



# Orientation Binder

 **SETA**  
**Sacramento Works**

# Table of Contents

[About SETA](#)

[The Governance](#)

[Board/Committees/Staff Rosters](#)

[Sacramento Works, Inc. Board Structure](#)

[Workforce Development Boards Overview](#)

[Sacramento Works Board Action Plan](#)

[Workforce Innovation and Opportunity Act \(WIOA\), Title I Adult and Dislocated Worker Program](#)

[Sacramento Works, Inc. America's Job Centers of California \(AJCC\)](#)

[SETA Workforce Development Department Grants/Programs](#)

[Board Member Roles and Responsibilities](#)

[Sacramento Works Board and Committees Overview](#)

[Bylaws of Sacramento Works, Inc.](#)

[Operating Agreement of the Implementation of the WIOA](#)

[Conflict of Interest Code for the Sacramento Employment and Training Agency](#)

[Ethics Training Completion](#)

[SETA Local Training Provider List \(LTPL\)](#)

[Common Acronyms](#)

[WDB Frequently Asked Questions](#)

# About SETA

The SACRAMENTO EMPLOYMENT AND TRAINING AGENCY (SETA), a joint powers agency of the City and County of Sacramento, was formed in 1978. From its inception, SETA has been an effective force in connecting people to jobs, business owners to quality employees, education and nutrition to children, assistance to refugees, and hope to many Sacramento area residents.

For more than four decades, SETA has transformed lives through impactful programs that meet people where they are and help them get to where they want to be—in work and life.

Our approach is holistic: We build self-sufficiency by addressing a totality of needs, from education and training to childcare and more. Our inclusive approach is driven by the belief that everyone in our community deserves to share in economic prosperity.

As a public agency, we take our commitment to accountability seriously. SETA has earned the respect of community partners by remaining relevant, responsive, and driven by outcomes. We do this to help all Sacramento County residents reach their potential.



Sacramento Employment and Training Agency  
925 Del Paso Boulevard Suite 100  
Sacramento, CA 95815 • [Map](#)

Agency Phone: (916) 263-3800

# The Governance...

The **SETA Governing Board** is comprised of local elected officials and one public representative. Its responsibility is to oversee and administer the federal Workforce Innovation and Opportunity Act (WIOA), Head Start, Community Services Block Grant, refugee funds, and other federal and state statute funding.

The **Sacramento Works, Inc. Board** is a board of 27 volunteers that acts as an advisory body to the Governing Board on matters pertaining to employment and social services programs, and in matters of finances. This Board has an active federally mandated **Youth Committee** which is responsible for youth funds for Sacramento County.

The **Policy Council** is comprised of Head Start parents and community members. This Council satisfies an established mandate to include Head Start parents in a decision-making and policy-making capacity. The Policy Council deals with personnel, budgets, and community outreach projects; parents represent their individual sites from all SETA-Operated and Delegate Agency programs.

The **Community Action Board (CAB)** represents public, private, and low-income groups that are interested in the community. As the designated Community Action Agency for Sacramento County, SETA receives Community Services Block Grant funds from the U.S. Department of Community Services and Development. SETA administers these programs in cooperation with the CAB.

These boards exist in a unique and cooperative relationship – from diverse backgrounds and perspectives – to develop, promote, and provide various programs to individuals and families with social and economic needs.





# Sacramento Workforce Development Board of Directors

Board member	Sector Represented	Address/phone number	FAX number/e-mail	Committee	Length of Term
Crystal Bethke Director of Economic Development	Economic Development County of Sacramento	700 "H" Street, Suite 7065 Sacramento, CA 95814 (916) 874-8606	e-mail: <a href="mailto:bethkec@saccounty.gov">bethkec@saccounty.gov</a>	Represented at Employer Outreach	Appointed 4/27/23. Term 4/27/23-4/26/26
Lisa Clawson Human Resources Leader	Private Business Kaiser Permanente	2015 Morse Avenue Sacramento, CA 95825 (916) 973-6962	e-mail: <a href="mailto:lisa.n.clawson@kp.org">lisa.n.clawson@kp.org</a>	Planning, Executive, Youth	Reappointed 3/3/22. Term: 4/1/22 – 3/31/27
Ronnie L. Cobb Director of Employee Relations	Private Business SearchPros Staffing	1750 Howe Avenue, Suite 600 Sacramento, CA 95825 (888) 774-4737	FAX: (916) 560-4137 e-mail: <a href="mailto:rcobb@spstaffing.com">rcobb@spstaffing.com</a>	Employer Outreach	Appointed 10/03/24. Term 10/03/24-10/02/27
Ronald J. Ellis Managing Director/Owner	Private Business 2SS.com LLC	3901 Oak Hurst Circle Fair Oaks, CA 95628 (916) 801-3707	FAX: (916) 566-1962 e-mail: <a href="mailto:Ron_Ellis@2SS.com">Ron_Ellis@2SS.com</a>	Employer Outreach, Executive	Reappointed 3/2/23. Term: 4/1/23 – 3/31/26
David W. Gordon Superintendent	Adult Education Sacramento County Office of Education	P. O. Box 269003 Sacramento, CA 95826 (916) 228-2410	FAX: (916) 228-2403 e-mail: <a href="mailto:dgordon@scoe.net">dgordon@scoe.net</a>	Youth, Executive	Reappointed 3/2/23. Term 4/1/23 – 3/31/26
Kim Gusman President	Private Business California Employers Association	2335 American River Drive, Suite 408, Sacramento, CA 95825 (916) 921-1312	e-mail: <a href="mailto:kgusman@employer.org">kgusman@employer.org</a>	Executive	Appointed 6/6/24. Term 6/6/24-6/5/27
Vivian Hernandez-Obaldia Regional Director	Vocational Rehabilitation California Department of Rehabilitation	721 Capitol Mall, Ste. 110 Sacramento, CA 95814 (916) 558-5324	e-mail: <a href="mailto:vivian.hernandez-obaldia@dor.ca.gov">vivian.hernandez-obaldia@dor.ca.gov</a>	Represented at Employer Outreach	Appointed 4/4/24. Term: 4/4/24 – 4/3/27
Lynn Hosokawa HR Manager	Private Business Villara Corporation	4700 Lang Ave. McClellan, CA 95652-2005 (916) 646-5761	FAX: (916) 646-2718 e-mail: <a href="mailto:hosokawal@villara.com">hosokawal@villara.com</a>	Employer Outreach	Appointed 2/3/22. Term 2/3/22-2/2/25

Board member	Sector Represented	Address/phone number	FAX number/e-mail	Committee	Length of Term
Michael Jasso Assistant City Manager	Economic Development City of Sacramento	915 "I" Street, 5th Floor Sacramento, CA 95814 (916) 808-1380 (Exec. Asst. Kelly McAlister 916.808.1228)	e-mail: <a href="mailto:mjasso@cityofsacramento.org">mjasso@cityofsacramento.org</a> <a href="mailto:kmcalister@cityofsacramento.com">kmcalister@cityofsacramento.com</a>	Represented at Employer Outreach, Planning	Reappointed 8/3/23. Term: 8/3/23 – 8/2/26
Frank A. Louie Chief Operating Officer	Private Business Sacramento Asian Chamber of Commerce	1610 R Street, 3 <sup>rd</sup> Floor, Suite 300 Sacramento, CA 95811 (916) 389-7461	FAX: (916) 561-0462 e-mail: <a href="mailto:work_flouie@sacasiancc.org">work_flouie@sacasiancc.org</a>	Planning	Reappointed 3/2/23. Term 4/1/23 - 3/31/26
Anita Maldonado Executive Director	Other Sacramento Employment and Training Agency	925 Del Paso Blvd. Sacramento, CA 95815 (916) 263-3810	FAX: (916) 263-3825 e-mail: <a href="mailto:anita.maldonado@seta.net">anita.maldonado@seta.net</a>	Executive	Appointed 4/25/24. Term 4/25/24- 4/24/27
Jamey Nye Deputy Chancellor	Higher Education Los Rios Community College District	1919 Spanos Court Sacramento, CA 95825 (916) 568-3031	FAX: (916) 563-3270 e-mail: <a href="mailto:nyej@losrios.edu">nyej@losrios.edu</a>	Planning, Executive	Reappointed 3/3/22. Term: 4/1/22 – 3/31/27
Johnny Perez Director of Client Services	Private Business Clutch	P.O. Box 2765 Granite Bay, CA 95746	FAX: (916) 292-3104 e-mail: <a href="mailto:johnnyp@connectwithclutch.com">johnnyp@connectwithclutch.com</a>	Youth	Reappointed 3/3/22. Term: 4/1/22 – 3/31/27
Karl Pineo Business Manager, Financial Secretary, Treasurer	Labor Ironworkers Local 118 JATC Member	2830 El Centro Road Sacramento, CA 95833 (916) 646-6976	FAX: (916) 646-1073 e-mail: <a href="mailto:kpineo@IW118.org">kpineo@IW118.org</a>	Planning	Reappointed 3/3/22. Term: 4/1/22 – 3/31/27
Jeff Richard Deputy Division Chief	Wagner-Peyser Employment Development Department	2901 50th Street, Sacramento, CA 95817 (916) 516-0162	FAX: (916) 227-0211 Email: <a href="mailto:jeff.richard@edd.ca.gov">jeff.richard@edd.ca.gov</a>	Employer Outreach	Appointed 6/6/24 Term 6/6/24- 6/5/27
John Randall "Randy" Rojas Business Representative	Labor District Council 16 of Northern CA and Nevada	7111 Governors Circle, Sacramento, CA 95823 (916) 393-2742	e-mail: <a href="mailto:randy@dc16sac.org">randy@dc16sac.org</a>	Planning	Appointed 10/05/23. Term 10/05/23- 10/04/26
Jennifer Saetern Human Services Division Manager	Other County Department of Human Assistance	1825 Bell Street, Suite 200 Sacramento, CA 95825 (916) 875-1712	FAX: (916) 875-3591 e-mail: <a href="mailto:saeternjenn@sacounty.net">saeternjenn@sacounty.net</a>		Appointed 9/5/24. Term 9/5/24- 9/4/27

Board member	Sector Represented	Address/phone number	FAX number/e-mail	Committee	Length of Term
Fabrizio Sasso Executive Director	Labor Sacramento Central Labor Council	2617 K St., Suite 175 Sacramento, CA 95816 (916) 927-9772	FAX: (916) 927-1643 e-mail: <a href="mailto:fabrizio@sacramentolabor.org">fabrizio@sacramentolabor.org</a>		Reappointed 4/1/24. Term: 4/1/24 – 3/31/27
Shelly Valenton Deputy General Manager/CEO	Private Business Sacramento Regional Transit	1400 29 <sup>th</sup> Street Sacramento, CA 95812 (916) 224-0442	e-mail: <a href="mailto:svalenton@sacrt.com">svalenton@sacrt.com</a>	Planning	Appointed 8/4/2. Term 8/4/22- 8/3/25
May-Va Vang Business Engagement Manager	<u>Labor/Workforce</u> Sacramento Job Corps Center	3100 Meadowview Road Sacramento, CA 95832 (916) 394-4354	e-mail: <a href="mailto:vang.may-va@jobcorps.org">vang.may-va@jobcorps.org</a>	Represented at Employer Outreach	Appointed 4/21/25. Term 4/21/25- 4/20/28



# Sacramento Works, Inc.

## Executive Committee

Chair

**Lisa Clawson**

Human Resources Leader  
Kaiser Permanente  
2015 Morse Avenue  
Sacramento, CA 95625  
(916) 973-6962  
e-mail: [lisa.n.clawson@kp.org](mailto:lisa.n.clawson@kp.org)

Vice Chair

**Kim Gusman**

President  
California Employers Association  
2335 American River Drive, Suite 408,  
Sacramento, CA 95825  
(916) 921-1312  
e-mail: [kgusman@employers.org](mailto:kgusman@employers.org)

Secretary/Treasurer/  
Member at Large

**Anita Maldonado**

Sacramento Employment & Training Agency  
925 Del Paso Blvd.  
Sacramento, CA 95815  
(916) 263-3810  
FAX: (916) 263-3825  
e-mail: [anita.maldonado@seta.net](mailto:anita.maldonado@seta.net)

Committee Chair  
(Youth Committee)

**David Gordon**

Superintendent  
Sacramento County Office of Education  
P. O. Box 269003  
Sacramento, CA 95826-9003  
(916) 228-2410  
e-mail: [dgordon@scoe.net](mailto:dgordon@scoe.net)

Committee Chair  
(Planning/Oversight  
Committee)

**Jamey Nye**

Deputy Chancellor  
Los Rios Community College District  
1919 Spanos Court  
Sacramento, CA 95825  
(916) 568-3031  
e-mail: [nyej@losrios.edu](mailto:nyej@losrios.edu)

Committee Chair  
(Employer Outreach  
Committee)

**Ronald J. Ellis**

Managing Director/Owner  
2SS.com LCC  
3901 Oak Hurst Circle  
Fair Oaks, CA 95628  
(916) 801-3707  
FAX: (630) 566-1962  
e-mail: [ron\\_ellis@2ss.com](mailto:ron_ellis@2ss.com)



# Sacramento Works, Inc

## Employer Outreach Committee

**Chair:****Ronald 'Ron' J. Ellis**

Managing Director/Owner  
2SS.com LLC

3901 Oak Hurst Circle

Fair Oaks, CA 95628

(916) 801-3737

e-mail: [ron\\_ellis@2ss.com](mailto:ron_ellis@2ss.com)

**Nneka Anderson**

(represents May-Va Vang)

HR Director

Career Systems Development Corp.

(a.k.a. Sacramento Job Corps)

3100 Meadowview Road

Sacramento, CA 95832

(916) 805-3207

e-mail: [anderson.nneka@jobcorps.org](mailto:anderson.nneka@jobcorps.org)

**Linzie Fukushima**

(represents Crystal Bethke)

Economic Development Specialist

County of Sacramento

700 "H" Street, Suite 6750

Sacramento, CA 95814

(916) 874-7414

e-mail: [fukushimal@saccounty.net](mailto:fukushimal@saccounty.net)

**Spencer Hoke**

(represents Vivian Hernandez-Obaldia)

Analyst

CA Department of Rehabilitation

7849 Madison Ave., Suite 160

Fair Oaks, CA 95628

(916) 537-2647

e-mail: [spencer.hoke@dor.ca.gov](mailto:spencer.hoke@dor.ca.gov)

**Lynn Hosokawa**

Human Resources Manager

Villara Building Systems

4700 Lang Ave.

McClellan, CA 95652

(916) 646-2260x1101

e-mail: [hosokawal@villara.com](mailto:hosokawal@villara.com)

**Melissa De La Cruz**

Job Developer

Lutheran Social Services

3200 V Street,

Sacramento, CA 95817

(916) 281-9010

e-mail: [mdelacruz@lssnocal.org](mailto:mdelacruz@lssnocal.org)

**Lisa Hutchinson**

Team Lead

DigiStream Investigations

681 W. Capitol Ave., Suite 200

West Sacramento, CA 95605

(530) 297-8571x948752

e-mail: [lhutchinson@digistream.com](mailto:lhutchinson@digistream.com)

**Kerri Kasper**

Recruiting and Employee Engagement

EDGES Electrical Group

1701 National Drive, Suite 200

Sacramento, CA 95834

(916) 648-3900x6972

e-mail: [kkasper@edgesgoup.com](mailto:kkasper@edgesgoup.com)

**Tegan Knifton**

Regional Workforce Development

Sacramento Metro. Utility Dist. (SMUD)

6201 "S" Street

Sacramento, CA 95817

(916) 732-5389

e-mail: [tegan.knifton@smud.org](mailto:tegan.knifton@smud.org)

**Denise Malvetti**

(represents Michael Jasso)

Workforce Development Manager

City of Sacramento

915 'I' Street, 5th Floor

Sacramento, CA 95814

(916) 808-7064

e-mail: [dmalvetti@cityofsacramento.org](mailto:dmalvetti@cityofsacramento.org)

**Jeff Richard**

Deputy Division Chief

State of CA – Employment

Development Department

2901 50<sup>th</sup> Street

Sacramento, CA 95817

(916) 516-0162

e-mail: [jeff.richard@edd.ca.gov](mailto:jeff.richard@edd.ca.gov)

**Ronnie L. Cobb**

Director of Employee Relations

SearchPros Staffing

1750 Howe Ave., Suite 600,

Sacramento, CA 95825

(888) 774-4737

e-mail: [rcobb@spstaffing.com](mailto:rcobb@spstaffing.com)

# Sacramento Works, Inc

## Planning/Oversight Committee

**Chair:****Jamey Nye**

Deputy Chancellor  
Los Rios Community College District  
1919 Spanos Court  
Sacramento, CA 95825  
(916) 568-3031  
e-mail: [nyej@losrios.edu](mailto:nyej@losrios.edu)

**Lisa Clawson**

Human Resources Leader  
Kaiser Permanente  
2015 Morse Avenue  
Sacramento, CA 95625  
(916) 973-6962  
e-mail: [lisa.n.clawson@kp.org](mailto:lisa.n.clawson@kp.org)

