

**WORKFORCE DEVELOPMENT  
BOARD MEMBERS**

**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

**DAVID P. DE MERS**  
Sacramento Regional Conservation Corps

**ANN EDWARDS**  
Department of Human Assistance

**DIANE FERRARI**  
Employment Development Department

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

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

**KIM GUSMAN**  
California Employers Association

**TOM KANDRIS**  
Package One, Inc.

**GARY R. KING – Chair**  
SMUD

**KATHY KOSSICK**  
Sacramento Employment & Training Agency

**CHRISTINE LASTER**  
Siemens, Inc.

**MATT LEGE**  
SEIU – United Healthcare Workers

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

**DENNIS MORIN**  
Sacramento Area Electrical Training Center

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

**JAY ONASCH**  
California Department of Rehabilitation

**JOHNNY PEREZ**  
SAFE Credit Union

**FABRIZIO SASSO**  
Sacramento Central Labor Council

**ANETTE SMITH-DOHRING**  
Sutter Health – Sacramento Sierra Region

**PETER TATEISHI**  
Associated General Contractors of California

**RICK WYLIE – Vice Chair**  
Villara Building Systems



**SACRAMENTOWORKS**

**Meeting of the  
Sacramento Works Youth Committee**

**Date:** Wednesday, October 3, 2018

**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:** Approval of the September 5, 2018 Minutes
3. Discussion of WIOA Youth Program Design and Planning for 2019-2020 Procurement of Youth Program Services
4. Review/Discussion of the Youth Committee Goals
5. Public Input
6. Adjournment

**Members:** Paul Castro, David De Mers, David Gordon, Brandon Louie, Dennis Morin, Matt Perry, Laron Robinson, Jane Ross, Lorenda Sanchez, Susan Wheeler, Peter Tateishi

**DISTRIBUTION DATE: WEDNESDAY, SEPTEMBER 26, 2018**

## SACRAMENTO WORKS YOUTH COMMITTEE

### Minutes

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

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

Wednesday, September 5, 2018  
8:30 a.m.

1. **Call to Order**: Mr. Gordon called the meeting to order at 8:34 a.m.

Members Present: David Gordon, Brandon Louie, Dennis Morin, Susan Wheeler, Jane Ross, Lorenda Sanchez, Paul Castro (arrived at 8:36 a.m.) David De Mers (arrived at 8:40 a.m.)

Members Absent: Laron Robinson, Matt Perry, Peter Tateishi

Others Present: Terri Carpenter, Becky Hansen, Phil Cunningham, Roy Kim, Raylene Switzer, EDD YEOP program.

2. **ACTION**: Approval of the August 1, 2018 Minutes

The minutes were reviewed; no questions or corrections.

Moved/Sanchez, second/Louie, to approve the August 1 minutes.

Roll call vote:

Aye: 4 (Louie, Ross, Sanchez, Wheeler)

Nay: 0

Abstentions: 2 (Morin, Gordon)

Absent: 5 (Castro, De Mers, Perry, Robinson, Tateishi)

3. Discussion of WIOA Youth Program Design and Planning for 2019-2020  
Procurement of Youth Program Services

Mr. Castro arrived at 8:36 a.m. and left the room during the discussion of this agenda item.

Ms. Carpenter said that next month all of the WIOA providers will be brought together to discuss challenges and opportunities. In November, we will bring in young people to give us information and insights about what they would like to see in our youth program.

Currently, 75% of the youth funds are allocated to out-of-school youth with 25% to in-school. We are one of the remaining workforce development areas still supporting in-school youth. The Youth Committee needs to determine if SETA is putting the resources in the right area when only 25% of the funds are utilized for in-school youth.

Mr. De Mers arrived at 8:40 a.m.

Ms. Carpenter stated that mental health continues to be a big issue with the youth participants. The WIOA youth program is considered a comprehensive program; the youth go through a year-long training program with one year of follow up. We would like to see activities to fill the gaps in services with more focus on career exploration and financial literacy. Work experience, case management, education, follow up, and leadership activities are required in all programs.

Mr. De Mers asked if the employer is expected to keep the youth even after the subsidy is over and Ms. Carpenter replied that while we encourage employers to retain the youth once the work experience is completed, it is not a requirement. Some of the younger youth add work experience to their resume but do not continue working since they are focusing on school. Mr. De Mers asked if there was data on how the operators are doing historically; Ms. Carpenter replied that the data is generally one year behind. Staff will present the preliminary data for last year. If a service provider is a long-term provider, we look at past performance and this is taken into account during the procurement process.

