

**GOLDEN SIERRA WORKFORCE BOARD  
REGULAR MEETING  
AGENDA**

**Thursday, July 16, 2015 - 1:00 p.m.**

**Folsom Lake College  
El Dorado Center Community Room  
6699 Campus Drive  
Placerville, CA 95667**

*Mission: To be the premier provider of business and  
job seeker services in the region we serve*

**MEMBERS**

ANETTE SMITH-DOHRING  
Sutter Health Sacramento Sierra Region

CAROL PEPPER-KITTREDGE  
Sierra College

CHRISTINA NICHOLSON  
Whole Person Learning

DANIELA DEVITT  
California Employers Association

DAVID DeLEONARDIS  
Crossroads Diversified Services

ERIC COOPER  
California Indian Manpower Consortium

JASON BUCKINGHAM  
Golden Sierra Job Training Agency

JOHN TWEEDT  
District Council 16

KATHLEEN BURRIS  
CVS Caremark

KEVIN FERREIRA  
Sacramento – Sierra's Building and  
Construction Trades Council

KIMBERLY PELLOW  
Brandman University

LAUREL BRENT-BUMB  
Bumb Construction

MARCY SCHMIDT  
Placer Co. Business Advantage Network

MARGARITA VALENZUELA  
Unite Here Local 49 Gaming

MARK FRAYSER  
Department of Rehabilitation

MARTHA ESCOBEDO  
Employment Development Department

MICHAEL ZIMMERMAN  
MTI College

PAUL CASTRO  
California Human Development

RANDY WAGNER  
Sierra Economic Development  
Corporation

RICK LARKEY, *Vice Chair*  
North State Building Industry Foundation

ROBERT WARD  
IBEW Local 340

SHERRI SPRINGER  
Happy Kids Preschool & Childcare

STEWART SCHURR  
Doctor PC

TIM COOK  
Experience Works

TINK MILLER, *Chair*  
Placer Independent Resource Services

VIC WURSTEN  
PRIDE Industries

- I. ROLL CALL AND INTRODUCTION OF GUESTS
- II. APPROVAL OF AGENDA 1-2
- III. CONSENT AGENDA  
  
All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.  
  
For Approval  
  
A. Approval of Minutes from May 21, 2015 WB Meeting 3-10  
  
Informational  
  
A. Review Minutes from June 29, 2015 EC/FC Meeting 11-14  
  
B. Attendance Log 15
- IV. PUBLIC COMMENT-FOR THOSE ITEMS NOT ON THE AGENDA
- V. CONSTRUCTION & ENERGY SECTOR REPORT  
  
• Rick Larkey  
North State Building Industry Association/Foundation
- VI. PARTNER PRESENTATION  
  
• Mark Frayser  
Department of Rehabilitation
- VII. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)  
  
• ACTION MATRIX 16-20  
  
• CAREER & YOUTH SERVICES RFP UPDATE  
  
• WIB/WDB MEMBERSHIP COMPOSITION 21-26

**EQUAL OPPORTUNITY**

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request. Special requests for services, aids and/or special formats need to be made by calling (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711.

VIII. WIA SERVICE PROVIDER UPDATES

- Alpine County Consortium
- El Dorado County Consortium
- Golden Sierra Job Training Agency
- PRIDE Industries

IX. COMMITTEE UPDATES

- Business Services Committee [on hold]
- Executive & Finance Committees
- Youth Council [on hold]

X. FUTURE AGENDA ITEMS/NEW BUSINESS

XI. NEXT MEETING

Thursday, September 17, 2015 – 1:00 PM, Brandman University

XII. ADJOURNMENT

**GOLDEN SIERRA WORKFORCE BOARD  
REGULAR MEETING  
MINUTES**

**Thursday, May 21, 2015 - 1:00 p.m.**

**Brandman University  
400 Sunrise Avenue, Suite 200  
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Present: Carol Pepper-Kittredge, Christina Nicholson, Daniela Devitt, David DeLeonardis, Eric Cooper, Jason Buckingham, Kathleen Burris, Laurel Brent-Bumb, Marcy Schmidt, Mark Frayser, Martha Escobedo, Michael Zimmerman, Paul Castro, Randy Wagner, \*Rick Larkey, Sherri Springer, Stewart Schurr, Tim Cook, Tink Miller, Victor Wursten

Absent: Anette Smith-Dohring, Bob Ward, John Tweedt, Kevin Ferreira, Kim Pellow, Maggie Valenzuela

Guests: Darlene Galipo, Lorna Magnussen, Terrie Trombley, Michael Indiveri, Kathy Spindola, Jenny Wilson, David Luke, Liz Bosley, Ambrosia Cramer

\* *Indicates arrival time*

II. APPROVAL OF AGENDA

Request to remove Item XI from agenda.