**Frank Louie**

Chief Operating Officer  
Sacramento Asian Chamber of Commerce  
2331 Alhambra Blvd., Suite 100  
Sacramento, CA 95817  
916-389-7461  
e-mail: [flouie@sacasiancc.org](mailto:flouie@sacasiancc.org)

**Michael Jasso**

Assistant City Manager  
City of Sacramento  
915 "I" Street, 5th Floor Sacramento, CA  
95814  
(916) 808-1380  
e-mail: [mjasso@cityofsacramento.org](mailto:mjasso@cityofsacramento.org)

**Karl Pineo**

Ironworkers Local 118 JATC Member  
2830 El Centro Road  
Sacramento, CA 95833  
(916) 646-6976  
e-mail: [kpineo@IW118.org](mailto:kpineo@IW118.org)

**Shelly Valenton**

General Manager/CEO  
Sacramento Regional Transit  
1400 29th Street  
Sacramento, CA 95812  
(916) 224-0442  
e-mail: [svalenton@sacrt.com](mailto:svalenton@sacrt.com)

**John Randall "Randy" Rojas**

Business Representative  
District Council 16 of  
Northern CA and Nevada  
7111 Governors Circle,  
Sacramento, CA 95823  
(916) 393-2742  
e-mail: [randy@dc16sac.org](mailto:randy@dc16sac.org)

# Sacramento Works, Inc

## Youth Committee

**Chair:****David Gordon**

Superintendent  
Sacramento County Office of Education  
P. O. Box 269003  
Sacramento, CA 95826-9003  
(916) 228-2410  
e-mail: [dgordon@scoe.net](mailto:dgordon@scoe.net)

**Ivan Horta**

Youth Voice Advocate with SETA  
WIOA Youth Program  
15 Abbeywood Circle  
Sacramento, CA 95823  
(916) 495-5238  
e-mail: [ivanhorta10@gmail.com](mailto:ivanhorta10@gmail.com)

**Brandon Louie**

669 – 55th Street  
Sacramento, CA 95819  
(916) 476-0719  
e-mail: [brandon.louie@gmail.com](mailto:brandon.louie@gmail.com)

**Jennifer-Christine Madamba**

Education Specialist, Regional Workforce  
Development  
Sacramento Municipal Utility District  
6301 “S” Street,  
Sacramento, CA 95817  
(916) 732-7221  
e-mail: [jennifer-christine.madamba@smud.org](mailto:jennifer-christine.madamba@smud.org)

**Kimberly Marquez**

EDD Youth Employment Program  
5868 Ortega Street  
Sacramento California 95824  
(279) 203-6098  
e-mail: [kimberly.marquez@edd.ca.gov](mailto:kimberly.marquez@edd.ca.gov)

**Thanhchi Dzip**

Youth Voice Advocate with SETA WIOA  
Youth Program  
8895 Spencerport Drive  
Sacramento, CA 95829  
(916) 957-9062  
e-mail: [thanhchidzip@gmail.com](mailto:thanhchidzip@gmail.com)

**Shawn O'Briant**

Vocational Specialist, Sacramento  
County Office of Education  
10140 Mather Blvd.  
P.O. Box 269003  
Sacramento, CA 95826  
(916) 228-2005  
e-mail: [sobriant@scoe.net](mailto:sobriant@scoe.net)

**Johnny Perez**

Clutch Contracts & Consulting  
7100 Compadre Ct  
Carmichael, CA 95608  
(916) 915-2967  
e-mail: [johnny@connectwithclutch.com](mailto:johnny@connectwithclutch.com)

**Maura Perez-Lima**

Youth Voice Advocate with SETA WIOA  
Youth Program  
5040 Lippitt Lane  
Sacramento, CA 95820  
(916) 862-8405  
e-mail: [mauracarolina08@gmail.com](mailto:mauracarolina08@gmail.com)

**Tina Reynolds**

President  
Uptown Studios, Inc.  
P.O. Box 189473  
Sacramento CA 95818  
(916) 446-1082  
e-mail: [tina@uptownstudios.net](mailto:tina@uptownstudios.net)

**Petra Vega**

Asian Resources, Inc.  
2535 36th Street  
Sacramento, CA 95817  
(916) 291-0866 e-mail: [petra.v@asianresources.org](mailto:petra.v@asianresources.org)

**Jane Collier**

Director II, College and Career  
Readiness  
Sacramento County Office of Education  
P. O. Box 269003  
Sacramento, CA 95826-9003  
(916) 228-3393  
e-mail: [jross@scoe.net](mailto:jross@scoe.net)

**Lorenda Sanchez**

Executive Director  
California Indian Manpower Consortium,  
Inc.

738 North Market Blvd.  
Sacramento, CA 95834  
(916) 920-0285  
e-mail: [lorendas@cimcinc.com](mailto:lorendas@cimcinc.com)

**Randi Kay Stephens**

City of Rancho Cordova  
307 Outrigger Way  
Sacramento, CA 95831  
(916) 267-5710  
e-mail:  
[rstephens@cityofranhocordova.org](mailto:rstephens@cityofranhocordova.org)



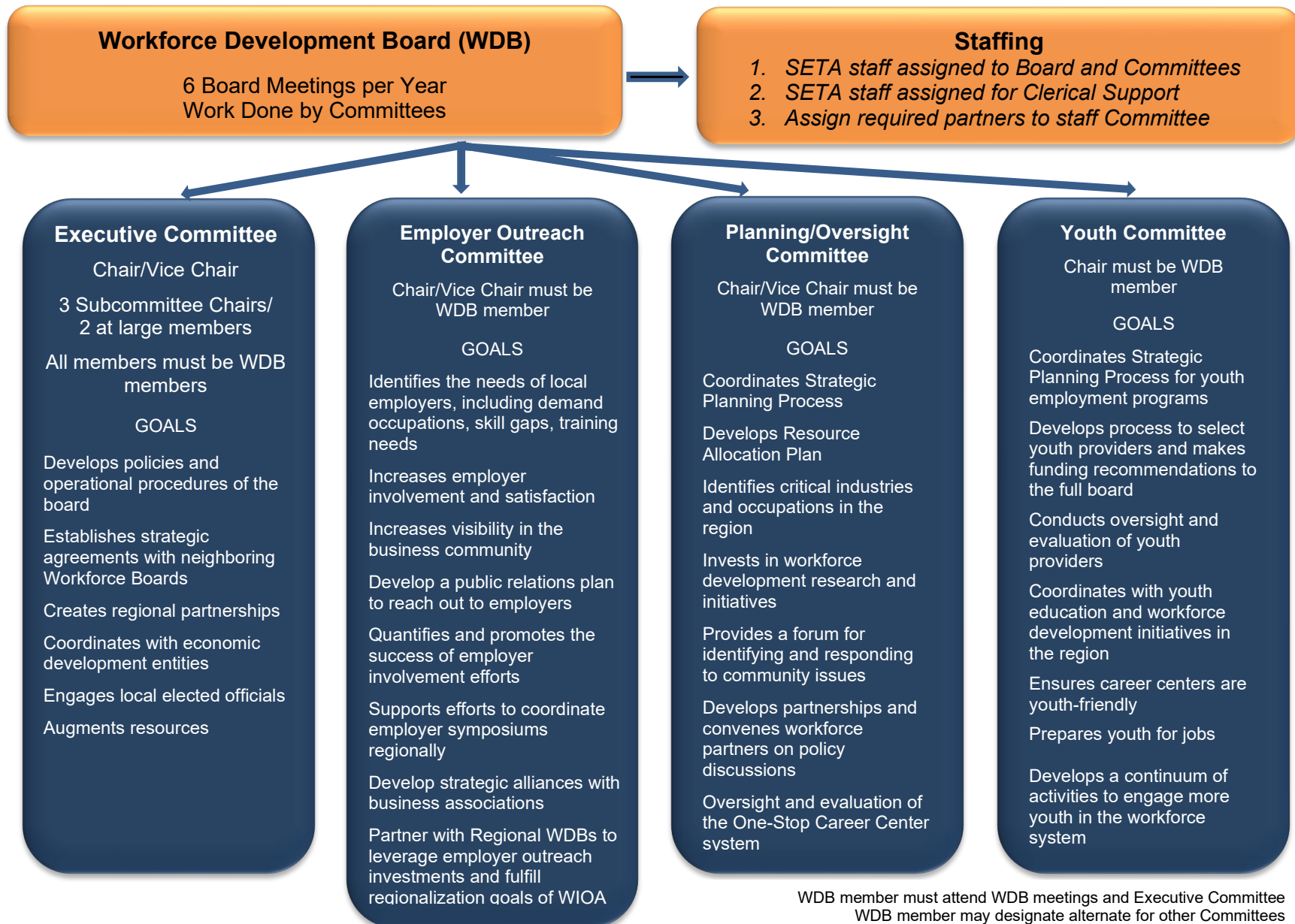
# Meet Our Team

**The following is a listing of staff members who may be called upon to answer questions pertinent to the Sacramento Works Board**

<b>Name</b>	<b>Title</b>	<b>Area of Expertise</b>	<b>Phone Number</b>
Anita Maldonado	Executive Director	Agency Director	(916) 263-3811
Roy Kim	Deputy Director: Workforce Development/Planning	All facets of agency planning, with the exception of Head Start	(916) 263-3814
Mario Maslac	Fiscal Chief	Planning, Budgeting, and Accounting	(916) 263-4020
Karen Griffith	Deputy Director: Head Start	All Planning and Administration of the Head Start program	(916) 263-3916
Kenji Castro	IT Chief	Information System	(916) 263-3879
Bevan Richardson	HR Chief	Agency Personnel and HR	(916) 263-0606
William Walker	Workforce Development Manager	Employer Services, Rapid Response, Construction Sector Initiatives	(916) 263-4639
Lauren Mechals	Workforce Development Manager	Youth Services, Aggie Square Partnerships	(916) 263-1751
Michelle O'Camb	Workforce Development Manager	Planning, Refugee Services, Disability Initiatives, and Contracts/Insurance	(916) 263-3868
Julie Davis-Jaffe	Workforce Development Manager	Job Centers, CSBG, NDWG/NEG, and Healthcare Sector Initiatives	(916) 263-3929
Phillip Cunningham	Sacramento Works, Inc. Legal Counsel	Board legal counsel	(916) 446-7941
Anzhelika Simonenkova	Clerk of the Boards	Staff to all agency boards	(916) 263-3753
Tarianna Perez	Public Information Officer	Public Media and Public Communications	(916) 336-3517



# Sacramento Works, Inc. Board Structure




# Workforce Development Boards

The **Workforce Innovation and Opportunity Act** (WIOA) was almost unanimously adopted by Congress and then signed into law by the President on July 22, 2014.

**WIOA** is intended “to strengthen the United States workforce development system through innovation in, and alignment and improvement of, employment, training, and education programs in the United States, particularly between systems and institutions administering workforce development programs (WIOA, Wagner-Peyser, Vocational Rehabilitation, Adult Education and Literacy and Higher Education [Community Colleges])

**Membership:** Local WDBs are composed of members appointed by the Chief Local Elected Official for each area (The SETA Governing Board) based on eligibility requirements outlined in WIOA and state legislation. WIOA reduced the number of mandated representatives on local Workforce Development Boards from over to four categories: Business; Local Workforce; Education and Training; and Government, Economic and Community Development.

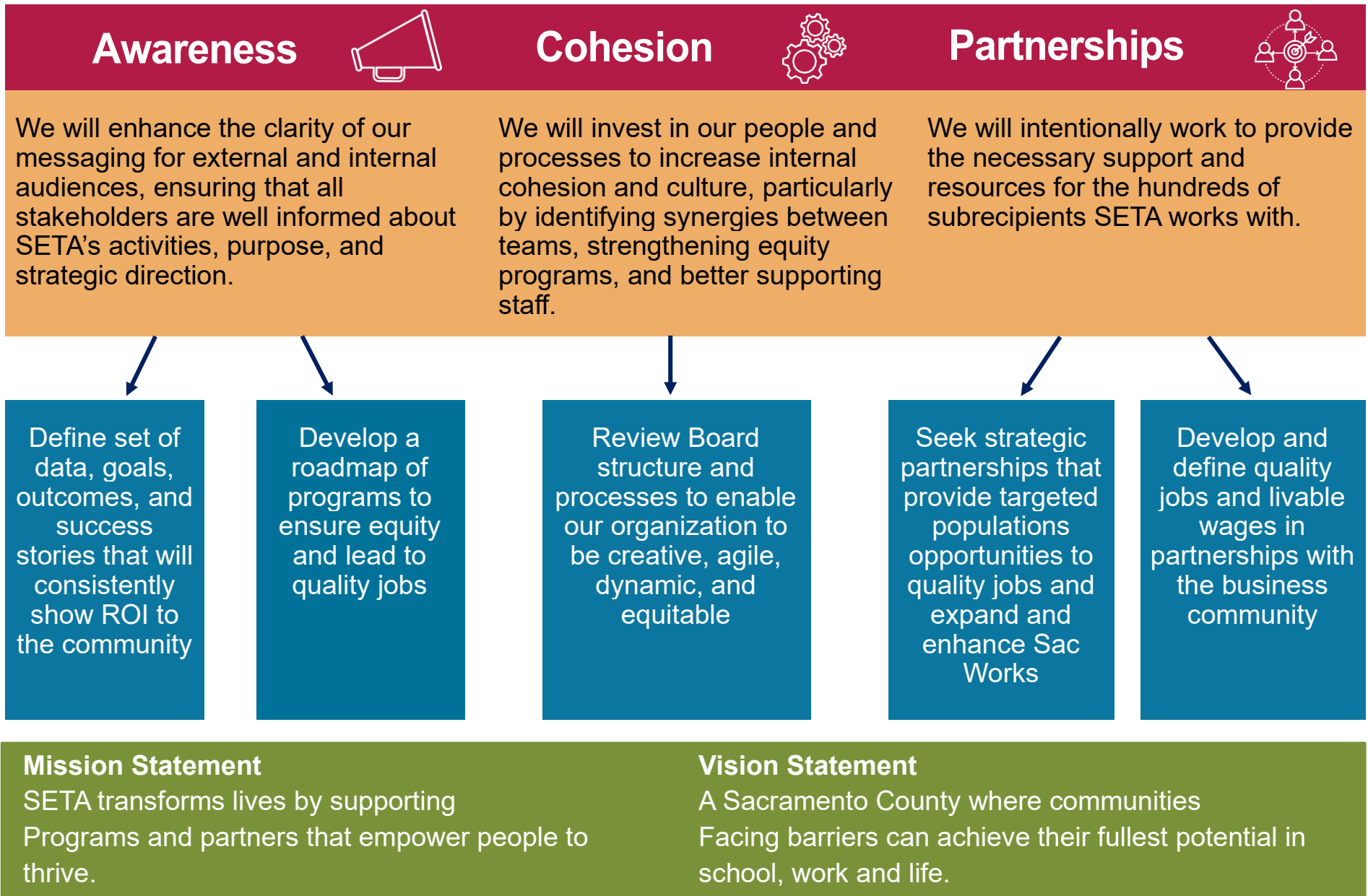
- A majority of the members shall be **representatives of business** in the local area.
- Not less than **20%** of the members shall be **representatives of the workforce** within the local area including **representatives of labor organizations** (at least 15% of board membership in California), a **representative from a joint labor-management apprenticeship program**, and may include representatives of community-based organizations, and representatives from other organizations that demonstrate experience and expertise in addressing the employment, training, or education needs of eligible youth, including representatives of the organization that serve out-of-school youth.
- Local Boards shall include **representatives of entities administering education and training activities** in the local area, **eligible providers administering adult education and literacy activities**; and **institutions of higher education providing workforce investment activities** (including community colleges). They may include representatives of local education agencies and community-based organizations with demonstrated experience and expertise in addressing the education or training needs of individuals with barriers to employment.
- Local boards shall include **representatives of governmental, economic, and community development** entities serving the local area (EDD/Department of Rehabilitation).



