacramento Workforce Development Board.

There were modifications to the term of office section. Mr. Cunningham reminded the members that there is only a term for the chair. Board members serve three year terms with no limits. The reference to fundraising will be removed.

Mr. Wylie asked if it is appropriate to ask the Executive Committee to take this to the full board to pursue and form a fundraising committee to understand opportunities to support Sacramento Works services. He thinks the topic should be discussed with board members to determine interest.

Moved/Ellis, second/Clawson, to go to the full board asking for approval to form a fundraising committee.

Roll call vote:

Aye: 5 (Clawson, Ellis, Kossick, Powell, Wylie)

Nay: 0

Abstentions: 0

Absent: 2 (Gordon, Nye)

The board responsibilities document was tabled.

#### 4. Review of Fundraising Parameters

The fundraising parameters document prepared by Mr. Cunningham was reviewed. There are two kinds of fundraising to be considered: 1) having an event and raising funds such as a golf tournament, and 2) receiving funds similar to dues. Each member would be required to give a certain amount. There is another kind of fundraising that would require staff to do grant writing. Mr. Wylie stated that perhaps next year we can have a board retreat and in that retreat, revisit what is our mission, who we are, and who we are not. In addition, perhaps revisit the branding issue. He thinks it is a great foundation for future activities.

#### 5. Update of Board Committees

Youth Committee: Ms. Kossick and Mr. Kim provided a review of the last meeting. Mr. Kim stated that the members were very engaged; they reviewed youth provider performance and overall it was a very good meeting. The Youth Committee also reviewed Youth Committee goals that focused on internships, youth having a voice, and digital literacy. The Youth Committee also approved a sponsorship in the amount of \$2,500 to support the Scholars Playground 21<sup>st</sup> Century learning platform for on-line students.

Planning/Oversight Committee: The committee has not met recently.

Board Development Committee: Ms. Clawson was pleased to see Ronald Orr is included on our roster. There are no vacancies on the Board at this time.

Employer Outreach Committee: Mr. Ellis reported that there was no activity at the last meeting due to no quorum. There are people queued from GSEC, Sacramento Metro Chamber, and Valley Vision for potential membership on the EOC. The Committee will then turn its attention to getting additional business representatives. Most committee members have informally agreed to go out to visit employers, perhaps a meeting a month. He is hoping that EOC members will visit many of the SETA employers to see what their needs are. Staff is working on a 'beefed up' survey to determine employer needs.

6. Adjournment: The meeting was adjourned at 5:10 p.m.