**Motion** to approve agenda as amended by Cooper, second by DeLeonardis.

**Motion** approved unanimously.

III. CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

For Approval

A. Approval Minutes from March 19, 2015, WIB Meeting

Informational

B. Review Minutes from April 16, 2015, EC Meeting

C. Attendance Log

**Motion** to approve Consent Agenda items A-C by Devitt, second by Cook.

**Motion** approved unanimously.

IV. PUBLIC COMMENT-FOR THOSE ITEMS NOT ON THE AGENDA

Luke commented that he serves North Lake Tahoe area, which is lacking in services, and was present to observe the meeting. His focus is to underscore the need for services in the Kings Beach/Tahoe City/ West Shore Lake Tahoe area.

Brent-Bumb stated that the Los Rios system has an International Trade Division and delegates from Chihuahua, Mexico will be attending an economic development tour in El Dorado County at the end of June.

V. APPROVE 2015/2016 MEETING SCHEDULE

**Motion** to approve the 2015/2016 meeting schedule - Third Thursday's odd months; 1:00 pm by Brent-Bumb, second by Zimmerman.

**Motion** approved unanimously.

VI. APPROVE FY 2015/2016 CONSORTIUM DRAFT BUDGET

Buckingham explained that there are changes with the structure and organization of the 2015/16 draft budget. This is mostly due to the new requirements of the WIOA. He stated that the Agency looked to a priority based system when drafting the budget.

Buckingham stated that Career Services must be procured through a competitive process under WIOA. In the past, a mini consortium model could be used to issue monies. The mini consortium can still be used, but a competitive procurement is still mandatory. The Agency has set a timeline for issuing Request for Proposals (RFP's) for services beginning July 2015, with the contract award date set for December/January.

Youth Services will go through the same process although competitive procurement has always been necessary. Release of RFP's will begin in July and awarding of K6 monies expected to be in place December/January. The monies awarded at this time will be for an eighteen month contract going through the following program year. Golden Sierra will have a twelve month recapture period in case expenditures goals are not being met; the monies can be recaptured and expended in a timeframe that will serve the entire consortium. There is no impact on current providers, but they will need to respond to the RFP's if they would like K6 monies.

*\*1:15 pm Rick Larkey arrived*

Buckingham explained that Rapid Response is set on a twelve month timeframe and must also be procured through a competitive process. Recommendation is to retain the Rapid Response money in house. This was discussed and approved by the Finance Committee.

Castro asked if the contracts that are currently in place need to be extended. Buckingham explained that all of the K5 contracts end in May of 2016. There may be a six month overlap in services, depending on who is awarded the K6 funding.

Cooper asked if the current contractor will receive WIA or WIOA funding July of this year. Buckingham explained that the K5 money that was awarded under WIA will transition to WIOA services, with WIA performance. All WIA awarded contracts will have to provide WIOA services.

Brent-Bumb asked for clarification in relation to changes with Rapid Response transitioning from WIA to WIOA. Buckingham explained that it's basically the same but Golden Sierra will be anticipating the State's direction for Layoff Aversion versus Rapid Response.

Trombley stated that Alpine County does not want Rapid Response money at this time, but would like to direct it to another area of service. Golden Sierra will be working with the partners to find out what type of individual funding is needed.

Wilson asked for assurance that local money (El Dorado County) will be available to spend with local activity and Buckingham stated that this is the board's responsibility and acknowledged that it would.

**Motion** to approve the 2015/2016 draft budget by Devitt, second by Cook.

**Motion** approved unanimously.

VII. PARTNER PRESENTATION

Christina Nicolson- Whole Person Learning (WPL)

Nicolson is the owner of Whole Person Learning and has been with the organization for 22 years; the organization has been around for 30 years.

Nicolson stated that through the years the focus of WPL has been on youth and young adults. Their goal is to empower youth through an individually tailored collaborative positive youth development approach. WPL's vision is to have youth and young adults engaged in their community. These individuals who have "*lived experience*," meaning they are associated with system services, are hired by WPL and are provided direct support. WPL has doubled in staff support and has received national and statewide attention. The organization has been able to expand the age of youth that they work with, currently 12 to 26 years old.