**WDB Functions** (WIOA, Section 107(d)) are listed briefly as follows:

1. **Local Plan:** develop a local and regional plan that describes how the WDB will be implemented in the local area and region.
2. **Workforce Research and Regional Labor Market Analysis:** carry out analyses of the economic conditions in the region
3. **Convening, Brokering, Leveraging:** convene stakeholders to assist in developing the local plan and leverage support for workforce development activities
4. **Employer Engagement:** engage with a diverse range of employers to promote employer utilization of the local workforce development system and to ensure workforce investment activities meet the needs of employers
5. **Career Pathways Development:** identify and promote proven and promising strategies and initiatives for workforce development activities
6. **Proven and Promising Practices:** identify and promote proven and promising strategies and initiatives for workforce development activities
7. **Technology:** develop strategies for using technology to maximize accessibility and effectiveness of the local workforce development system
8. **Program Oversight:** conduct oversight of local workforce development activities to ensure the appropriate use of funds and to maximize performance outcomes
9. **Negotiation of Local Performance Accountability:** negotiate and reach agreement on local performance accountability measures
10. **Selection of Operators and Providers:** designate or certify one-stop operators, select youth providers, identify eligible providers of training services, and maximize consumer choice
11. **Coordination with Education Providers:** coordinate activities with providers of adult education and literacy activities, providers of career and technical education, and local agencies administering plans under Title I of the Rehabilitation Act of 1973
12. **Budget and Administration:** develop a budget for workforce development activities consistent with the local plan
13. **Accessibility for Individuals with Disabilities:** annually assess the physical and programmatic accessibility of all one-stop centers in the local area

# Sacramento Works, Inc. Board Action Plan Alignment with SETA Strategic Plan



# Sacramento Works, Inc. Board Action Plan

Develop a roadmap of programs to ensure equity and lead to quality jobs	Review Board structure and processes to enable our organization to be creative, agile, dynamic, and equitable	Develop and define quality jobs and livable wages in partnership with the business community	Define set of data, goals, outcomes, and success stories that will consistently show ROI to the community	Seek strategic partnerships that provide targeted populations opportunities to quality jobs and expand and enhance Sac Works capacity
Increase funding and access to OJT programs	Recruit members from high demand industries - <b>P</b>	Explore possibility of investing in CRM or other tech to support business (EO)	Research and develop Sacramento Works dashboard - <b>P</b>	Coordinate strategic outreach to small and medium
Develop and implement a turnkey internship program	Increase awareness of our services - <b>P</b>	Pair Board members to program areas to leverage individual networks (ALL)	Improve our storytelling capability - <b>P</b>	Implement an Aggie Square partnership
ID and articulate career pathways specifically for youth	Research and ID key industries for pipeline development - <b>P</b>	Conduct and publish a private sector wage and benefit survey (EO)	Develop and focus on job retention measurements (ALL)	Build partnerships around specific projects.
Coordinate internships leading to employment	Hold summit of select public and - <b>P</b>	Create a business support network		Create an award program with Board initiative funds.
Replicate GSEC Coding Bootcamp (ALL)	Increase youth voice on the Board - <b>P</b>	Adopt standard toolbox for wants and needs of employers		Connect with Sac County homeless leadership
Adopt Strategies for job readiness curriculum	Develop and complete entry level job index report	Develop a standardized definition of “quality” jobs and employers		
Develop and deploy digital literacy training and tools	Initiate and complete board member composition review	Develop a SETA Virtual Bootcamp for employers		

On-going

Pending

Completed

**P = Priority Area**



# Workforce Innovation and Opportunity Act (WIOA)

## Title I Adult and Dislocated Worker Program



\*Basic Career Services are provided by multiple partner programs, including WIOA Title III Wagner-Peyser, Title IV Vocational Rehabilitation, TANF, SNAP E&T, etc.

\*\* Individualized Career Services are provided by multiple partner programs, including WIOA Title II and IV, TANF, SNAP E&T, Adult Education, etc.

\*\*\*Training Services are provided by multiple partner programs, including WIOA Title II and IV, TANF, SNAP E&T, Adult Education, Community Colleges, etc.



# Career Services

**Under WIOA, the Career Services category includes Basic Career Services and Individualized Career Services. Basic Career Services do not require enrollment into WIOA and are not subject to priority of service requirements. Individualized Career Services and Training Services, however, require enrollment into WIOA and are subject to priority of service.**

## Basic Career Services

Basic career services must be made available to all individuals seeking services offered by the one-stop delivery system, and include the following:

- **Program Eligibility** – Determinations of whether the individual is eligible to receive assistance from the adult, dislocated worker, or youth programs.
- **Outreach, Intake, and Orientation** – Orientation intended to provide information on services available through the Sacramento Works Job Center (SWJC) system.
- **Initial Assessment** – The assessment of skill levels including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), and supportive service needs.
- **Labor Exchange** – Job search and placement assistance, including the provision of information on in-demand industry sectors and occupations, and on nontraditional employment.
- **Referrals to Partners** – The provision of referrals to and coordination of activities with other programs and services, including those within the SWJC system and, when appropriate, other workforce development programs.
- **Labor Market Information** – The provision of workforce and labor market employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, job vacancy listings in labor market areas, information on job skills necessary to obtain the vacant jobs listed, and information relating to local occupations in demand and the earnings, skill requirements, and opportunities for advancement for those jobs.
- **Training Provider Performance and Cost Information** – The provision of performance information and program cost information on providers approved on the State of California's Eligible Training Provider List.
- **Supportive Services Information** – Information relating to the availability of supportive services or assistance, and appropriate referrals to those services and assistance, including 1) child care, 2) child support, 3) medical or child health assistance available through the state's Medicaid program and Children's Health Insurance Program, 4) benefits under the SNAP, 5) assistance through the earned income tax credit, 6) housing counseling and assistance services sponsored through the U.S. Department of Housing and Urban Development, 7) and assistance under CalWORKs, and other supporting services and transportation provided through that program.

- **Short-term Prevocational Services** – Services are geared towards assisting customers obtain and/or improve communication skills, interviewing techniques, learning the importance of punctuality, personal hygiene, and professional conduct to prepare individuals for unsubsidized employment and/or training. In some instances, pre-apprenticeship programs may be considered as short-term pre-vocational services.
- **Unpaid Internships and Unpaid Work Experience** – These services must be linked to careers.
- **Financial Literacy** – Services may include 1) teaching customers how to create household budgets, initiate savings plans, make informed financial decisions about education, retirement, home ownership, wealth, or other savings goals; 2) teaching customers the ability to manage spending, credit, and debt, including credit card debt, effectively; 3) teaching customers about the availability of credit reports and scores, including determining their accuracy, as well as their effect on credit terms; and, 4) teaching customers how to understand, evaluate and compare financial products, services, and opportunities.
- **English Language Acquisition** – Services intended to increase the English language proficiency levels of customers to increase employment marketability.
- **Workforce Preparation** – Services are intended to help customers acquire a combination of basic academic skills, critical thinking skills, digital literacy skills, and self-management skills, critical thinking skills, digital literacy skills, and self-management skills, including competencies in utilizing resources, using information, working with others, understanding systems, and obtaining skills necessary for successful transition into and completion of postsecondary education or training (high-school diploma or equivalent), or employment.

## Training Services

Training services are delivered via SWJC Scholarship Funds through a Scholarship/Individual Training Account (ITA) application process. Each SWJC has a Scholarship/ITA allocation that funds training services delivered by qualified training programs from the Stat's Eligible Training Provider List. Qualified training services must result in an industry recognized credential. Job seekers requesting financial assistance for training are required to complete a Scholarship/ITA Application that is reviewed and approved by a Case Review Team (CRT).

Training services may include the following:

- **On-the-Job Training (OJT)/Customized Training** – is an activity designed to place low-skilled adults who are unemployed, into full-time jobs in high skill occupations on a “hire first” basis where supervision and training are provided by the employer. OJT affords customers the opportunity to be trained or retrained while acquiring the work skills necessary to succeed in and retain employment while contributing to an employer's productivity.

OJT operators use SETA's standardized OJT contract form, and employers may be eligible for reimbursement of up to 50 percent of the wages paid to customers to compensate for the employer's costs for additional supervision and training related to the OJT. An OJT contract must be limited to the period of time required for a customer to become proficient in the occupation for which the training is being provided. In determining the appropriate length of the contract, consideration should be given to the skill requirement of the occupation, the academic and occupational skill level of the customer, prior work experience, and the customer's Individual Employment Plan.

- **Pre-apprenticeship/Apprenticeship** – Pre-apprenticeship is defined in the WIOA Final Rule Section 681.480 as the following:

*“A program designed to prepare individuals to enter and succeed in an apprenticeship program registered under the Act of August 16, 1937 (commonly known as the “National Apprenticeship Act”; 50 Stat. 664, chapter 663; 219 U.S.C. 50 et. Seq.,) [referred to in this part as a “registered apprenticeship” or “registered apprenticeship program] and includes the following elements:*

- a) Training and curriculum that aligns with the skill needs of employers in the economy of the State or region involved;*
- b) Access to educational and career counseling and other supportive services, directly or indirectly;*
- c) Hands-on, meaningful learning activities that are connected to education and training activities, such as exploring career options, and understanding how the skills acquired through coursework can be applied toward a future career;*
- d) Opportunities to attain at least one industry-recognized credential; and*
- e) A partnership with one or more registered apprenticeship programs that assists in placing individuals who complete the pre-apprenticeship program in a registered apprenticeship program.”*

Apprenticeship is an organized learn and earn model, combining paid on-the-job training with supplemental related classroom instruction (usually at least 144 hours) and incremental wage increases as apprentices advance through training levels. Typically, upon completion of an apprenticeship, apprentices receive State Apprenticeship Council Certificates documenting the attainment of the skills and competencies achieved.

- **Entrepreneurial Training** – Entrepreneurial training provides the skills associated with entrepreneurship and the gig economy, such as the ability to take initiative, creatively seek out and identify business opportunities, develop budgets and forecast resource needs, understand various options for acquiring capital and the trade-offs associate with each option, and communicate effectively and market oneself and one's ideas.

Approaches to training include:

- Entrepreneurship education that provides an introduction to the values and basics of starting and running a business, such as developing a business plan and simulations of business start-up operation.
- Enterprise development which provides supports and services that incubate and help customers develop their own businesses, such as helping customers access small loans or grants and providing more individualized attention to the development of viable business ideas.
- Experiential programs that provide customers with experience in the day-to-day operation of a business.

- **Occupational Skills Training** – Instruction that includes vocational education and classroom training that is designed to provide technical skills and information required to perform a specific job or group of jobs.

- **Job Readiness Training** – Job readiness training includes services that reach skills needed to be successful in the workplace, rather than skills needed to get into the workplace. It should provide participants with specific occupational competencies needed to perform specific work tasks on the job. For example, job readiness training courses could teach WIOA clients skills such as how to communicate in an office environment, how to function as part of a team, or how to work in a deadline driven workplace. In each of these instances, the focus of the training would be on competencies needed to succeed during the workday while on the job (rather than the skill needed to find and apply for a job).

Job Readiness Training does not include skills needed to find and apply for a job, (e.g., job search, interview, or resume writing skills). Under WIOA Section 134, services that teach skills necessary to find and apply for a job are classified either as basic career services or individualized career services. For example, job search assistance is defined as basic career service, while group counseling or prevocational services focused on resume writing and interview skills are classified as individualized career services. These types of services do not qualify as training because they do not provide the client with competencies needed to perform specific tasks on the job.

- **Incumbent Worker Training (IWT)** – Training for employed workers that includes the following characteristics:
  - Designed to meet the special requirements of an employer (including a group of employers) to retain a skilled workforce, avert the need to lay-off employees by assisting the workers in obtaining the skills necessary to retain employment, and/or provide training that will result in progression on a career pathway and income mobility.
  - Conducted with a commitment by the employer to retain employees, avert the layoff(s) of the incumbent worker(s) trained for a period of six months following completion of the training, or promote incumbent workers to higher paying positions.
  - Increases the competitiveness of the employer or employee.
  - Gives employees the opportunity to progress on their career pathway by providing opportunities to obtain certificates or credentials based on the employers' need.

## Follow-up services

Follow-up services are critical to ensuring a customer's success in employment. Services may include the provision of supportive services, addressing work-related issues that may arise, assistance in securing higher paying jobs, assistance with career pathway development, assistance with pursuing or continuing education or training, and the provision of work-related peer support groups. Follow-up services must be made available to all enrolled customers for at least 12 months commencing on the date a customer obtains unsubsidized employment. The types and intensity of services provided must be determined based on the needs of the individual and may differ for each customer. At a minimum, follow-up should include monthly contact with job seekers and employers.





# Sacramento Works, Inc.

## America's Job Centers of California (AJCC)

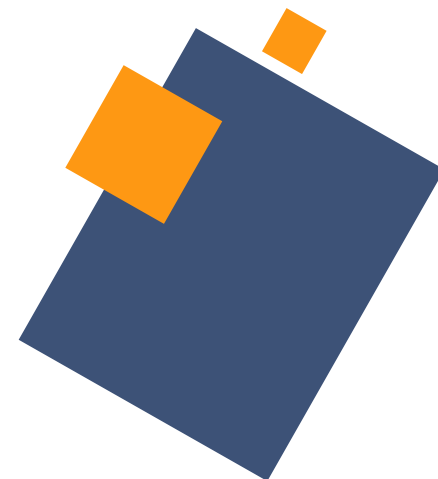
SITE LOCATION	PHONE	PUBLIC ACCESS HOURS	ORIENTATONS	LANGUAGES
<b>Asian Resources AJCC</b> 2411 Alhambra Blvd., Ste. 110 Sacramento, CA 95817	P: (916) 324-6202 F: (916) 324-6230	M-F 8:00 - 4:30	Walk-in Basis MON-FRI @ 8:00-3:00 p.m.	English, Hmong, Bisayan, Spanish, Vietnamese, Russian, Pashto, Farsi, Turkish, Cantonese, Ukrainian, Lao, Thai, Tagalog, Punjabi, Urdu, Dari
<b>PRIDE Industries AJCC (Citrus Heights)</b> 7011 Sylvan Road, Suite A, Citrus Heights, CA 95610	P: (916) 676-2540 F: (916) 721-0288	M-Th 9:00 - 4:30 F (Call) 9:00-12:00	<b>Walk-in Basis</b> M-TH 9:00-4:30 p.m. <b>Call for appt.</b> FRI 9:00 -12:00	English, Russian, Spanish,
<b>Elk Grove – South County AJCC</b> 8401 A Gerber Road Sacramento, CA 95828	P: (916) 793-2319 F: (916) 689-3470	M-TH 8:30 - 4:00 F 8:30 - 12:00 TH-until 8P during school yr.	Every 2 <sup>nd</sup> and 4 <sup>th</sup> Tuesday @ 1:00 p.m. Call for more information	English, Spanish, Cantonese, Farsi, Dari, Pashto, Urdu, Hindi
<b>Folsom Cordova AJCC</b> 10826 Gadsten Way Rancho Cordova, CA 95670	P: (916) 294-9107 F: (916) 361-8683	M - Th 9:00 - 3:00 F (Call) 9:00 - 12:00	<b>Walk-in Basis</b> M-TH @ 9:00-4:30 p.m. <b>Call for Appointment</b> FRI @ 9:00 -12:00 p.m.	English, Spanish, Russian, Dari, Farsi, Hindi, Armenian, and Arabic, Ashanti
<b>Florin AJCC •</b> 3801 Florin Road, Suite 107 Sacramento, CA 95823	P: (916) 282-0711	M-TH 8:30 - 4:30 Appointment Only F 8:30 - 12:00 Virtual Only	Walk-in Basis & TUES @ 9:00 a.m. Virtual	English, Cantonese, Mandarin, Hmong, Spanish
<b>Fruitridge Community Collaborative</b> 4625 44 <sup>th</sup> Street Sacramento, CA 95820	P: (916) 435-6760	M–TH 8:30 - 4:00 F 8:30 - 12:00 By Appointment	Call for Appointment	English, Spanish
<b>Galt AJCC •</b> 1000 C Street, Ste. 100 Galt, CA 95632	P: (209) 744-7702 F: (209) 744-7719	M-TH 8:30 - 5:00 F 8:30 - 1:00	MON @ 9:00 a.m. (Must Pre-Register)	English, Spanish
<b>Greater Sacramento Urban League AJCC</b> 3725 Marysville Boulevard Sacramento, CA 95838	P: (916) 286-8600 F: (916) 614-9001 Resource Room: P: (916) 286-8623	M, T, TH 9:00 - 4:00 W 9:00 - 4:00 Walk in Basis	Call for Appointment (must pre-register)	English, Spanish

SITE LOCATION	PHONE	PUBLIC ACCESS HOURS	ORIENTATIONS	LANGUAGES
<b>Hillsdale AJCC *</b> 5655 Hillsdale Blvd., Ste. 8 Sacramento, CA 95842	P: (916) 263-4100 F: (916) 263-4076	M-TH F 8:30 - 4:30 8:30 - 12:00 Only Virtual	Walk-In Basis Monday - Thursday	Russian, Spanish, Ukrainian, America Sign Language (by referral.)
<b>La Familia AJCC</b> 5523 34 <sup>th</sup> Street Sacramento, CA 95820	P: (916) 452-3601 F: (916) 452-7628	M T 9:00 - 5:00 9:00 - 5:00	2nd and 4th WED Call 1:30-2:30 In Person Walk in Welcome	English, Spanish
<b>Lao Family Community Development, Inc.</b> 3205 Hurley Way/7171 Bowling 1120 Sacramento, CA 95864/95823	P: (916) 359-2788 P: (916) 393-7501 F: (916) 640-8899	M, T, W, Th 9:00 - 4:00 F Appointment Only	Walk-In Basis @ WED 9:00 - 12:00	English, Farsi, Dari, Pashto, Arabic, Russian, Hmong, Spanish, Lao, Burmese
<b>Mark Sanders AJCC *</b> 2901 50 <sup>TH</sup> Street Sacramento, CA 95817	P: (916) 227-0301 F: (916) 227-7937	M-F Closed 8:30 - 5:00 12:00 - 12:30	Tuesdays 10:00-12:00 Wednesdays 2:00 - 4:00	American Sign Language ( <i>by appt.</i> ), Spanish
<b>Sac City Unified School District AJCC</b> 5451 Lemon Hill Avenue Sacramento, CA 95824	P: (916) 395-5802 F: (916) 433-2635	M-TH F 8:30 - 3:30 8:30 - 11:00 Call for an appointment	WED @9:30 AM Call for Appointment FRI @8:30 - 11:00	Russian, Spanish, Vietnamese, Cantonese, Urdu, Farsi, Pashto, Dari, Hindi, Ilocano, Persian

▪ Typing tests offered at these sites. Please contact for more information.

