

**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, October 26, 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).

**A G E N D A**

1. Call to Order/Roll Call
2. Approval of Minutes of the September 21, 2020 Meeting
3. Discussion of Options for Fund Development Committee (Phil Cunningham)
4. Adjournment

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

**DISTRIBUTION DATE: MONDAY, OCTOBER 19, 2020**

**SACRAMENTO WORKS, INC.**

Executive Committee

Minutes

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

**Location:** Meeting held electronically

Monday, September 21, 2020  
4:00 p.m.

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

Mr. Wylie called the meeting to order at 4:01 p.m. The roll was called and a quorum was established.

Members Present: Lisa Clawson, Ron Ellis, David Gordon, Dr. Jamey Nye, Rick Wylie

Members Absent: Kathy Kossick

Others Present: Phil Cunningham, Terri Carpenter, Roy Kim, Julie Davis-Jaffe, Michelle O'Camb, William Walker

2. Approval of Minutes of the August 24, 2020 Meeting

Moved/Ellis, second/Clawson, to approve the August 24 minutes.

Roll call vote:

Aye: 5 (Clawson, Ellis, Gordon, Nye, Wylie)

Nay: 0

Absent: 1 (Kossick)

3. Update of Board Committees

- Board Development Committee: Ms. Clawson had no report. Ms. Clawson stated that while there are no board vacancies, the committee is still looking for applicants.
- Employer Outreach Committee: Mr. Ellis reported that this committee reviewed and submitted a sponsorship package sent for approval. The committee now has representatives coming on from Metro Chamber, GSEC, and Valley Vision. There is a need to get middle-sized companies included on the committee.

The EOC authorized staff to look at a quarterly newsletter perhaps by early 2021. They want to organize meetings with regular Sacramento Works services users and staff is working on a list of the companies and the industries they represent.

- Youth Committee: Mr. Gordon is happy that the new Youth Committee members are going forward for approval. The next meeting will be October 8.
- Planning/Oversight Committee: Dr. Nye stated there was nothing to report; no meetings have been held. He will be talking to staff about scheduling a meeting.

#### 4. Review of September 23, 2020 Agenda Packet

The agenda packet was reviewed.

Mr. Kim reviewed the self-assessment board item; an assessment was submitted for each of the job centers. Two new job centers were added on July 1. The state will come out to certify the new centers. In order to set up the two new centers in CalJobs, it does require approval from the State.

Mr. Ellis asked about the rationale for adding the two new centers? Mr. Kim replied that the SETA Governing Board funded two new job centers as of July 1. The state will certify the two new centers since our workforce area is considered to have a conflict of interest. Mr. Kim stated that under the agreement with the Governing Board, the Governing Board makes decisions on adult and dislocated funding, job centers, and the funding for those centers. The youth funding goes before the Youth Committee, the Sacramento Works Board, and then to the Governing Board.

The board item on “Approval of Sponsorship Solicitation and Introductory Package” was reviewed. Mr. Ellis stated that the first several pages can be used to introduce ourselves. There are a couple of things that need to be significantly revised prior to using it for solicitation. We expect to customize the package for each prospect. Mr. Wylie asked if this seeks board approval; it appears to be more of an informational item. Mr. Ellis replied that he is wanting to approve this as an initial package; it is mostly to call attention to the board. Mr. Cunningham stated that he thinks Mr. Ellis is looking for approval of the concept.

Ms. Clawson asked that all of the fonts be the same throughout the solicitation package.

The Board Member Expectations document was reviewed. Mr. Wylie stated that this document was cleaned up and includes an updated clarification of board member expectations.

The development of a Fund Development Committee was discussed. Mr. Wylie stated that the goal is asking the board to review. We would like to gauge a pulse of the board to see if we are ready to pursue a more active fund development committee. Are we ready as a board to approve the formation of an ad hoc review committee on the right way to begin fundraising? How do we do it

correctly to ensure there is no conflict of interest? Mr. Cunningham suggested that 3-5 people be identified to be asked to participate on this committee. Mr. Wylie stated that we would need to tell the board what we would do with the extra dollars that would be donated; what would we do with that extra cash? Mr. Kim stated that staff can provide a list of possible uses, depending if any of the funds come with certain requirements. Mr. Cunningham stated that the Youth Committee was talking about youth internships; there is also the need for equipment, computers, and other electronic devices. The Youth Committee would be a great place to get a list of possible ways to spend the money. Mr. Kim stated that another logical choice would be things that are prohibited under WIOA, i.e., food as a support service. It is one of the most basic needs, especially now. It has been a challenge. Another severe shortage is training dollars for adults. Mr. Wylie asked if the Youth Committee would have some ideas? Mr. Gordon replied that there is a Youth Committee meeting on October 8; this will be put on the agenda. Mr. Gordon stated that funds for scholarships would be a good idea. Mr. Kim and Ms. Carpenter will compile a list of concepts from board committee meetings and staff for consideration.

Mr. Wylie stated that if fund development is to be a strength for us, we have to 1) gain confidence that we can raise funds, and 2) have compelling uses for these funds.

Mr. Wylie stated that Item III-D "Business implications of COVID19 on Board Members" was included on the agenda with the goal to give everyone a perspective of how COVID has affected our business community.

5. Adjournment: The meeting was adjourned at 4:52 p.m.

## ITEM 3

### DISCUSSION OF OPTIONS FOR FUND DEVELOPMENT COMMITTEE

#### BACKGROUND:

At previous Sacramento Works Board Meetings, members have discussed the function of a proposed Fund Development Committee. Mr. Phil Cunningham, legal counsel to the Sacramento Works Board, has prepared Proposed Sacramento Works, Inc. Fundraising Policies and Guidelines, and members have requested input from board committees and staff on potential areas of focus for the proposed Fund Development Committee.

This item provides an opportunity to continue to clarify and discuss the viability and interest of board members to establish and engage in a Fund Development Committee.

#### OPTIONS

The following is a preliminary list of options provided by board committees and staff. Bolded items indicate options that are generally unallowable with WIOA program funds:

- 1) Youth Internships – focus on the summer months.
- 2) **Committee Ventures** – small grants to encourage innovation and test new ideas, particularly from small non-profits.
- 3) **Food** – a basic emergency service needed by customers.
- 4) Training Scholarships – increase current allocation levels to serve more customers.
- 5) **Stipends/Incentives** – payments to customers for participating or attaining benchmarks.
- 6) Support Services – financial support necessary for customers to participate in services.
- 7) **Equipment/Software** – invest in technology tools needed by customers.
- 8) **SETA Marketing** – costs of advertising “SETA” services.
- 9) Other?