The Youth Empowerment Support Program designed a *You Have Rights Too!* packet that received national attention and won an ECCO award (Excellence in Community Communications and Outreach.) Other highlights with this program are:

- o 96% of all participants completing an evaluation for a four day Youth Development Institute training felt that they had increased in their job satisfaction
- o In partnership with Auburn Hip Hop Congress and the Placer County Youth Commission, four "A New State of Mind" events were provided to help reduce stigma and discrimination around individuals struggling with mental health challenges.

Nicolson spoke about the HOPE Program (Housing Opportunities Providing Experience) which is the Transitional Housing Placement-Plus Program of Placer County. This is for young adults who have emancipated from court ordered foster or group home care at the age of 18 or older. The service is offered to individuals up to the age of 21 and includes housing, financial and life-skills support for 24 months.

HealthShack is another service that was designed in 2009. It offers individuals 18 years and older the ability to store their personal history in a safe spot and to control who has access to it.

Cooper asked if the individuals who used the services and aged out have, come back to WPL and commented that they would like to have had another service available to them. Nicolson said that annual surveys are sent out, and the program evolves to fit the needs of the individuals. Nicolson also commented that Youth Empowerment Support is currently serving Placer County only but that HOPE serves Placer and El Dorado Counties.

VIII. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

- ACTION MATRIX

Buckingham stated that the matrix will show areas bolded that have occurred since the last meeting.

- TEN 29-14 WIOA NOTICE OF PROPOSED RULE MAKING (NPRM)

- [WIOA](#)

- [WIOA; JOINT RULE FOR UNIFIED AND COMBINED STATE PLANS, PERFORMANCE ACCOUNTABILITY, AND THE ONE-STOP SYSTEM JOINT PROVISIONS - NOTICE OF PROPOSED RULE MAKING](#)

Buckingham stated that at this time, the Federal Government expects that the One-Stop Operator designation go through a competitive process. The Consortium has time to find out what the role of the One-Stop Operator will be since it doesn't need to be in place until July 2017. Right now the minimum criteria that the One-Stop Operator is responsible for is "coordination." Buckingham recommends waiting to see if there will be changes to the draft regulations before beginning the process.

Larkey asked if it will be the State to run the competitive process. Buckingham said that it depends on how things are structured at the local area but that this is not likely. He also said that at this point in time hiring a consultant to meet with the core partners to discuss how to improve the system might be a good recommendation; this could meet the definition of "coordination."

Wilson asked how Golden Sierra plans on coordinating this with each county. Buckingham suggests meeting with everyone in one group setting.

- LOCAL AREA DESIGNATION

Buckingham commented that Golden Sierra has received approval of local area designation.

- WDB DIRECTIVES

Buckingham stated that any directives that are in place under WIA will expire as of July 1, 2015.

- WIB/WDB MEMBERSHIP COMPOSITION

Magnussen stated that page 38 of the Board packet shows the required partner composition.

Buckingham explained that this graph shows current member composition and required composition for WIOA. He stated that the composition of the Board is a function of the Governing Body, but the Workforce Board can make recommendations. Compliance will need to be in place by June 2016.

Cooper asked if Golden Sierra needed to submit its plan to the State by June 16, 2015, because he is under the impression that his organization will need to submit theirs by this date. Buckingham said he was not aware of this; Cooper said he will recheck the date and send the information to Magnussen.

Devitt asked if there was still movement toward a regional WIB Board. Buckingham said that there was not, but through new legislation there is a requirement for regional planning; the governor is required to designate regional planning areas. At this time a draft of the regional planning areas shows no change for Golden Sierra. Buckingham also explained that there is a line item on the budget showing \$10,000 for regional cost sharing administration. Anyone involved in the regional planning efforts must contribute to the overall financial expense.

Indiveri explained that the Workforce Board is responsible for the local plan that ties in with the regional plan. Buckingham shared that he has been participating in a "Mapping the Field" State board group that is developing the statewide combined plan.

Larkey asked where the Career Pathways fits in this plan. Buckingham said that he believes it will be part of the regional planning initiative. There is no required coordination with local workforce boards in the Career Pathways Trust funding.

DeLeonardis asked for clarification on group meetings relating to disability. Buckingham explained that Placer School for Adults has been conducting five AB 86 planning workgroups, with Golden Sierra participating in three of them. One of the workgroups will be serving students with disabilities.