\* BIC located at these sites.

This WIOA Title I financially assisted program or activity is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities. Call 711 for relay services.



# SETA Workforce Development Department Grants/Programs, PY 2024-2025



Submitted and Pending Grants	Amount Requested	Top 3 Areas of Focus
Formula Grants Received/Continued 2024-2025	Amount Received	Areas of Focus
<b>WIOA Adult/Dislocated Worker:</b> funds the 13 Sacramento Works Job Centers that provide comprehensive workforce development services throughout Sacramento County.	\$9,318,197	2, 3, 6
<b>WIOA Youth:</b> provides work experience and other services to disadvantaged youth with a focus on Out-of-School Youth.	\$4,808,153	2, 6, 8
<b>WIOA Regional Planning 5.0:</b> provides Regional Planning and Organizing activities, including industry sector convenings, regional plan development, and capacity building.	\$150,000	1, 2, 3
<b>WIOA High Performance Board:</b> incentive funds for high performance.	\$3,846	9
<b>Community Services Block Grant (CSBG):</b> funds case-managed self-sufficiency and safety net services.	\$1,850,129	2, 4, 6
<b>Refugee Social Services (RSS):</b> provides employment services to newly arriving refugees.	\$15,249,971	2, 3, 6
<b>Non-formula Grants Received/Continued 2024-2025</b>		
<b>James Irvine Foundation, Public Workforce Capacity Fund:</b> focus on building internal capacity - goals include advancing racial equity by addressing internal barriers to engaging and serving communities of color; serving low-income workers and families more holistically; promoting the creation of and access to quality jobs.	\$875,000	2, 4, 6
<b>We Prosper Together, Catalyst Grant:</b> focus on expanding an employer-driven Biotech Collaborative applying the Talent Pipeline Management playbook - includes data-driven planning and talent solutions,	\$500,000	1, 2, 4

building sustainable, inclusive career pathways, and co-designing with learners.		
<b>WIOA 15%-Disability Access, Equity, and Inclusion Grant:</b> provides workforce development services emphasizing cross-systems collaboration, co-enrollment, shared management, and cross-training to improve services for customers with disabilities.	\$933,000	2, 3, 6
<b>Summer Training and Employment Program for Students (STEPS) Augmentation:</b> provide internships and workforce services to youth with disabilities.	\$350,000	3, 6, 8
<b>High Road Training Partnerships:</b> Aggie Square pipeline focused on quality jobs in the Public Sector/Business, Healthcare, Biotechnology, and Community Workers.	\$5,000,000	1, 2, 4
<b>Equity Target Population Fund:</b> provides workforce development services emphasizing case management and work-based learning activities to customers with disabilities.	\$360,000	2, 3, 6
<b>Prison 2 Employment – Round 2:</b> provides recidivism reduction training and development program targeting the supervised population.	\$1,020,000	2, 3, 6
<b>Regional Equity and Recovery Partnerships:</b> regional digital, business/professional, and soft skills initiative that connects underserved communities to career pathways and quality jobs with a focus on Aggie Square and surrounding areas.	\$813,175	2, 4, 7
<b>Equity and Special Populations:</b> specialized workforce development services for homeless and out-of-school youth.	\$726,835	2, 6, 8
<b>Summer Training and Employment Program for Students (STEPS):</b> provides internships and workforce services to youth with disabilities.	\$350,000	3, 6, 8
<b>One-Stop Share of Cost:</b> Sacramento County DHA awards SETA a One-Stop Share of Cost contract, reimbursing Sacramento Works for the services provided to aided customers.	\$911, 743	2, 3, 6
<b>Los Rios Strong Workforce Initiative:</b> co-locate Job Center staff at the four Los Rios community colleges to provide workforce development services.	\$215,968	1, 3, 4
<b>Ticket-to-Work:</b> performance-based payments from employment services to SSI/SSDI recipients.	\$40,000	2, 3, 6

<b>SMUD Summer Youth Employment Program:</b> funded by SMUD to recruit, assess, and case manage summer internship program for 25 high school students.	\$150,000	1, 2, 8
<b>Total*</b>	<b>\$43,276,017</b>	

\* Amounts represent various grant terms that span multiple fiscal years.

<b>Areas of Focus</b>	<b>Number of Votes</b>
1. Employer Engagement	15
2. Career Pathways Development	14
3. Alignment of Internal and External Workforce/Education Programs	12
4. Quality Jobs	10
5. Promotion of Economic Recovery	7
6. Race/Equity Inclusion	7
7. Digital Literacy Access & Training	4
8. Youth Engagement	4
9. Promotion of Sacramento Works	2





# Board Member Roles and Responsibilities

## Introduction

In our community, there has been a long-existing gap between the people who employ workers and those who prepare and train workers for jobs. Sacramento Works [a user-friendly title for the local Workforce Development Board (WDB)] is part of a national effort to eliminate that gap by bringing together leaders from employer groups (chambers of commerce, organized labor, private businesses) and the worker preparation community (the school districts, job corps, SETA, community-based organizations). Our goal is to ensure that the needs of both job seekers and employers are taken into account and then to develop policies and systems to satisfy those needs.

## Vision, Mission, Strategic Areas

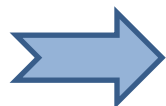
Any board worth its salt needs a Vision, a Mission, and an enumeration of Areas of Strategic Concern. Ours are –

### **Vision:**

Building a dynamic workforce for the Sacramento Region.

### **Mission:**

Sacramento Works partners with the workforce community to serve regional employment needs.



### **Areas of Strategic Concern:**

Meeting the demands of a labor market: The Board must monitor and study the region's economy to accurately meet the demands of the labor market as it evolves. To work best, the WDB must have a good idea of the kinds of jobs coming down the pike and the number of workers needed. Ideally, it needs to know this far enough in advance to devise appropriate training programs to meet the market demands.



### **Governing the Workforce Investment System**

The Board has the authority and responsibility to implement the federal/state public workforce system in our area so that it best meets the needs of the local economy in Sacramento County and the six other counties in the Capital Region (Yolo, El Dorado, Placer, Sierra, Nevada, and Alpine). To do this, the Board must conduct an ongoing community-wide dialogue to formulate workable policies for each area.



### **Awareness of Responsibility as a Board Member**

Board members will have a powerful role and awesome responsibility in future decisions regarding the local workforce and economy. The financial investment will be a major one, and investment in human resources will be equally great.

# The Board's Role in the Community



# Board Legal Status

The Board of Sacramento Works, Inc. has been officially designated as the Workforce Development Board for our area under the provisions of the federal “Workforce Innovation and Opportunity Act of 2014”. We are registered with the IRS as a 501(c)(3), not-for-profit, California corporation.

# Board Relationship with Local Elected Officials

The Governing Board of the Sacramento Employment and Training Agency (SETA) is the local body officially responsible for the Workforce Innovation and Opportunity Act. The Governing Board has two members from the City Council, two members from the County Board of Supervisors, and one public member. The relationship between the Workforce Development Board and the SETA Governing Board is explained in the WDB/LEO Operating Agreement, a copy of which is available in the orientation manual.

# Member Liability

State statute limits the personal liability of the members of government related and not-for-profit boards of directors. Additionally, the Board has an insurance policy in place covering the liability of Directors and Officers.

# Member Responsibilities

Since the Board is large and will only be meeting six (6) times a year, members should be willing to commit themselves to the following –

## **Attendance and Punctuality:**

- Attend every Board meeting and every designated committee meeting.
- Be present at the scheduled beginning of meetings and remain until adjournment.
- Board and Committee Chairs should start and conclude meetings on time.
- The Chair will cancel any meeting when there is no substantive agenda.
- Each Board Committee determines its schedule.
- Committee meetings are announced through Board mailings.

## **Participation:**

- Prepare for meetings by reviewing pre-meeting materials, and contact resource people as necessary for further information and opinions.
- Use our best thinking and sound judgement on substantive board issues. We should look for a candid expression of ideas and opinions among colleagues and respect each other's opinions and different points of view.
- The Board Chair and Executive Committee members should be determined to

provide solid and user-friendly preparatory materials in advance of each meeting.

- Be prepared to tap into other resources available to use in order to carry out our Board Mission. Such resources might include professional networks, technical supports, corporate gifts, etc.
- Be prepared to designate staff resources to support the efforts of the Board.



# Sacramento Works Board and Committees Overview

Sacramento Works, Inc. ("SWI") is a standalone, not-for-profit, public benefit California corporation formed in 1979. SWI enjoys IRS and FTB tax exempt status as a 501(c)3 charitable entity.

SWI was formed to support the mission of the public Workforce Development Program of the Sacramento Employment and Training Agency ("SETA"). Sacramento Works, Inc. is governed by a 27-member board of directors, appointed to three-year terms by the Governing Board of the Sacramento Employment and Training Agency.

With the adoption of the Workforce Innovation and Opportunity Act in 2014, there was a need to appoint a local Workforce Development Board ("WDB"). Recognizing the long and successful relationship between the Governing Board, SETA, and the Board of Directors of SWI, the Governing Board decided it made sense to designate SWI as the Local WDB to comply with the new WIOA.

The Governing Board, therefore, appointed the SWI Board of Directors to serve as the WDB under WIOA and entered into an Operating Agreement with SWI for the administration and implementation of WIOA in this region.

SWI does not have any employees. It relies on SETA staff, particularly the staff from SETA's Workforce Development Department, administrative and fiscal support.

The Workforce Development Department employs approximately 60 employees who oversee a 30+ million-dollar budget, operate 24 +/- different programs, provides technical support and oversight to 99 subcontractors. The Workforce Development Department also oversees the operation of 12 Sacramento Works Job Centers. These job centers provide the primary direct interface with the customers served by the programs you oversee. The Department also has a unit that deals directly with the regional employers and employers entering this market in order to provide them with services as well.

For the most part, your roles as directors of SWI and members of the WDB overlap and are interchangeable.

By virtue of your appointment to the SWI Board, you are a volunteer director of a 501(c)3 not-for-profit charitable entity. As such, you owe the corporation certain duties. As a director, you must act ***"in good faith", in a manner which you believe is in the best interest of the corporation, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would exercise under similar circumstances.***

As a member of the WDB, you are also a quasi-public official. Therefore, in addition to the three elements just outlined: 1) good faith, 2) best interest of the entity, and 3) with such care as a reasonable and prudent person would use, you must also act ***openly and transparently through meetings open to the public.***

Since the day-to-day operation of the WIOA/SWI programs has been given to SETA staff,

which is perfectly permissible under the law and commonly done, your primary role remains Policy, Planning and Oversight.

You have no direct management or supervisory power or authority over any SETA staff, program operator, subcontractor, vendor, or customer.

Your role is to serve as a sounding board for SETA staff, a link to the local community, particularly the community you represent. That is why the board comprises representatives of many varied areas of interest, i.e., Employers, EDD, Veterans, Education, Labor, People with Disabilities, Justice Involved, Youth, Hard to Serve, Immigrants, Native Americans, Displaced Workers, and so forth.

Your primary responsibility is to ensure that whatever money comes into the region under the public workforce program administered by SETA is used as effectively as possible to benefit the communities in need of assistance.

In addition, your role is to assist SETA staff in predicting and preparing for the future needs of our regional workforce, meeting employer needs for certain skills, education, and experience, and meeting job searchers' needs for skill development, education, and experience.

Under the provisions of the WIOA you are charged with the responsibility to ***“serve as a convener, a collaborator, and a host of community conversations to better align workforce resources and understand the complexity of the local labor market”***.


## **The SWI/WDB has several committees:**

1. The **Executive Committee** is a committee of the Board with limited authority to act on behalf of the Board between meetings. This committee is limited to members of the board only;
2. The **Youth Committee**, composed of both Board and non-board members;
3. The **Planning/Oversight Committee**, composed of both Board and non-board members;
4. The **Employer Outreach Committee**, composed of both Board and non-board members;

Committees composed only of Board Members are Committees of the Board, and they may act independently so long as their actions fall within the charge given to them when they were formed.

Committees that include non-board members are Committees to the Board. Committees to the Board may not act for the board or take independent action; they must act through the full Board.

In carrying out committee duties, you are held to the same standard as described, i.e., good faith, the best interest of the entity, in a reasonable and prudent manner, through open public meetings.





# BYLAWS OF SACRAMENTO WORKS, INC.

**(A California Not For Profit Public Benefit Corporation)**  
**As Amended July 2016**



## TABLE OF CONTENTS

	Page #
<b>ARTICLE I. OFFICES</b>	
Section 1.01 Principal Office	1
Section 1.02 Change of Address	1
Section 1.03 Other Offices	1
 <b>ARTICLE II. MEMBERS</b>	
Section 2.01 Classification of Members	1
 <b>ARTICLE III. DIRECTORS</b>	
Section 3.01 Number of Directors	1
Section 3.02 Qualifications	1
Section 3.03 Terms of Office	2
Section 3.04 Nomination	2
Section 3.05 Appointment of Directors	2
Section 3.06 Compensation	3
Section 3.07 Removal of Directors	3
Section 3.08 Vacancies	4
Filling of Vacancies	4
Terms of Office	4
Section 3.09 Non-Liability of Directors	4
Section 3.10 Indemnity by Corporation for Litigation Expenses of Officer, Director, or Employee	4
Section 3.11 Meetings	5
Call of Meetings	5
All Meetings Subject to Ralph M. Brown Act	5
Place of Meetings	5
Time of Regular Meetings	5
Special Meetings	5
Annual Meeting	5
Notice of Meetings	5
Contents of Notice	5
Quorum	5
Adjournment for Lack of Quorum	5
Notice of Adjourned Meeting	5
Loss of Quorum	6
Voting	6
Conduct of Meetings	6
No Action Without Meeting	6
Teleconferencing	6

## **ARTICLE IV: OFFICERS**

Section 4.01	Number and Titles	7
Section 4.02	Qualifications, Election & Term of Office	7
Section 4.03	Vacancies	8
Section 4.04	Removal and Resignation	8
Section 4.05	Duties of the Chairperson (CEO)	8
Section 4.06	Duties of the Vice-Chairperson	8
	Qualification of Vice-Chairperson	8
Section 4.07	Duties of Secretary-Treasurer (CFO)	8
	Certify Bylaws	8
	Keep Minutes of Meeting	8
	Give Notices	9
	Be Custodian of Records	9
	Exhibit Records to the Public	9
	Have Custody of and Deposit Funds	9
	Receive Funds	9
	Disburse Funds	9
	Maintain Accounts	9
	Exhibit Records	9
	Render Reports	9
	Perform Other Duties	9

## **ARTICLE V: COMMITTEES**

Section 5.01	Standing Committees	10
	a. Executive Committee	10
	b. Employer Outreach Committee	11
	c. Planning/Oversight Committee	11
	d. Youth Committee	11
Section 5.02	Ad-Hoc Committees	11
Section 5.03	Terms of Office	12
Section 5.04	Vacancies	12
Section 5.05	Quorum	12
Section 5.06	Rules	12
Section 5.07	Notice	12

## **ARTICLE VI: EXECUTION OF INSTRUMENTS, DEPOSIT OF FUNDS**

Section 6.01	Execution of Instruments	13
Section 6.02	Checks and Notes	13
Section 6.03	Deposits	13
Section 6.04	Gifts	13

## **ARTICLE VII: CORPORATE RECORDS AND SEAL**

Section 7.01	Minutes of Meeting	13
Section 7.02	Books of Account	13
Section 7.03	Records Available to Assessors	13
Section 7.04	Inspection of Records by Directors	13
Section 7.05	Inspection of Records by SETA	14
Section 7.06	Inspection of Records by the Public	14
Section 7.07	Annual Report and Financial Statement	14
Section 7.08	Corporate Seal	14

## **ARTICLE VIII: FISCAL YEAR**

Section 8.01	Date of Fiscal Year	14
--------------	---------------------	----

## **ARTICLE IX: BYLAWS**

Section 9.01	Effective Date of Bylaws	14
Section 9.02	Amendment	15
Section 9.03	Certification and Inspection	15

## **ARTICLE X: PROHIBITION AGAINST SHARING CORPORATE**

### **PROFITS AND ASSETS**

Section 10.01	Prohibition	15
---------------	-------------	----

## **ARTICLE XI: DISTRIBUTION OF INCOME AND PROHIBITION ON TRANSACTIONS**

Section 11.01	Limitations	15
---------------	-------------	----

## **ARTICLE XII: CONSTRUCTION**

Section 12.01	Construction	16
---------------	--------------	----

**BYLAWS OF**  
**SACRAMENTO WORKS, INC.**  
**(A California Not For Profit Public Benefit Corporation)**

**ARTICLE I. OFFICES**

**Section 1.01. Principal Office.** The principal office of the Corporation for its transaction of business is located in the City of Sacramento and County of Sacramento, California.