Ms. Wheeler inquired whether staff look at whether funds are being leveraged. Ms. Carpenter replied yes, and this can include facility costs and staffing.

Ms. Carpenter stated that students can get up to 300 hours in paid work experience, but not all providers give the same amount of hours. There is a need to standardize the number of hours so all of the youth get the same amount of training. Ms. Raylene Switzer asked if the youth were getting enough hours to get a handle on a job? Ms. Carpenter replied that it is a matter of money; WEX is one of the costliest program items to fund, but it is also one of the best direct services provided to youth.

Mr. Louie talked last time about providing some proposal assistance to the potential providers. Ms. Carpenter replied yes, there was discussion of having a clinic; we have made a lot of headway over the years since we have been meeting with the providers on a quarterly basis and sharing best practices.

Ms. Carpenter stated that we have the ability to do a Survey Monkey with the youth to find out what they think of the services they are receiving. Mr. De Mers stated that it is a good idea to have a pre-participation survey and then a post-participation survey.

Ms. Carpenter said that the Youth Committee meetings are monthly so the next meeting will be on October 3. Mr. De Mers wants to have the best attributes of the high performing providers given to the Youth Committee in October. In addition, we have to ask the service providers what challenges they are facing and ask the youth what services they need to help them out.

Ms. Carpenter stated that during October, November and December, the Youth Committee will be looking at past performance and getting information on best practices. Transportation continues to be a huge obstacle so that needs to be considered as well.

Mr. Louie suggested creating a youth-centered space so youth feel safe to talk about their needs; he wants to make sure this happens.

Ms. Carpenter stated that she expects the RFP will be written in January with the release in February or March. Mr. Kim stated that a calendar will be developed with the relevant dates.

Mr. Castro returned to the meeting.

Mr. De Mers wants to notify programs not funded as early as possible so they can plan.

4. Review/Discussion of the Youth Committee Goals

Ms. Carpenter continued the review of the Youth Committee goals.

Mr. De Mers stated that kids are fed up with 'hope', they want guarantees; our organization has to do something more. We have to align ourselves with programs that will produce jobs and training for careers that youth want.

Mr. Kim suggested adding 'career pathways'. Mr. De Mers suggested adding something about the youth voice.

5. Public Input:

Ms. Sanchez stated that CIMC has invested a lot of input between communities that they serve, worksites, and staff. They have added a social media connection to their youth component. Transportation is very challenging. Social media is very important to youth and it needs to be incorporated into our program. With the inclusion of social media connection, they do not necessarily need to have transportation to participate.