Buckingham further spoke of Golden Sierra's involvement in various disability initiatives since 2009. Most recently, the Agency has applied for the Disability Employment Accelerator (DEA) grant, and if awarded will receive \$150,000 which will be applied toward business engagement/job development. Another \$150,000 grant that the Agency has applied for is the Workforce Accelerator Funding (WAF) 2.0, which would be used to build on the same type of support for the work based learning component.

A consensus of the Board is to make sure we work together as a group when pursuing the organization's goals and not focus on individual identities.

## IX. UPDATES

- SLINGSHOT

Buckingham explained that SlingShot is the region's start up business application for a State initiative that is awarded in three phases. The first phase is \$20,000 for planning; the second phase, which we are in right now, is \$100,000 for developing the compact that determines the services needed to be available; and phase three is implementation which is due to start in July. This initiative is not specific to an organization, but is meant to identify gaps in service and provide the monies to meet those needs. Buckingham stated that there will likely be discussion around the use of technology to better serve the business community.

X. REPORT OUT OF TRAINING EXPENDITURES

- K491016 – July 1, 2013 – June 30, 2015

Buckingham explained that the graphs show Golden Sierra's required spending for direct training, which is 25% total of our Adult and Dislocated Worker funding. The Agency is allowed to use up to 10% of money brought in by other sources as leverage for the training requirement. At a consortium level we are exceeding our leverage requirements.

- K594759 – July 1, 2014 – June 30, 2016

Buckingham explained that K5 has been in contract for a year, but there aren't significant expenditures outside the Placer County area.

XI. WIA SERVICE PROVIDER PERFORMANCE (Q3) (removed)

XII. WIA SERVICE PROVIDER UPDATES

- Alpine County Consortium (no report)
- El Dorado County Consortium

Wilson thanked the Board for their support. Enrollment has declined due to loss of staff. They have recently hired two new staff members, and have clients in the pipeline. El Dorado is currently recruiting for a case manager in South Lake Tahoe area. Wilson also highlighted the following:

- ✓ They will soon have two new youth enrollments for the forestry program.
- ✓ Their One-Stop Placerville site was chosen through a Federal lottery system to take part in a study on how to build One-Stop Services.
- ✓ An Employer Forum took place last month
- ✓ Wilson has met with Lake Tahoe Community College and they will be coordinating with the Fire Science Academy in the fall
- ✓ "How To" workshops are being offered in the Placerville office
- ✓ Participation in "How To" workshops will be offered in South Lake Tahoe
- ✓ El Dorado County has trained their CCC Partners in the Nextskills Program
- Golden Sierra Job Training Agency

Galipo updated the Board on the following:

- ✓ Golden Sierra participated in the Tahoe Regional Job Fair
- ✓ Participated in the Northern California Rapid Response Roundtable (NCRRR) meeting at the end of April. This is where all the Rapid Response practitioners in northern California get together to exchange best practices and come up with solutions

- ✓ Staff attended the Hacker Lab Open House where they were able to support Sierra College. Hundreds of community members, elected officials, business owners and students attended
- ✓ Golden Sierra mobilized a team with Placer County Employment Development Department and Department of Labor and organized a mini Rapid Response Job Fair for those affected by the sudden closing of all Heald Colleges
- ✓ Golden Sierra sponsored the Roseville 2015 event that is coordinated by the Roseville Chamber of Commerce. Our Agency took an informal poll and asked the business owners what their needs were for future trainings. This gave us good insight on planning Rapid Response and business service activities for the 2015/16 program year
- ✓ EDD recently put on an event called “Train the Trainer” which teaches the staff how to aid people applying for State jobs. Customers have been asking for help in securing a State job so this will be very helpful for Golden Sierra to be able bring this to them

#### Program Updates

- Adult/Dislocated Worker OJT recent placements
  - o 1 Medical Front Desk Receptionist
  - o 1 Operations Manager
  - o 1 Research & Resolution Lead
- Youth WEX
  - o Sales Support, Customer Service, Retail, Sign Making/Installation and Youth Resource Clerk

Cooper asked if Golden Sierra is planning any training for youth employment because his Agency has youth coming in wanting to know how to prepare resumes. Galipo said that Golden Sierra incorporates youth in our “How to Get Hired” series which covers the pre-employment training. In August/September the Agency will have a youth only cohort.