**Section 1.02. Change of Address.** The Board of Directors is hereby granted full power and authority to change the principal office of the Corporation from one location to another in the County of Sacramento, California. Any such change shall be noted by the Secretary in these Bylaws, but shall not be considered an amendment of these Bylaws.

**Section 1.03. Other Offices.** The Corporation may also have offices at such other places, within the County of Sacramento, as its business may require and as the Board of Directors may from time to time designate.

**ARTICLE II: MEMBERS**

**Section 2.01. Classification of Members.** The Corporation shall have no members unless and until the Directors adopt an amendment to these Bylaws providing for membership.

**ARTICLE III: DIRECTORS**

**Section 3.01. Number of Directors.** The Corporation shall have not less than fifteen (15) nor more than thirty (30) Directors and collectively they shall be known as the Board of Directors. The exact number of Directors shall be fixed, within the limits specified, by action of the Board of Directors. The current number of Directors shall be 27 (amended May 2020).

**Section 3.02. Qualifications.**

- (a) Qualifications for appointment to the Board shall be determined by the Governing Board of the Sacramento Employment and Training Agency (SETA), a joint powers authority (the Governing Board), in accord with the provisions of Public Law Number 113-128 (commonly cited as the Workforce Innovation and Opportunity Act) as from time to time amended or revised, and such other rules and regulations, including state and/or local rules, regulations, ordinances or statutes as may from time to time be applicable to the determination of the composition of the Board as a matter of law; failure to continuously meet the standard for qualification for appointments as set forth in Public Law Number 113-128 as amended, shall constitute grounds for removal from the Board pursuant to section 3.07(A)(5); and

- (b) Each Director shall have established and be presently maintaining residency in the County of Sacramento, State of California, or shall have established and be presently maintaining employment within the County of Sacramento, State of California. Failure of a Director to continuously maintain either residence or employment within the County of Sacramento shall constitute grounds for declaration of a vacancy on the Board pursuant to Section 3.08(a)(5) of these Bylaws; and
- (c) Each Director must also have filed an “Initial Statement of Economic Interest” or a continuing “Statement of Economic Interest” in accord with the applicable provisions of the Conflict of Interest Code of the Sacramento Employment and Training Agency or its successor. Failure to file such a statement within the time required by law shall constitute grounds for declaration of a vacancy on the Board pursuant to section 3.08(a)(4) of these Bylaws.

**Section 3.03. Terms of Office.** Each Director shall hold office for a term of three years from the date of such Director’s appointment, except those Directors appointed in March 2016 as a part of the implementation of Public Law 113-128. Those Directors appointed in March 2016 shall be appointed to staggered terms as provided in Section 3.05 below.

**Section 3.04. Nomination.** Any person qualified to be a Director pursuant to Section 3.02 of these Bylaws shall be nominated in the manner specified by the Governing Board from time to time, in accord with the provisions of Public Law number 113-128 (commonly cited as the Workforce Innovation and Opportunity Act) as from time to time amended or revised, and such other rules and regulations, including state and/or local rules, regulations, ordinances or statutes as may from time to time be applicable to the determination of the composition of the Board as a matter of law.

**Section 3.05. Appointment of Directors.**

**(a) Appointment by the Governing Board.** Directors shall be appointed by the governing board and shall serve for a term of three (3) years and until a successor has been appointed by the Governing board, except for the initial term of the directors appointed in March 2016, which shall be either two (2), three (3), or four (4) years. It is the intent of these bylaws to have and maintain staggered terms of office for the Directors and to provide that approximately one-third (1/3) of the Directors’ offices expire in any given year. The Governing Board shall divide the Directors into three groups and appoint the appropriate number of Directors to each group in March 2016: one consisting of eight (8) Directors whose initial term shall be two (2) years; one consisting of eight (8) Directors whose initial term shall be three (3) years; and one consisting of nine (9) Directors whose initial term shall be four (4) years. Appointment of each group of Directors shall occur upon expiration of their initial term and every three years thereafter by the Governing Board at its March meeting.

**(b) Qualification of Appointed Directors.** No appointment to the Board of Directors of this



Corporation shall become effective nor shall any Director be qualified until such time as the appointee has filed an “Initial Statement of Economic Interest” or a continuing “Statement of Economic Interest” in accord with the applicable provisions of the Conflict of Interest Code of the Sacramento Employment and Training Agency or its successor.

**Section 3.06. Compensation.** Directors shall serve without compensation.

**Section 3.07. Removal of Directors.**

**(a) Removal by Governing Board.** The Governing Board of the Sacramento Employment and Training Agency may, at any meeting, by majority vote, remove from office any Director for any of the following reasons:

- 1) been declared of unsound mind by final order of court;
- 2) been convicted of a felony;
- 3) been found by order or judgment of any court to have breached any duty under Article III (Standards of Conduct, Corporations Code of the State of California, commencing with Section 5230);
- 4) ceased to maintain residency or employment within the Country of Sacramento, California;
- 5) ceased to maintain qualifications in accord with Public Law Number 113-128 as amended;
- 6) at any time, with or without cause, in the sole discretion of the Chief Local Elected Official of the Sacramento Local Area, as those terms are defined under Public Law 113-128, as amended from time to time.

**Removal will be effective immediately upon action of the Governing board.**

**(b) Removal For Cause.** A Director may also be removed “for cause” in accord with the provisions of Section 5223 of the Corporations Code of the State of California, which provides that a Superior Court of the proper county may, upon the suit of a Director, remove from office any Director in case of fraudulent, dishonest acts or gross abuse of authority or discretion with reference to the Corporation, or breach of any duty arising under Article III, Standards of Conduct, (commencing with Section 5230 of the Corporations Code of the State of California), and may bar from re-election any Director so removed for a period prescribed by the Court. The Corporation shall be made a party to such action.

The Attorney General of the State of California may bring such an action for removal “for cause” of any Director on the Attorney General’s own motion or may intervene in such action brought by any other party, and must be given notice of such action brought by any other party.

**(c) Notice to the Governing Board.** The SETA Executive Director shall promptly notify the

SETA Governing Board of any vacancy created hereunder and request appointment of a new Director. From the effective date of the resignation or removal of any Director as a result of this section, until the appointment and installation of the replacement Director, such seat shall be treated as vacant for all purposes, including, but not limited to, establishment of a quorum for the conduct of business.

### **Section 3.08. Vacancies.**

**(a) Vacancies on the Board.** Vacancies on the Board of Directors shall exist:

- (1)** On the death, resignation or removal of any Director;
- (2)** When the number of Directors authorized by these Bylaws has been duly increased;
- (3)** In the case of initial appointments to the Board or in the event of a duly authorized increase in the size of the Board, on the failure of the Governing Board to appoint the full number of Directors authorized;
- (4)** On failure of any Director to file an annual Statement of Economic Interest each year in accord with the provisions of the “Conflict of Interest Code” for the Sacramento Employment and Training or its successor;
- (5)** On the failure of any Director to maintain either residency or employment in Sacramento County.
- (6)** On the resignation of a Director who has missed three consecutive regular meetings of the Board of Directors.

**(b) Filling of Vacancies.** Any vacancy in the Board of Directors shall be filled by the Governing Board or its successor in accord with the provisions of Section 3.05 of these Bylaws.

**(c) Terms of Office.** A person appointed Director to fill a vacancy as provided in Section 3.05 shall hold office for the remaining portion of the unexpired term of said person’s predecessor or until removal or resignation as in these Bylaws provided.

**Section 3.09. Non-Liability of Directors.** The Directors shall not be personally liable for the debts, liabilities, or other obligations of the Corporation.

**Section 3.10. Indemnity by Corporation for Litigation Expenses of Officer, Director, or Employee.** This Corporation shall have the power to indemnify any agent, as that term is defined in Section 5238(a) of the Corporations Code of the State of California, in accord with the provisions of Section 5238 of the Corporations Code of the State of California.

### Section 3.11. Meetings.

- (a) **Call of Meetings.** Meetings of the Board may be called by the Chairperson, any Vice- Chairperson, the Secretary, or any two Directors.
- (b) **All meetings subject to Ralph M. Brown Act.** All meetings of the Board are subject to the Ralph M. Brown Act (Government Code Section 54950 et seq).
- (c) **Place of Meetings.** All meetings shall be held at the principal office of the Corporation as specified in Section 1.01 of these Bylaws or as changed from time to time as provided in Section 1.02 of these Bylaws.
- (d) **Time of Regular Meetings.** Regular meetings of the Board shall be held at the principal office of the Corporation, quarterly or more often, as determined by resolution of the Board.
- (e) **Special Meetings.** Special meetings of the Board may be called by the Chairperson of the Board or any Vice-Chairperson or the Secretary or any two Directors. Notice of special meetings must comply with all of the provisions of the Ralph M. Brown Act. No waiver of notice and no action by written consent is allowable.
- (f) **Annual Meeting.** The regular meeting of the Board in the month of September of each year shall also be the Annual Meeting.
- (g) **Notice of Meetings.** Written or printed notice of the time and place of every meeting shall be given to each member of the Board, to SETA, and to each person or organization which has requested (in writing) notice of such meeting, by delivering to such persons and organizations such notice either personally or by the United States Mail, postage prepaid, or by telegram, at least seven (7) days prior to such meeting and in the case of special meetings at least four (4) days prior to such meeting. If given by - class mail or telegram, the notice shall be addressed to the person or organization at that address shown on the records of the Corporation and shall be deemed given at the time it is deposited in the mail or delivered to the Secretary-Treasurer or other person designated by the Chairperson, or, on the neglect or refusal of the person charged with such duty to do so, by any Director of the Corporation who, for the purpose of giving such notice, shall have made available at the principal office of the Corporation during regular business hours the records of the Corporation showing current addresses of all persons or organizations entitled to notice.
- (h) **Contents of Notice.** Notice of meetings of the Board shall specify the place, the day, and the hour of the meeting, and the business to be transacted.
- (i) **Quorum.** A quorum shall consist of fifty percent (50%) plus one (1) of the current number of Board members within the authorized range allowed in Section 3.01 of these Bylaws, present in person.
- (j) **Adjournment for Lack of Quorum.** In the absence of a quorum, any meeting of the Board may be adjourned from time to time by a vote of the majority of the members of the Board present in person, but no other business shall be transacted. If all members are absent from any regular or adjourned regular or special or adjourned special meeting, the clerk or Secretary of the Board may declare the meeting adjourned to a stated time and place.
- (k) **Notice of Adjourned Meeting.** Whenever a meeting is adjourned, written notice of the

adjournment shall be given in the same manner as provided in Section 3.11(g) and 3.11(h) of this Article. A copy of the order or notice of adjournment shall be conspicuously posted on or near the door of the place where the regular, adjourned regular, special, or adjourned special meeting was held within twenty-four (24) hours after the time of the adjournment. When an order of adjournment of any meeting fails to state the hour at which the adjourned meeting is to be held, it shall be held at the hour specified for regular meetings as set out in Section 3.11(d) of this Article.

**(l) Loss of Quorum.** A meeting at which a quorum is initially present may continue notwithstanding the withdrawal of Directors, provided, however, that no action may be taken unless a quorum is actually present and participates in the action taken.

**(m) Voting.** Each Director is entitled to one (1) vote on each matter submitted to a vote of the Directors. Voting at duly held meetings shall be by roll call and the clerk shall call the roll and record each vote and report the final tally to the Chairperson. No Director may vote by proxy nor may any Director appoint a designee to act on that director's behalf.

**(n) Conduct of Meetings.**

1. Meetings of the Board of Directors shall be presided over by the Chairperson, or, in the Chairperson's absence, by the Vice-Chairperson, or in the absence of both, by a Chairperson chosen by a majority of the members present. The Secretary-Treasurer of the Corporation shall act as Secretary of all meetings of the Board provided that in the Secretary's absence the Presiding Officer shall appoint another person to act as Secretary of the meeting.

2. Meetings shall be governed by Robert's Rules of Order, as such rules may be revised from time to time, insofar as such rules are not inconsistent with or in conflict with these Bylaws, with the Articles of Incorporation of the Corporation, with the Rules of Procedure as adopted by the Board from time to time, and with the law.

3. All meetings shall be open to the public and conducted in conformance with California Government Code Sections 54950 et seq., commonly referred to as the "Ralph M. Brown Act."

**(o) No Action Without Meeting.** No action of this Corporation may be taken by the Board of Directors except at a public meeting duly held in accord with the provisions of the Ralph M. Brown Act.

**(p) Teleconferencing.**

1. The Board may use teleconferencing for the benefit of the public and the board in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of these bylaws and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding including, but not limited to, the Ralph M. Brown Act.

2. Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting of the Board. All votes taken during a teleconferenced meeting shall be by rollcall.

3. If the board elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner which protects the statutory and constitutional rights of the parties or the public appearing before the Board. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the Board shall participate from the locations within the boundaries of the County of Sacramento. The agenda shall provide an opportunity for members of the public to address the Board directly at each teleconference location.
4. Members of the board who choose to utilize their home, offices, hotels, or any other remote location as teleconference locations must open those locations to the public and accommodate any member of the public who wishes to attend the meeting at that location. Moreover, members of the public must be able to hear the meeting and testify from each location. In addition, the teleconference location must be accessible to the disabled.
5. For the purposes of this section “teleconference” means a meeting of the Board or any committee of the board, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit the Board from providing the public with additional teleconference locations.
6. The Board shall take no actions at a teleconference by secret ballot, whether preliminary or final.

#### **ARTICLE IV: OFFICERS**

**Section 4.01. Number and Titles.** The officers of the Corporation shall be a Chairperson (also known as the CEO), a Vice-Chairperson, and a Secretary-Treasurer (CFO). The Corporation may also have, at the discretion of the Board of Directors, one or more additional Vice-Chairpersons, one or more Assistant Secretaries, one or more Assistant Treasurers (CFOs), and such other officers as may be appointed in accordance with the provisions of this Article. One person may hold two (2) or more offices, except that the Secretary-Treasurer (CFO) may not serve concurrently as the Chairperson.

**Section 4.02. Qualifications, Election and Term of Office.** Any member of the Board of Directors is qualified to be an officer of the Corporation, except however, the Chairperson of the Board shall be selected from among members of the Board who are representatives of the private sector. Officers shall be elected annually by the Board and each officer shall hold office until he or she resigns, is removed, is otherwise disqualified to serve, or until his/her successor shall be elected and qualified, whichever occurs. The foregoing notwithstanding, the Chairperson of the Board is limited to four (4) successive terms after which the Chairperson must sit out at least one term before being eligible to serve again as Chairperson.

**Section 4.03. Vacancies.** Any vacancy caused by the death, resignation, removal, disqualification, or otherwise, of any officer shall be filled by the Board for the unexpired portion of the term remaining.

**Section 4.04. Removal and Resignation.** Any officer may be removed, either with or without cause, by a majority of the Directors at the time in office, at any regular or special meeting of the Board and such officer shall be removed should such officer cease to be qualified for office as herein required. Any officer may resign at any time by giving notice to the Board of Directors or to the Chairperson or Secretary of the Corporation. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, the acceptance of such resignation shall not be necessary to make it effective.

**Section 4.05. Duties of the Chairperson.** The Chairperson shall be the chief executive officer (CEO) of the Corporation and shall in general, subject to the control of the Board of Directors, supervise and control the affairs of the Corporation. The Chairperson shall perform all duties incident to this office and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be prescribed from time to time by the Board of Directors. The Chairperson shall preside at all meetings of the Board of Directors. Except as otherwise expressly provided by law, by the Articles of Incorporation, or by these Bylaws, the Chairperson shall, in the name of the Corporation, execute such deeds, mortgages, bonds, contracts, checks, or other instruments which may from time to time be authorized by the Board of Directors. He or she shall also, ex-officio, be a member of all standing committees of the Corporation.

**Section 4.06. Duties of Vice-Chairperson.**

- (a) Duties of the Vice-Chairperson.** In the absence of the Chairperson or in the event of the Chairperson's disability or refusal to act, the Vice-Chairperson shall perform all the duties of the Chairperson and when so acting shall have all the powers and be subject to all the restrictions on the Chairperson. The Vice-Chairperson shall have such other powers and perform such other duties as may be prescribed by the Directors from time to time. (This Section was revised by restating subpart a to define the duties of the vice chairperson rather than the vice chairperson, and moving former subpart c regarding qualification of vice chairperson from c to b which previously defined the duties of the second vice chairperson)
- (b) Qualification for Vice-Chairperson.** The Vice-Chairperson must represent the private sector.