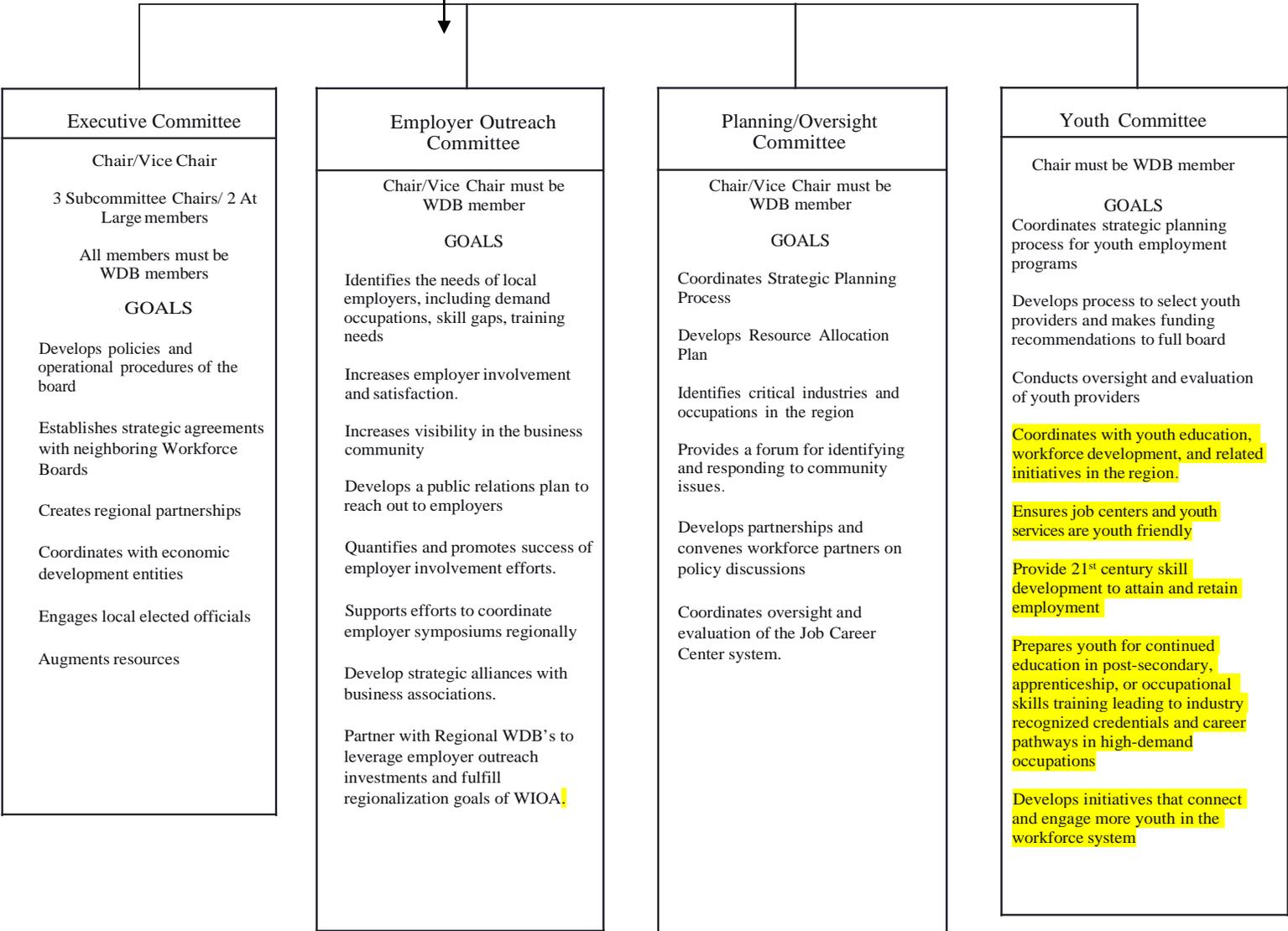
Ms. Carpenter stated that staff is looking at texting youth to keep in touch with them. There are platforms to remind youth of interviews, training, etc. Mr. De Mers said that what Ms. Sanchez is talking about is an app that transcends regular phone usage. Mr. Gordon asked if we should have a social media goal; Ms. Carpenter agreed that it can be integrated into the program.

6. Adjournment: The meeting was adjourned at 9:49 a.m.

# Sacramento Works, Inc. Board Structure

**WORKFORCE DEVELOPMENT BOARD**  
**6 Board Meetings Per Year**  
**Work Done by Committees**

**Staffing:**  
 1. SETA staff assigned to Board and Committees  
 2. SETA staff assigned for Clerical Support  
 3. Assign required partners to staff Committee



**Executive Committee**

Chair/Vice Chair  
 3 Subcommittee Chairs/ 2 At Large members

All members must be WDB members

**GOALS**

- Develops policies and operational procedures of the board
- Establishes strategic agreements with neighboring Workforce Boards
- Creates regional partnerships
- Coordinates with economic development entities
- Engages local elected officials
- Augments resources

**Employer Outreach Committee**

Chair/Vice Chair must be WDB member

**GOALS**

- Identifies the needs of local employers, including demand occupations, skill gaps, training needs
- Increases employer involvement and satisfaction.
- Increases visibility in the business community
- Develops a public relations plan to reach out to employers
- Quantifies and promotes success of employer involvement efforts.
- Supports efforts to coordinate employer symposiums regionally
- Develop strategic alliances with business associations.
- Partner with Regional WDB's to leverage employer outreach investments and fulfill regionalization goals of WIOA.

**Planning/Oversight Committee**

Chair/Vice Chair must be WDB member

**GOALS**

- Coordinates Strategic Planning Process
- Develops Resource Allocation Plan
- Identifies critical industries and occupations in the region
- Provides a forum for identifying and responding to community issues.
- Develops partnerships and convenes workforce partners on policy discussions
- Coordinates oversight and evaluation of the Job Career Center system.

**Youth Committee**

Chair must be WDB member

**GOALS**

- Coordinates strategic planning process for youth employment programs
- Develops process to select youth providers and makes funding recommendations to full board
- Conducts oversight and evaluation of youth providers
- Coordinates with youth education, workforce development, and related initiatives in the region.
- Ensures job centers and youth services are youth friendly
- Provide 21<sup>st</sup> century skill development to attain and retain employment
- Prepares youth for continued education in post-secondary, apprenticeship, or occupational skills training leading to industry recognized credentials and career pathways in high-demand occupations
- Develops initiatives that connect and engage more youth in the workforce system