Schmidt asked if Golden Sierra does anything to help place youth in the community for internships. Galipo said that this would be our Work Experience Program (WEX).

- Ticket to Work Success

Since Golden Sierra became an employment network we have assigned 30 tickets and have received over \$20,000 in Milestone 1 payments on five unique ticket assignments.

Frayser said that it’s important to remember that not all disabilities are physical; that there are many youth with mental health disabilities and his organization is there to help them.

- PRIDE Industries

Wursten stated that they have a start date of August 1, 2015 for their pre-employment training program. These are certificated trainings, specifically transition age youth with disabilities, but open to anyone who wants to be involved. The training is a combination of curriculum and paid internships. The first three internships will be catered to logistics technician, wave soldering and construction trades helper. They hope to have 8 to 10 different disciplines running by the end of the calendar year.

Miller asked if there was an age limit on the trainings. Wursten said that there were not, but that they are focusing on transitional age people with disabilities. It's also going to depend on what's available through the WIOA.

Wagner stated that if there was anyone interested in Start-Up and Small Business growth, they will be sponsoring two workshops in conjunction with other non-profit groups. Auburn will hold a workshop on June 23, 2015 and Placerville on June 25, 2015. This will be two series of 2-hour workshops which is targeted at people in the greater Sacramento area. It is free of charge, and if interested, Wagner said to contact him or call the Sierra Economic Development Corporation.

XIII. COMMITTEE UPDATES

- Business Services Committee [on hold]
- Executive & Finance Committees

Miller announced that the Finance Committee met on May 20<sup>th</sup> and the Executive and Finance Committees will meet jointly on June 18, 2015.

- Youth Council [on hold]

XIV. FUTURE AGENDA ITEMS/NEW BUSINESS

- Construction Sector Report Out

XV. NEXT MEETING

Thursday, July 16, 2015 – 1:00 PM; Brandman University

Magnussen announced that the next Board meeting will be held at Folsom Lake College.

XVI. ADJOURNMENT

**Motion** to adjourn at 3:05 pm by Miller.

Meeting adjourned.

**GOLDEN SIERRA WORKFORCE BOARD  
EXECUTIVE & FINANCE COMMITTEE  
REGULAR MEETING  
AGENDA**

**Monday June 29, 2015 – 1:00 pm**

**Roseville Connections  
115 Ascot Drive, Suite 180  
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Miller at 1:00 pm.

Present (EC): Tink Miller, Rick Larkey, Kevin Ferreira

Absent (EC): Laurel Brent-Bumb, Martha Escobedo

Present (FC): Tink Miller, Paul Castro

Absent (FC): None

Guests: Jason Buckingham, Darlene Galipo, Terrie Trombley, Lorna Magnussen,  
Michael Indiveri, Kathy Spindola

II. APPROVAL OF AGENDA (EC & FC)

Remove Item C under Executive Committee consent agenda.

**Motion** to approve agenda as amended by Castro, second by Ferreira.

**Motion** approved unanimously.

III. CONSENT AGENDA (EC)

All matters listed under the Consent Agenda are considered to be routine in nature and will be approved by one blanket motion.

For Approval

A. Approval of Minutes from January 5, 2015 EC/FC meeting

B. Approval of Minutes from April 16, 2015 EC meeting

Informational

C. Attendance Log

**Motion** to approve Consent Agenda items A-C by Larkey, second by Ferreira.

**Motion** approved unanimously.

IV. CONSENT AGENDA (FC)

For Approval

- A. Approval of Minutes from January 5, 2015 EC/FC meeting
- B. Approval of Minutes from May 20, 2015 FC meeting

Informational

- C. Attendance Log

**Motion** to approve Consent Agenda items A-c by Castro, second by Miller.

**Motion** approved unanimously.

V. PUBLIC COMMENT – FOR THOSE ITEMS ON THE AGENDA

None

VI. APPROVE 2015/2016 EXECUTIVE COMMITTEE (EC) MEETING SCHEDULE

Motion to approve 2015/2016 Executive Committee meeting schedule; Third Thursday; even months; 1:00 pm, by Ferreira, second by Larkey.

VII. WIOA IMPLEMENTATION

- ACTION MATRIX

Buckingham said that a second round of System Mapping meetings with the core partners will take place in July.

- REVIEW WDB DIRECTIVES

Buckingham stated that all WIA directives will be expiring at the end of June. He recommends the board work with the core partners with a focus on developing career pathways and aligning core programs. Day to day operations of the Title I programs will be managed by internal policy or approved through submission of the local plan.