**Section 4.07. Duties of Secretary-Treasurer.** The Secretary-Treasurer shall:

- (a) Certify Bylaws.** Certify and keep at the principal office of the Corporation the original, or a copy, of these Bylaws as amended or otherwise altered to date.
- (b) Keep Minutes of Meetings.** Keep at the principal office of the Corporation or such other



place as the Board of Directors may order, a book of minutes of all meetings of the Directors, recording therein the time and place of holding, whether regular or special, and, if special, how authorized, notice thereof given, the names of those present at the meetings of the Directors, the number of Directors present at meetings of Directors, and the proceedings thereof.

- (c) **Give Notices.** See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law.
- (d) **Be Custodian of Records.** Be the custodian of records of the Corporation.
- (e) **Exhibit Records to the Public.** Exhibit at all reasonable times to any Director of the Corporation, or to the Director's agent or attorney, on request therefore, the Bylaws and the Minutes of the proceedings of the Directors of the Corporation.
- (f) **Have Custody of and Deposit Funds.** Have charge and custody of, and be responsible for, all funds and securities of the Corporation, and deposit all such funds in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected by the Board of Directors in accord with the applicable federal regulations.
- (g) **Receive Funds.** Receive, and give receipt for, monies due and payable to the Corporation from any source whatever.
- (h) **Disburse Funds.** Disburse or cause to be disbursed any funds of the Corporation as may be directed by the Board of Directors, taking proper vouchers for such disbursements.
- (i) **Maintain Accounts.** Keep and maintain adequate and correct accounts of the Corporation's properties and business transactions, including accounts of its assets, liabilities, receipts, disbursements, gains and losses.
- (j) **Exhibit Records.** Exhibit at all reasonable times the books of account and financial records to any Director of the Corporation, or to the Director's agent or attorney, on request therefore. Exhibit at all reasonable times to any member of the public, or that person's agent or attorney, on demand therefore the books of account and financial records of the Corporation which the public has a right to see.
- (k) **Render Reports.** Render to the Chairperson and Directors whenever requested, an account of any or all of the transactions of the Treasurer and of the financial condition of the Corporation.
- (l) **Perform Other Duties.** In general, perform all duties incident to the office of the Secretary-Treasurer and such other duties as may be required by law, by the Articles of Incorporation of this Corporation, or by these Bylaws, or which may be assigned from time to time by the Board of Directors. The Secretary-Treasurer shall also be known as the CFO.

## ARTICLE V: COMMITTEES

**Section 5.01. Standing Committees.** The Corporation shall have the following standing committees, each of which shall be chaired by a Director of the Corporation:

- (a) **The Executive Committee.** The Executive Committee shall be chaired by the Chairperson of the Board of Directors and shall include the Chairperson, (deleted terms Vice Chairperson and Second Vice Chairperson) Vice- Chairperson, Secretary-Treasurer, one (1) (reduced to one at large member from two) At-Large Member appointed by the Chairperson and confirmed by the Board, the Chairperson of the Employer Outreach Committee, the Chairperson of the Planning/Oversight Committee, the Chairperson of the Youth Committee, and such other members as the Chairperson may appoint from time to time, subject to confirmation by the Board of the Directors.

The Executive Committee shall review and set the agenda for each meeting of the Board of Directors of the Corporation. The Executive Committee, between meetings of the Board and while the Board is not in session, shall have all the powers and exercise all of the duties of the Board of Directors in the management of the business of the Corporation which may lawfully be delegated to it by said Board. Such powers include all ministerial and administrative powers of the Board and any specific powers delegated to the Committee from time to time by specific resolution of the Board.

The Executive Committee does not have, nor may the Board delegate to the Executive Committee, at any time, the legislative or judicial functions of the Board as set forth in the Workforce Innovation and Opportunity Act as from time to time amended. Specifically, this includes but is not limited to, the power to develop and submit a Local Plan, Career Pathways Development, Program Oversight, Negotiation of Local Performance Accountability Measures, Selection of Operators and Youth Providers, and Budget and Administration duties as those terms are defined in the Act..

The Executive Committee may, between the meetings of the Board and while the Board is not in session, enter into such contracts or agreements, lend the Corporation's support and commitment to and otherwise act for and on behalf of and bind the Corporation in those matters which are necessary to implement the policies and directives contained in the Annual Plan adopted from time to time by the Board so long as such action is consistent with the policies of the Board as set forth in such Annual Plan, as well as the applicable State Plan and is consistent with the Workforce Innovation and Opportunity Act as amended from time to time and applicable Federal and California Law.

The Executive Committee shall have and exercise such other powers and duties to the extent provided from time to time by resolution of the Board. The Executive Committee shall consist of members in good standing of the Board of Directors.

- (b) **Employer Outreach Committee.** The Chairperson of this committee shall be appointed

by the Chairperson of the Board with the approval of the Executive Committee. Members of this committee shall be appointed by the Committee Chairperson in such number as the Committee Chairperson deems advisable. Members of this committee may, but are not required to be, members of the Board. This Committee identifies the needs of local employers, including demand occupations, skill gaps, and training needs. It increases employer involvement and satisfaction. It also increases visibility in the business community and it develops a public relations plan to reach out to employers. This Committee quantifies and promotes success of employer involvement. It also develops strategic alliances with business association and supports efforts to coordinate employer symposiums regionally. This Committee is responsible for developing and recommending strategies and programs to promote employer engagement as defined in Section 107 (d) (4) of the Workforce Innovation and Opportunity Act (the Act).

**(c) Planning/Oversight Committee.** The Chairperson of this committee shall be appointed by the Chairperson of the Board with the approval of the Executive Committee. Members of this committee shall be appointed by the Committee Chairperson in such number as the Committee Chairperson deems advisable. Members of this committee may, but are not required to be, members of the Board. This Committee coordinates the strategic planning process. It develops a resource allocation plan, identifies critical industries and occupations in the region and provides a forum for identifying and responding to community issues, as well as developing and recommending career pathways as defined in Section 107 (d) (5) of the Act. This Committee also coordinates oversight and evaluation of the One-Stop Career Center System and develops partnerships and MOU's for the local One-Stop System.

**(d) Youth Committee.** Members of the Youth Committee are appointed by the Board with the advice and consent of the SETA Governing Board. Members of this committee may, but are not required to be, members of the Board. The Youth Committee coordinates and recommends to the Board the strategic planning process for youth employment programs. It recommends the process used to select youth providers and make funding recommendations to the full Board. The Youth Committee conducts oversight and evaluation of youth providers. It develops and recommends a continuum of activities to engage more youth in the workforce system. It coordinates with youth education and workforce development initiatives in the region. This Committee prepares youth for jobs and ensures that career centers are youth friendly.

**(e) Additional Committees.** Such Additional Standing or Ad Hoc Committees as may be established from time to time by resolution of the Board of Directors.

**5.02. Ad Hoc Committees.** Ad Hoc Committees for specific purposes or activities may be designated from time to time by resolution of the Executive Committee. Chairpersons of such committees shall be appointed by the Chairperson of the Board with the approval of the

Executive Committee. Members of such committees shall be appointed by the respective committee chairperson in such number as the committee chairperson deems advisable. Members of any ad hoc committee may, but are not required to be, members of the Board.

Approval of the appointment of members of the committee by the Executive Committee shall be required only if the resolution establishing the ad hoc committee requires such approval. Except as otherwise provided in such resolution, the committee chairpersons and members shall be members of the Board of Directors. The Chairperson or any member of any ad hoc committee may be removed from the committee by the person or persons authorized to appoint such person whenever the best interest of the Corporation will be served by such removal.

**Section 5.03. Terms of Office.** The Chairperson and each member of any standing committee shall serve until the next annual election of Directors and until a successor is appointed, or until such committee is sooner terminated, or until such person is removed as a Director or officer of the Corporation, or until such person shall otherwise cease to qualify as a Chairperson or member, as the case may be, of the committee, whichever occurs. Chairpersons and members of Ad-Hoc Committees shall serve as such for the life of the committee unless they are sooner removed, resign, or cease to qualify as the Chairperson or member, as the case may be, of such committee.

**Section 5.04. Vacancies.** Vacancies on any committee may be filled for the unexpired portion of the term in the same manner as provided in the case of original appointments.

**Section 5.05. Quorum.** A majority of the whole committee shall constitute a quorum of the Executive Committee and the act of a majority of the members present at a meeting at which a quorum is present shall be the act of the Executive Committee.

All other committees, including ad hoc committees, may, pursuant to section 5.06 below, adopt a quorum requirement which is less than a majority, but not less than 40%, of the whole committee, and any act of a majority of the members present at a meeting at which a quorum is present shall be the act of the (deleted Ad Hoc) Committee.

**Section 5.06. Rules.** Each committee may adopt rules for its own government and procedure not inconsistent with law, with these Bylaws, or with the rules and regulations adopted by the Board of Directors.

**Section 5.07. Notice.** All meetings shall be open to any member of the Board, or any member of the public. Notice of such meetings shall be provided in accord with the provisions of Article 3, Section 3.11(g) and 3.11(h) of these Bylaws.

## **ARTICLE VI: EXECUTION OF INSTRUMENTS, DEPOSITS AND FUNDS**

**Section 6.01. Execution of Instruments.** The Board of Directors, except as otherwise provided in these Bylaws, may by resolution authorize any officer or agent of the Corporation to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authority may be general or confined to specific instances. Unless so authorized, no officer, agent, or employee shall have any power or authority to bind the Corporation by any contract or agreement or to pledge its credit, or to render it liable pecuniarily for any purpose or in any amount.

**Section 6.02. Checks and Notes.** Except as otherwise specifically determined by resolution of the Board of Directors, as provided in Section 6.01, or as otherwise required by law, checks, drafts, promissory notes, orders for the payment of money, and other evidences of indebtedness of the Corporation shall be signed by the Secretary-Treasurer and countersigned by the Chairperson or Vice-Chairperson of the Corporation.

**Section 6.03. Deposits.** All funds of the Corporation shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select, in accord with applicable federal law or regulations.

**Section 6.04. Gifts.** The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Corporation.

## **ARTICLE VII: CORPORATE RECORDS AND SEAL**

**Section 7.01. Minutes of Meetings.** The Corporation shall keep at its principal office, or at such other place as the Board of Directors may order, a book of minutes of all meetings of Directors and of all meetings of committees, with the time and place of holding, whether regular or special, and, if special, how authorized, the notice given, the names of those present at committee meetings, the number of persons present at any meeting, and the proceedings thereof.

**Section 7.02. Books of Account.** The Corporation shall keep and maintain adequate and correct accounts of its assets, liabilities, receipts, disbursements, gains and losses.

**Section 7.03. Records Available to Assessors.** On request of an assessor, the Corporation shall make available at its principal office in California or at a place mutually acceptable to the assessor and the Corporation a true copy of business records relevant to the amount, cost, and value of property, subject to local assessment, which it owns, possesses, or controls within the County.

**Section 7.04. Inspection of Records by Directors.** The Articles of Incorporation, Bylaws, Minutes and books of account shall, at all reasonable times, be open to inspection by any

Director. Every Director shall have the absolute right at any reasonable time to inspect all books, records, documents of every kind, and the physical properties of the Corporation. Such inspection may be made in person or by any agent or attorney, and the right of inspection includes the right to make extracts.

**Section 7.05. Inspection of Records by SETA.** The Articles of Incorporation and Bylaws, books of account, and the minutes of meetings of the Directors, standing committees and ad-hoc committees shall be open to inspection at any reasonable time by members of the Governing Board of SETA. Such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make extracts.

**Section 7.06. Inspection of Records by the Public.** The Articles of Incorporation and Bylaws, books of account, and the minutes of meetings of the Directors, standing committees, and ad-hoc committees shall be open to inspection on the written demand of any member of the public at any reasonable time. Such inspection may be made in person or by agent or attorney, and the right of inspection includes the right to make extracts. Demand of inspection other than at a meeting shall be made in writing on the Chairperson or Secretary of the Corporation. The Corporation may charge a reasonable fee for making extracts.

**Section 7.07. Annual Report and Financial Statement.** The Board of Directors may provide for the preparation and submission to the members of the Board of a written Annual Report including a financial statement. Such report, if required by the Board, shall summarize the Corporation's activities for the preceding year and activities projected for the forthcoming year; the financial statement shall consist of a balance sheet as of the close of business of the Corporation's fiscal year, contain a summary of receipts and disbursements, be prepared in such manner and form as is sanctioned by sound accounting practices, and be certified by the Chairperson, Secretary-Treasurer, or a public accountant.

**Section 7.08. Corporate Seal.** The Board of Directors may adopt, use, and at will alter, a corporate seal. Such seal, if adopted, shall be affixed to all corporate instruments, but failure to affix it shall not affect the validity of any such instruments.

## **ARTICLE VIII: FISCAL YEAR**

**Section 8.01. Date of Fiscal Year.** The fiscal year of the Corporation shall begin on the day of October and end on the last day of September in each year.

## **ARTICLE IX: BYLAWS**

**Section 9.01. Effective Date of Bylaws.** These Bylaws shall become effective immediately upon their adoption. Amendments to these Bylaws shall become effective immediately upon their adoption unless the Board of Directors, in adopting them as hereinafter provided, provide that they are to become effective at a later date.



**Section 9.02. Amendment.** Subject to any provisions of law applicable to the amendment of Bylaws of non-profit corporations, these Bylaws, or any of them, may be altered, amended, or repealed and new Bylaws adopted as follows:

**By Directors.** By the vote of a majority of Directors present at any special or regular meeting of Directors at which a quorum is present, provided that written notice of such meeting, stating the intention to change the Bylaws thereat, is delivered to each Director at least seven (7) days prior to the date of such meeting as provided in Section 3.11(g) of these Bylaws, and provided that a Bylaw affixing or changing the number of Directors, or the manner of appointment or removal of Directors shall not be adopted, amended or repealed without the advice and consent of the Governing Board.

**Section 9.03. Certification and Inspection.** The original, or a copy, of the Bylaws as amended or otherwise altered to date, certified by the Secretary-Treasurer of the Corporation, shall be recorded and kept in a book which shall be kept in the principal office of the Corporation and such book shall be open to inspection by the members of the Board and the public at all reasonable times during office hours.

## **ARTICLE X: PROHIBITION AGAINST SHARING CORPORATE PROFITS AND ASSETS**

**Section 10.01. Prohibition.** No Director, officer, employee, or other person connected with this Corporation, or any other private individual, shall receive at any time any of the net earnings or pecuniary profit from the operations of the Corporation, provided, that this provision shall not prevent payment to any such person of reasonable compensation for services rendered to, or for, the Corporation in effecting any of its purposes, as shall be fixed by resolutions of the Board of Directors; and no such person or persons shall be entitled to share in the distribution of, and shall not receive, any of the corporate assets on dissolution of the Corporation. All agents of the Corporation shall be deemed to have expressly consented and agreed that on such dissolution or winding up of affairs of this Corporation, whether voluntary or involuntary, the assets of the Corporation, after all debts have been satisfied, then remaining on the hands of the Board of Directors shall be distributed as required by the Articles of Incorporation of this Corporation and not otherwise.

## **ARTICLE XI: DISTRIBUTION OF INCOME AND PROHIBITION ON TRANSACTIONS**

**Section 11.01. Limitations.** Notwithstanding any other provisions in these Bylaws, the Corporation shall be subject to the following limitations and restrictions:

- (a) The Corporation shall distribute its income for each taxable year at such time and in such manner as not to become subject to the tax on undistributed income imposed by Section

- (b) 4942 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (c) The Corporation shall not engage in any act of self-dealing as defined in Section 4941(d) of the Internal Revenue Code of 1954, or corresponding provisions of any federal tax laws.
- (d) The Corporation shall not retain any excess business holdings as defined in Section 4943 (c) of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.
- (e) The Corporation shall not make any investments in such manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954, or corresponding provisions of any subsequent federal tax laws.

## **ARTICLE XII: CONSTRUCTION**

**Section 12.01. Construction.** As used in these Bylaws:

- (a) The present tense includes the past and the future tenses, and the future tense includes the present.
- (b) The masculine gender includes the feminine and neuter.
- (c) The singular number includes the plural, and the plural number includes the singular.
- (d) The word “shall” is mandatory and the word “may” is permissive.
- (e) The words “Directors” and “Board” have the meaning stated in Section 3.01 of these Bylaws.
- (f) The words “SETA” or “Governing Board” refer to the Governing Board of the Sacramento Employment and Training Agency, a joint powers agency, or its successor agency.

F4015.WIOA BYLAWS UPDATE.6.16.16

**Note: This is a digital copy that has been reformatted; therefore, the signatures were removed.**



**Operating Agreement for the Implementation of  
the Workforce Innovation and Opportunity Act  
BETWEEN  
Sacramento Works, Inc., Acting as the Sacramento Local Workforce  
Development Board  
AND  
the Governing Board of the  
Sacramento Employment and Training Agency,  
Acting as the Chief Elected Official for the  
Sacramento Local Workforce Development Area**

This agreement, dated for convenience June 2, 2016, is made and entered into by and between Sacramento Works, Inc., which has been certified by the State of California as the local workforce development board under the Workforce Innovation and Opportunity Act ("WIOA") for the Sacramento Workforce Development Area (SWDA) and is hereinafter referred to as WDB, and the Sacramento Employment and Training Agency Governing Board, which has been designated as the Chief Elected Official under WIOA for the SWDA and is hereinafter referred to as CEO.

Whereas, on July 22, 2014, the WIOA was enacted as Public Law Number 113-128 and became effective; and

Whereas, on April 16, 2015, the United States Department of Labor issued a Notice of Proposed Rulemaking (NPRM) under WIOA as a precursor to final regulations to govern activities to be funded under WIOA; and

Whereas, on or about April 2, 2015, the Sacramento Employment and Training Agency (SETA), a joint-powers agency of the County of Sacramento and the City of Sacramento, submitted an application to the California Workforce Development Board to designate the County of Sacramento, including the incorporated cities lying within its boundaries, as the local SWDA and to certify the WDB as the initial workforce development board for SWDA, which applications were approved on June 23, 2015; and

Whereas, the State of California has designated the CEO as both the Grant Recipient and Fiscal Agent of the SWDA under WIOA;

Whereas, pursuant to the WIOA and Directives issued thereunder by the State of California, SETA has appointed the members of the Board of Directors of Sacramento Works, Inc. as the initial members of the WDB for the SWDA effective April 1, 2016; and

Whereas, Sacramento Works, Inc. is a duly formed and registered California Not For Profit 501(c)(3) Corporation, having its principal place of business in Sacramento, California; and

Whereas, the WIOA contains a number of separate provisions that specify the responsibilities of the WDB and the CEO under the WIOA; and

Whereas, several provisions of the WIOA require the WDB to take certain actions in "Partnership" with, or subject to the "agreement" or "approval" of the CEO (collectively referred to herein as Join Actions); and

Whereas, the NPRM authorizes local workforce development boards such as WDB and Elected Officials such as the CEO to enter into an agreement that describes the respective roles and responsibilities of the parties; and

Whereas, WDB and CEO desire to enter into an agreement to formulate and adopt certain policies and procedures to govern the manner in which they will perform their respective roles and responsibilities in the implementation of Join Action under WIOA, including procedures to be followed in the case of disagreement with an agreed upon mechanism for resolution of any dispute between the parties.

Now, Therefore, the parties hereto agree as follows:

### **Purpose and Term**

1. The sole purpose of this Operating Agreement is to define the methods by which the parties hereto shall work together to administer, supervise, and direct the operation of local workforce development activities within the SWDA as required by WIOA and related federal regulations and state directives.
2. This document is not intended to and shall not create a joint venture, partnership, corporation, association, limited partnership, limited liability company or any other business entity, and no party hereto, as a result of this agreement, shall have any authority to bind the other party or to subject it to liability to third persons in matters that are within the scope of this enterprise. Each party hereto retains its status as an independent entity with absolute discretion and control over its assets and liabilities, independent of this agreement.
3. Each party hereto shall be entitled to adopt its own internal procedures, operating rules and policies with regard to meetings of its board and to conduct its meetings independent of the other. Each party hereto shall be free to employ its own independent staff, employees, advisors, consultants or agents without the advice or consent of the other, provided, however, that SETA shall provide administrative staff and employees to support the activities of the WDB, unless and until WDB decides to retain its own independent staff or employees for such purposes. Salary and benefits for SETA staff and employees so provided to the WDB shall be paid by SETA with WIOA funds allocated for that purpose. Except as provided above, neither party shall be accountable to, nor responsible for, nor bound by the acts of the other party's board, agents, employees, advisors, consultants, or independent contractors.
4. Each party hereto shall be free to maintain its own separate principal place of business or office, however, unless and until WDB decides to retain its own independent staff and/or employees, or otherwise be in need of separate facilities, WDB shall be permitted to utilize SETA's facilities to perform activities required under WIOA.
5. The terms of this agreement shall commence on June 2, 2016, and shall remain in full force and effect until modified in writing by the mutual agreement of both parties hereto, dissolved by mutual agreement of both parties hereto, dissolved by a court of competent jurisdiction, dissolved by operation of law, or dissolved by the unilateral written withdrawal of either party hereto after thirty (3) days written notice to the other.
6. The parties hereto agree that this Operating Agreement is supported by valid consideration, including but not limited to the respective commitments of each party to perform its duties and obligations under WIOA as set forth herein.

## **Duties and Obligations of the Parties Pursuant to this Agreement**

7. To the extent required under the WIOA, the parties hereto shall make every reasonable effort to reach an agreement with regard to any Joint Actions, including, but not necessarily limited to, the following:
  - A. Development of a local plan.
  - B. Oversight of local programs.
  - C. Oversight of the one stop delivery system in the SWDA.
  - D. Negotiation of Local Performance Accountability Measures.
  - E. Selection of One-Stop Operators.
  - F. Appointment of youth committee members.
  - G. Development of a local WDB budget
8. The Parties to this Agreement also agree, although the WIOA does not require such agreement, that they will endeavor to reach agreement on:
  - A. Any recommendations made to the State of California concerning designation of local workforce development areas.
  - B. Selection of youth providers.
  - C. Identification of providers of training services.
  - D. Coordination with Education Providers.
9. The responsibility for the appointment and removal of WDB members rests solely with the CEO. Nevertheless, the parties recognize that an active, qualified WDB is an important component for the success of the local WIOA plan. Accordingly, the WDB shall participate in the appointment process by recruiting qualified individuals and encouraging such individuals to apply for appointment. The CEO agrees to actively seek WDB Participation in the recruitment efforts of WDB members. The CEO may remove any member of the WDB, with or without cause, at any time. In addition, the WDB may, at any time, submit a recommendation to the CEO for the removal of any WDB member. Prior to the removal of any member of the WDB, the CEO shall notify the WDB of the time and place of the meeting at which such action will be considered. The WDB may submit any advice or recommendations regarding such removal to the CEO at or before such meeting.
10. As to other matters that either party is required to carry out pursuant to the WIOA, the parties hereto agree to keep each other informed and at all times to endeavor to carry out such assignments, tasks, duties, or responsibilities with the advice of the other party, including but not necessarily limited to the following:
  - A. Workforce Research and Regional Labor Market Analysis
  - B. Convening, Brokering and Leveraging
  - C. Employer Engagement
  - D. Career Pathways Development
  - E. Technology
  - F. Proven and Promising Practices

G. Consumer Choice Requirements

H. Accessibility for Individuals with Disabilities

This applies to all matters except fiscal responsibility for misused funds. The parties hereto agree and recognize that the CEO is solely responsible as the fiscal agent in the local SWDA and, as such, has the sole authority and discretion to enter into, amend, modify, or terminate any contracts for which it shall bear such fiscal responsibility and accountability.

### **Resolution of disputes**

11. In the event in the ordinary course of business, the parties are unable to reach an agreement on a particular Joint Action, then the matter shall first be returned to the originating board for consideration, together with a statement explaining the rationale of the board that did not agree. Promptly upon reconsideration by the original board, the matter shall be returned to the remaining board for reconsideration. If agreement is still not obtained, then in such an event, each board shall appoint two members to an ad hoc conference committee that shall meet and confer together with such staff, professional advisors, and other persons as each member of the conference committee deems necessary, and attempt to resolve the issues separating the boards and preventing agreement. The referral of any item to the conference committee shall be undertaken as rapidly as permissible under the law. The chairperson of each board shall have the authority to appoint the members of the conference committee for their respective board, and the committee may meet as soon as possible, subject to such public notices, if any, as may be required by law regarding such meeting.

The conference committee shall report back to each respective board at the next regular board meeting after the appointment of the conference committee. If, after a report back by the conference committee to each respective board, the boards still cannot reach an agreement, then the matter shall be deemed withdrawn, and a new and different proposal shall be introduced to the respective boards for agreement, and the process shall begin anew.

### **Rights and Independent Activities of Parties**

12. The parties hereto shall take no part in the management or control of the other party's business or operation and shall have no right or authority to act for the other party. The parties shall have no right to be consulted with respect to any decisions or other affairs of the other party or to vote on matters other than the matters on which both parties may vote as set forth in this agreement.

**Note: This is a digital copy that has been reformatted; therefore, the signatures were removed.**

# Conflict of Interest Code for the Sacramento Employment and Training Agency

## **I. Adoption**

In compliance with the Political Reform Act of 1974, California Government Code Section 81000 et seq., the Sacramento Employment and Training Agency (hereinafter SETA) hereby adopts this Conflict of Interest Code, which shall apply to all designated employees of SETA as specifically required by California Government Code Section 87300.

This Code has the force and effect of law. Designated employees violating this Code are subject to the sanctions provided in Chapter 11 of the Political Reform Act, Government Code Section 91000, et seq.

## **II. Designated Employees**

Government Code Section 87302(a) required that persons, including members of the SETA Governing Board and affiliated boards, councils, and committees, who occupy positions within SETA that involve the making, or participation in the making, of decisions that may foreseeably have a material effect on any financial interest shall be designated employees of the Agency. All persons holding positions listed in Appendix A are designated employees and must disclose all economic interests set forth in Section III.

## **III. All persons holding positions listed in Appendix A shall disclose:**

1. Investments in any business entity and income from any source which:
  - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, 87206.
  - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years, was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103, and 87206.
2. Interests in real property which have a fair market value of \$1,000 or more and interests in real property of any business entity of a ten percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeable may be leased or sold to SETA or any recipient of SETA authorized funds. Government Code Section 82033.



3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.

## **IV. Statement of Economic Interest – Filing**

### **1. Initial Statement**

An initial statement shall be filed by each designated employee within thirty (30) days after the effective date of this Conflict of Interest Code. The initial statement shall disclose reportable investments, interests in real property, and business positions held on the effective date of this Code and made reportable to Section III above. All new designated employees shall file statements not less than thirty (30) days after assuming office. Government Code Section 87302(b).

### **2. Annual Statements**

Thereafter, each designated employee shall file an annual statement no later than April 1. This annual statement shall disclose reportable investments, interests in real property, income and business positions held or received during the previous calendar year or since the date the designated employee took office if during the calendar year and made reportable by Section III above. Government Code Section 87302(b).

### **3. Assuming Office**

Designated employees appointed, promoted or transferred to designated positions within the Agency shall file an initial statement within thirty (30) days after assuming office. This assuming office statement shall disclose reportable investments, interests in real property, and business positions held on the date of assuming office and made reportable by Section III above. Government Code Section 87302(b).

### **4. Leaving Office**

Any designated employee whose employment with SETA is terminated voluntarily or involuntarily, shall within thirty (30) days after termination, file a leaving office statement. This statement shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office and made reportable by Section III above. Government Code Section 87302(b).

### **5. Filing with the Agency**

It shall be the duty of each designated employee to file the Statements with the person acting as the Filing Officer for the Agency, who is the Clerk of the Boards. In the case of Directors, the Filing Officer shall make and retain a copy of the statement and transmit the original to the code reviewing body within five (5) days of receipt. Government Code Section 87500.

## **V. Sanctions for Failure of Appointees to Councils, Boards, or Advisory Bodies to File Disclosure Statements**

### **1. Sanction for Failure to File Initial Statement**

A member of the Workforce Investment Board (WIB), Community Action Board (CAB), Head Start Policy Council (PC) or Head Start Parent Advisory Committee

(PAC) shall not assume office or exercise any of the rights, privileges or responsibilities of the office until the date on which the initial statement is filed. Failure of such a member to file the initial statement by the thirtieth (30<sup>th</sup>) day following the date the member assumed office shall, by operation of this rule, constitute a revocation of the position and the office or position on the designed council, board, or advisory body shall be deemed vacant and subject to occupancy by a new member.

## **2. Sanction for Failure to File Annual Statement**

Failure of a member of WIB, CAB, PC, or PAC to file an annual statement by April 1 of each year shall, by operation of this rule, constitute a resignation, effective immediately, and the position held by that member on said council, board, or advisory body shall be deemed vacant and subject to occupancy by a new member.

# **VI. Manner of Reporting**

Statements of economic interests shall be made on forms proscribed by the Fair Political Practices Commission supplied by the Filing Officer and shall contain the following information:

## **1. Investments and Real Property Disclosure**

When an investment or an interest in real property is required to be reported, the statement shall contain the following:

- A. A statement of the nature of the investment or interest;
- B. The name of the business entity operating for profit in which each investment is held and a general description of the business activity in which the business entity is engaged;
- C. The address or other precise location of the real property;
- D. A statement with respect to the fair market value of the investment or interest in real property.

## **2. Personal Income Disclosure**

When personal income is required to be reported, the statement shall contain:

- A. The name and address of each income aggregating two hundred fifty dollars (\$250) or more in value or fifty dollars (\$50) or more in value if the income was a gift, and a general description of the business activity, in any, of each source;
- B. A statement of whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was one thousand dollars (\$1,000) or less, greater than one thousand dollars (1,000), or greater than ten thousand dollars (\$10,000);
- C. A description of the consideration, if any, for which the income was received;
- D. In the case of a gift, the name, address, and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and date, on which the gift was received;
- E. In the case of a loan, the annual interest rate and the security, if any, given for the loan.

## **3. Business Entity Income Disclosure**

When the income of a business entity operating for profit, including income of a sole proprietorship, is required to be reported, the statement shall contain:

- A. The name, address, and a general description of the business activity performed by the business entity;

- B. The name of every person from whom the business entity received payments if the designated employee's pro rata share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).

#### **4. Business Position Disclosure**

When business positions are required to be reported, a designated employee shall list the name and address of each business entity operating for profit in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management; a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

#### **5. Acquisition or Disposal During Reporting Period**

In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

### **VII. Disqualification and Prohibition**

1. A designated employee must disqualify himself or herself from making, participating in the making, or using his/her official position to influence the making of any decision which will foreseeably have a material financial effect, distinguishable from its effect on the public generally, on the designated employee or member of his or her immediate family, or on:
  - A. Any business entity in which the designated employee has a direct or indirect investment worth one thousand dollars (\$1,000) or more;
  - B. Any real property in which the designated employee has a direct or indirect interest worth one thousand dollars (\$1,000) or more;
  - C. Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating two hundred and fifty dollars (\$250) or more in value provided to, received by or promised to the designated employee within twelve (12) months prior to the time the decision is made;
  - D. Any business entity in which the designated employee is a director, officer, partner, trustee, employee or holds any position of management;
  - E. Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating two hundred and fifty dollars (\$250) or more in value provided to, received by, or promised to the designated employee within twelve (12) months prior to the time when the decision is made. See Government Code Section 87103.
  - F. Any non-profit organization in which the designated employee (or Board member) is a director, officer, trustee, employee, or holds any position of management.

For purposes of this Section, indirect investment or interest means any investment or interest owned by the spouse or dependent child of a designated employee, by an agent on behalf of the designated employee, or by a business entity or trust in which the designated employee, designated employee's agent, spouse, and dependent children own directly, indirectly, or beneficially a 10% interest or greater.

2. No member of the SETA Governing Board, or member of WIB, CAB, PC, or PAC, or any of their employees, consultants, or attorneys shall coerce or induce any person

or entity funded by SETA to give up any money or thing of value to any person or entity in connection with a contract for hire or grant for assistance (see 18 U.S.C. 665).

## **VIII. Manner of Disqualification**

When a designated employee determines that he or she should not make a governmental decision because her or she has a disqualifying interest in it, the determination not to act must be accompanied by disclosure of the disqualifying interest. In the case of a voting body, this determination and disclosure shall be made part of SETA's official record; in the case of a designated employee who is the head of the agency, this determination and disclosure shall be made in writing to his or her appointing authority; and in the case of other designated employees, this determination and disclosure shall be made in writing to the designated employee's supervisor. Regulation Section 18701.

## **IX. Legally Required Participation**

No member of the SETA Governing Board or member of WIB, CAB, PC, or PAC shall be prevented from making or participating in the making of any decision to the extent that his or her participation is legally required for the decision to be made. If a quorum cannot be established due to member disqualification, a quorum shall be created by selecting by lot, the necessary number of disqualified members to make the decision. Government Code Section 87101.

## **X. Definitions**

Unless otherwise indicated, the definitions contained in the Political Reform Act of 1974, Government Code Section 81000, et. seq., the Regulations of the Fair Political Practices Commission adopted pursuant thereto, and any amendments to the Act and Regulations are incorporated into this Conflict of Interest Code. Copies of the Code, the Political Reform Act of 1974, as amended, and the Regulations of the Fair Political Practices Commission shall be on file with the Filing Officer.

## **XI. Effective Date of Code**

This Conflict of Interest Code shall become effective thirty (30) days after approval by the Sacramento County Board of Supervisors.



## Appendix

### Sacramento Employment and Training Agency Conflict of Interest Code Designated Employees

The following persons are designated employees of SETA:

Members of the SETA Governing Board	Workforce Development Analyst Supervisor
Members of the Workforce Development Board (WDB) and Committees	Workforce System Administrator
Members of the Head Start Policy Council (PC)	Workforce Development Analyst II and III
Members of the Head Start Parent Advisory Committee (PAC)	Workforce Development Planner I and II
Members of the Community Action Board (CAB)	Workforce Development Quality Control Supervisor
WDB Legal Counsel	Workforce Development Manager
SETA Legal Counsel	Facilities Coordinator
Clerk of the Boards	Children and Family Services Education Program Officer
Executive Director	Children and Family Services Support Services Program Officer
Children and Family Services Deputy Director	Children and Family Services Administrative Program Officer
Workforce Development Deputy Director	Children and Family Services Eligibility Coordinator
Personnel/Human Resources Department Chief	Workforce Development Analytical Program Officer
Fiscal Department Chief	Workforce Development Operational Program Officer
Information Systems Department Chief	Purchasing Analyst
Administration Services Deputy Director	Staff Support Officer
Executive Coordinator	Workforce Development Professional I, II, III
Senior Personnel Analyst***	Head Start Site Director
Accountant I	Head Start Coordinator (Education)
Accountant II**	Head Start Coordinator (Food Service)
Accountant III	Head Start Coordinator (Health/Nutrition)
Senior Accountant	Head Start Coordinator (Governance/Parent Engagement)
Programmer Analyst	Head Start Education Specialist***
Workforce Development Professional Supervisor	Network Engineer
Human Resources Manager	Head Start Facilities Supply Clerk
Information Technology Analyst I and II	Head Start Facilities Specialist
Information Technology Services Facilitator	Head Start Head Cook
Information Technology Engineering Analyst	Head Start Manager
	Web Innovation Engineer

\*\* Includes both supervisory and non-supervisory staff

## Sacramento Employment and Training Agency Conflict of Interest Disclosure Categories

All persons holding the positions listed above shall disclose:

1. Investments in any business entity and income from any source which:
  - A. Within the last two years, has contracted, or in the future foreseeably may contract, with SETA to provide SETA or any of its subgrantees and delegate agencies, services, land, leased space, supplies, materials, machinery or equipment. See Government Code Sections 82034, 87103, and 87206.
  - B. Is a subgrantee of SETA, a delegate agency of SETA, or a contractor of SETA, or which, within the last two years, was an applicant for a SETA subgrant, delegate agency agreement, or contract. See Government Code Sections 82034, 87103, and 87206.
2. Interests in real property which have a fair market value of \$2,000 or more and interests in real property of any business entity of a ten (10) percent interest or more, which, within the past two years, have been leased or sold or in the future foreseeable may be leased or sold to SETA or any recipient of SETA authorized funds. See Government Code Section 82033.
3. Business positions held in an organization or enterprise operating for profit. See Government Code Sections 82005 and 87302.





# Ethics Training Completion

Effective January 1, 2006, state law (AB 1234) requires that local officials who receive compensation, salary, stipends, or expense reimbursement must receive training in public service ethics laws and principles every two years. This requirement applies to all Workforce Development Board members. Completing online course through the Fair Political Practices Commission will satisfy this requirement.

The course can be located [here](#).

The course takes about two hours to complete and can be paused at any time.

Upon completion, the certificate must be signed and sent to the Clerk of the Boards (Anzhelika Simonenkova) at [Anzhelika.simonenkova@seta.net](mailto:Anzhelika.simonenkova@seta.net) for the Agency's records.

Contact the Clerk of the Boards with any questions. Phone number: (916) 263-3753.







# Sacramento Employment and Training Agency Local Training Provider List (LTPL)

1. 160 Driving Academy\*
2. AAA Academy\*
3. American River College
4. Asher College
5. California Barbering & Cosmetology Unilateral Apprenticeship
6. Committee\*
7. California Human Development Corp\*
8. Campus **HOLD 5/2/23**
9. Career Development Solutions\*
10. Cosumnes River College **HOLD 8/20/23**
11. Curam College of Nursing
12. Dronitek Drone Flight Academy **HOLD 1/31/24**
13. Elk Grove Adult and Community Education
14. Fair Oaks Massage Institute
15. Federico Beauty Institute **HOLD 1/28/20**
16. Folsom Cordova Adult School
17. Folsom Lake College **HOLD 03/31/23**
18. Gurnick Academy of Medical Arts\*
19. Hoss Lee Academy\* **HOLD 6/28/21**
20. I-TAP
21. Medical Career College of Northern California
22. MTS Training Academy\*
23. National Career Education (NCE) **HOLD 4/17/23**
24. National Holistic Institute\*
25. Northern California Teamsters Apprenticeship
26. Pest Tech Ready **NO CONTRACT**
27. Sacramento Area Electrical Training Center
28. Sacramento City College **HOLD 03/31/23**
29. Sacramento City USD – Charles A Jones
30. Sacramento State College – College of Continuing Education
31. San Joaquin Valley College\*
32. San Juan Adult School – Sunrise Tech
33. Security & Firearms Training Academy (SAFTA)
34. Strive Community Health Institute
35. UC Davis Continuing and Professional Education\*
36. UEI College\*
37. Unitek Colleges\* **HOLD 04/09/21**
38. Universal Technical Institute of Northern California
39. Western Pacific Truck School (Sacramento & Stockton) \*
40. Western Truck School \*

\* Indicates the school is not managed by SETA on the ETPL

# Common Acronyms

## Sacramento Workforce Development Area

### A

**AAA:** Area Agency on Aging

**AD:** Adult

**ADA:** Americans with Disabilities Act

**AJCC:** America's Job Centers of California

**ARC:** American River College

### B

**BLS:** Bureau of Labor Statistics

**BPPVE:** Bureau of Private Postsecondary and Vocational Education

**BWF:** Base Wage File

### C

**CalWORKs:** California Work Opportunity and Responsibilities to Kids

**CBO:** Community-Based Organization

**CEO:** Chief Executive Officer

**CETA:** Comprehensive Employment and Training Act

**CFR:** Code of Federal Regulation

**CLEO:** Chief Local Elected Official

**COB:** Close of Business

**COLA:** Cost of Living Allowance

**CRC:** Cosumnes River College

**CRD:** Compliance Review Division

**CSBG:** Community Services Block Grant

**CSR:** Customer Satisfaction Rate

**CTB:** California Training Benefits

**CTE:** Career and Technical Education

**CWA:** California Workforce Association

**CWDB:** California Workforce Development Board

## D

**DI:** Disability Insurance  
**DER:** Diploma or Equivalent Rate  
**DMV:** Department of Motor Vehicles  
**DOE:** Department of Education  
**DOL:** Department of Labor  
**DOR:** Department of Rehabilitation  
**DOT:** Department of Transportation  
**DSS:** Department of Social Services  
**DVOP:** Disabled Veterans Outreach Program  
**DW:** Dislocated Worker

## E

**EA:** Emergency Assistance  
**EAP:** Employee Assistance Program  
**EC:** Executive Committee  
**ED:** Economic Development  
**EDD:** Employment Development Department  
**EEO:** Equal Employment Opportunity  
**EEOC:** Equal Employment Opportunity Commission  
**EEOP:** Equal Employment Opportunity Program  
**EER:** Entered Employment Rate  
**ELL:** English Language Learner  
**ESL:** English as Second Language  
**ETA:** Employment and Training Administration  
**ETP:** Employment Training Panel  
**ETPL:** Eligible Training Provider List

## F

**FBO:** Faith Based Organization  
**FLC:** Folsom Lake College  
**FLSA:** Fair Labor Standards Act  
**FTB:** Franchise Tax Board  
**FTE:** Full Time Equivalent  
**FY:** Fiscal Year  
**FYI:** For Your Information

## G

**GAO:** General Accounting Office

**GED:** General Equivalency Diploma

## H

**HHTC:** Homeless Hiring Tax Credit

**HHS:** US Department of Health and Human Services

**HUD:** Department of Housing and Urban/Development

## I

**IEP:** Individual Employment Plan

**IBEW:** International Brotherhood of Electrical Workers

**ILP:** Independent Living Program

**ICE:** Immigration and Customs Enforcement

**ISSP:** Individual Service Strategy Plan

**ISY:** In-School Youth

**ISP:** Individual Service Plan

**ITA:** Individual Training Account

## J

**JPA:** Joint Powers Agreement

**JTPA:** Joint Training Partnership Act

## K

**K-12:** Kindergarten Through 12<sup>th</sup> Grade

## L

**LEP:** Limited English Proficiency

**LLSIL:** Lower Living Standard Income Level

**LMI:** Labor Market Information

**LMID:** Labor Market Information Division

**LOU:** Letter of Understanding

**LRCC:** Los Rios Community College

**LWDA:** Local Workforce Development Area

**LWDB:** Local Workforce Development Board

## M

**MIS:** Management Information System

**MOU:** Memorandum of Understanding

**MSA:** Metropolitan Statistical Area

**MSG:** Measurable Skills Gain

## N

**NAWB:** National Association of Workforce Boards

**NCP:** Non-Custodial Parent

**NDWG:** National Dislocated Worker Grant

**NEG:** National Emergency Grant

## O

**OIG:** Office of Inspector General

**OJT:** On-the-Job Training

**OMB:** Office of Management and Budget

**O\*NET:** Occupational Information Network

**OSY:** Out-of-School Youth

**OSHA:** Occupational Safety and Health Administration

## P

**PDF:** Adobe Portable Document Format

**PY:** Program Year

## Q

**Q&A:** Question and Answer

## R

**RESEA:** Reemployment Services and Eligibility Assessments

**RFP:** Request for Proposals

**RFW:** Request for Quotes

**ROP:** Regional Occupational Program

**RR:** Rapid Response

**RSS:** Refugee Social Services

## S

**SBA:** Small Business Administration  
**SCC:** Sacramento City College  
**SETA:** Sacramento Employment and Training Agency  
**SNAP:** Supplemental Nutritional Assistance Program  
**SOP:** Standard Operation Procedure  
**SPOC:** Single Point of Contact  
**SSA:** Social Security Administration  
**SSI:** Supplemental Security Income  
**SSN:** Social Security Number  
**SWJC:** Sacramento Works Job Center  
**SWI:** Sacramento Works, Inc.  
**SWDB:** Sacramento Workforce Development Board

## T

**TA:** Technical Assistance  
**TAA:** Trade Adjustment Assistance  
**TAG:** Technical Assistance Guide  
**TANF:** Temporary Assistance to Needy Families  
**TEGL:** Training and Employment Guidance Letter  
**TEIN:** Training and Employment Information Notice

## U

**UI:** Unemployment Insurance  
**UIB:** Unemployment Insurance Benefits

## V

**VA:** Veterans Administration  
**VOC ED:** Vocational Education  
**VR:** Vocational Rehabilitation

## W

**WARN:** Worker Adjustment and Retraining Notification Act  
**WBL:** Work Based Learning  
**WDB:** Workforce Development Board  
**WEX:** Work Experience  
**WIA:** Workforce Investment Act of 1998  
**WIASRD:** Workforce Investment Act Standardized Record Data  
**WIC:** Women, Infants and Children

**WIOA:** Workforce Innovation and Opportunity Act

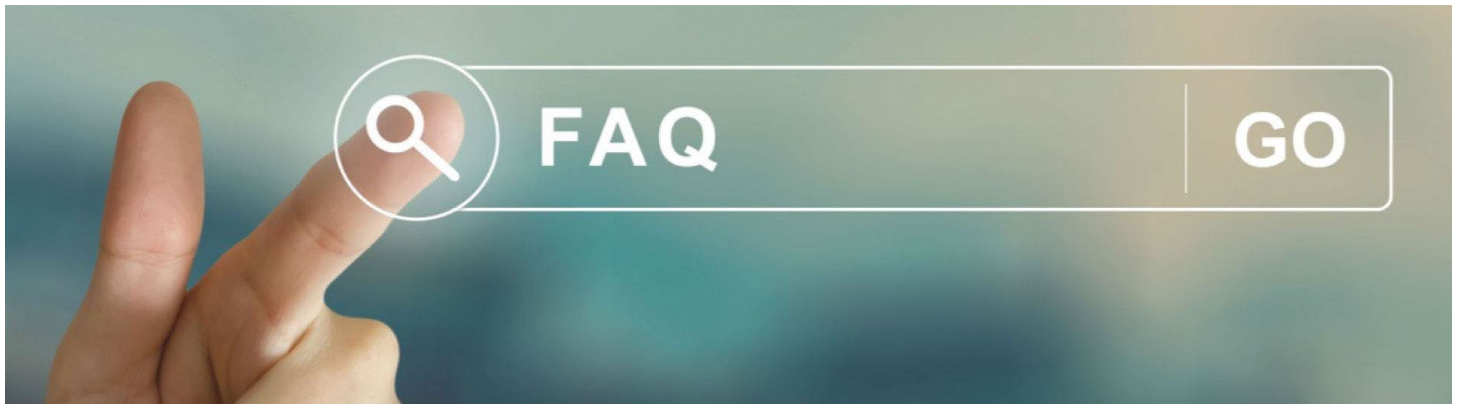
**WOTC:** Work Opportunity Tax Credit

**WP:** Wagner-Peyser

**WtW:** Welfare-to-Work







# Workforce Development Board Sacramento County Frequently Asked Questions

## **What is Workforce Development?**

Career-related services that are delivered to individuals who are seeking to improve their earning potential and career options by increasing skill levels and educational levels or obtaining industry-relevant certification or licensure.

Workforce development services are provided through a collaborative effort involving public sector organizations, including local businesses and industry associations, local Workforce Development Boards and the One-Stop Job Centers they operate, local post-secondary, adult, and private vocational schools, and apprenticeship programs.

## **What are One-Stop Job Centers?**

One-Stop Job Centers are facilities established by Local Workforce Development Boards as the service delivery arm of the Local Board.

For job seekers, the One-Stop Job Centers provide a full range of services including employment, training, and education services. For employers seeking employees, services include resources for placing job orders and obtaining referrals, labor market data, information/referral on training resources, and business assistance to assist local companies with their recruiting, training, and outplacement needs.

## **How many Job Centers are there?**

There are twelve (12) Job Centers in Sacramento County, located at various locations throughout the county.

The Sacramento Works Job Centers provides the following services:

**Career Assessments:** Quick Guide Skills review – Assessment to determine basic skills in Reading for information, Locating information, and Applied Mathematics.

**Pre-Employment Services:** Interview Workshop – Learn powerful interview skills to put your best foot forward in interviews. Resume Workshop – Interactive workshop on writing an effective resume and how to avoid common resume mistakes.

**Business Information Center (BIC)** is located at the Mark Sanders Job Center. Sacramento Works Business Information Centers (BICs) are your one-stop resource for technical assistance and information geared to help you start, operate and grow your business.

**Training Programs for Adult Basic Education:** The Job Centers can assist applicants in developing the knowledge and technical skills they will need to get the best job possible. Each Job Center will help to develop skills in reading, writing, and math, as well as General Education Development Preparation (GED), Adult High School Diploma completion services, and computer literacy.

**Occupational Skills Training:** Skills development training solutions in industry-sector occupations, and

**On-The-Job Training/Subsidized Employment:** Earn and learn opportunities for adults who are unemployed or receiving public assistance.

## **What is the link to Sacramento Works?**

[www.sacramentoworks.org](http://www.sacramentoworks.org)

## **How many Workforce Development Boards are in California?**

Local Workforce Development Areas (LWDAs) are designated by the Governor. California has 47 LWDAs. In some cases, a single county comprises one LWDA; in other cases, a single county comprises one LWDA; in other cases, a county contains more than one LWDA; in still others, a LWDA includes more than one county. In each case, the LWDAs designation is based on population and commonality of labor market.

## **What is an Eligible Training Providers List?**

WDA training programs are conducted by what is called Eligible Training Providers. California's Eligible Training Provider List (ETPL) includes all providers approved to receive WIA funds for the training programs they offer. To get the ETPL, an organization must apply to the LWIA in which the organization is located.

## **Where can I find a list of Requests for Proposals?**

[www.seta.net](http://www.seta.net)

## **I know youth who could use the resources the WIB provides. How can they get involved?**

If you know of any youth who are looking for a summer job, they can visit one of the Job Career Centers or log onto [www.sacramentoworks.org](http://www.sacramentoworks.org) and click Youth. The Sacramento Works Youth program serves all youth ages 14-21. A youth specialist will provide job search assistance,

linkages to community resources, career development workshops, resume writing, interview skills, and access to information on education and employment opportunities.

### **If the media call looking for an interview, what should I do?**

Call Roy Kim, Workforce Development Deputy Director, at 916-263-3814 and inform him that the media is requesting an interview. Mr. Kim will provide guidance on the next steps.

### **How do I contact the WDB with general questions?**

Call Anita Maldonado, Executive Director, at 916-263-3810 or Roy Kim, Workforce Development Deputy Director, at 916-263-3814.

### **What is the address of the WDB Office?**

925 Del Paso Blvd., Suite 100, Sacramento, CA 95815.