Larkey inquired about what is happening on the State level in relationship to the partners and mandates. Buckingham said that the partners are working together, but at this time not much is published. The State is having System Mapping meetings, and a WIOA implementation subcommittee is in discussions.

Indiveri stated that work groups within the State agencies, related to the WIOA, are trying to come up with a method that partners use to collect data and report it back out to the system. It is important that they are collecting and reporting the same information.

Larkey asked if there was any discussion with SETA or core partners about regional meetings. Buckingham said that at this time there haven't been.

- **WIB/WDB MEMBERSHIP COMPOSITION**

Buckingham stated that at this time, in order to meet compliance, the board is one member short in Adult Education. Buckingham felt that the bigger discussion will be making sure the Board composition meets the needs of future goals within the consortium and core partnerships. The Governing Body makes the final decision, but they will take recommendations from the committees.

Buckingham said that it's important that we structure the WIOA discussions so that they are focused not just on Title 1 but, toward Title 1 through 4. It's important that we work together in a partnership toward our collective goals. Buckingham prefers having as few subcommittees as are effective. This could mean eliminating the Youth Council and combining the Finance and Executive Committees. He will present a map of his recommendations regarding the committees in the near future.

Larkey asked if there will be an agenda item at the Workforce Board (WB) meeting in July discussing the membership composition. Buckingham said that there could be an agenda item explaining the required membership, the labor market information that we have at this time, and an explanation of the pathways that we find important.

VIII. K4 EXPENDITURES – STATUS

Buckingham gave an update on the El Dorado County Health and Human Services (HHS) K4 contract that ended May 31, 2015. There will be further expenditures related to this contract that will be posted by July 7, 2015. El Dorado has assured Golden Sierra that the direct training money will be expended in total.

IX. K5 EXPENDITURES – STRATEGY

Buckingham explained that El Dorado County and Alpine County are a little under on their K5 expenditures. A concern with El Dorado County is that there is only a one year time period to spend his money when generally the consortium has had difficulty fully expending the award in a two year timeframe. Golden Sierra wants the consortium to be successful and will work closely with El Dorado County to make sure they meet the required 80% expenditure by December 2015. The Agency has offered to send over a case manager to help with staff training and provide onsite technical assistance as needed.

Castro asked if there have been assessments to determine why El Dorado County HHS is having difficulties with their expenditures. Buckingham explained that staff turnover has attributed to it.

Buckingham stated that in the past any unspent Rapid Response money has been allowed to carry over into the next year, adding on to that year's allocated funds. This year is structured differently, meaning money can be carried over but any additional funds will be decreased by the amount carried over. The Agency is working to ensure that all Rapid Response money will be spent in order to prevent this; however, the award period was reduced by three months this last award period.

X. REPORT OUT OF TRAINING EXPENDITURES

- K491016 – July 1, 2013 – June 30, 2015
- K594759 – July 1, 2014 – June 30, 2016

Buckingham stated that this item was information only.

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- WB Composition

XII. NEXT MEETING

August 20, 2015 – Joint Executive & Finance, Roseville Connections

Buckingham commented that Golden Sierra had applied for three grants. The Agency was awarded \$166,000 for DEA. The State was awarded \$7,000,000 for Sector NEG and Golden Sierra will receive a part of this. The Agency was not awarded any money through the Workforce Accelerator Grant.

Miller asked for clarification on the new hours for the Auburn Connections Center. Galipo stated that the Auburn office is considered a satellite or affiliate center and decision was made to modify the hours of operation. The center will be closed to the public on Mondays, Wednesdays and Fridays beginning July 1, 2015, however; staff will be there, with activities taking place. Tuesdays and Thursdays will be open to the public with limited hours. Sign-ups for classes will be available, with anticipation of full seating due to the popularity of these courses.

XIII. ADJOURNMENT

**Motion** to adjourn by Castro at 1:49 pm.

Meeting adjourned.

	Date: 5/15/14 Regular	7/17/14 Regular	9/18/14 Regular	11/20/14 Regular	1/15/15 Regular	3/19/15 Regular	5/21/15 Regular	Rate
<b>WB</b>								
Anette Smith-Dohring	1	1	0	0	0	1	0	43%
Bob Ward			0	1	0	0	0	20%
Carol Pepper-Kittredge	1	0	1	1	1	1	1	86%
Christina Nicholson	1	1	1	1	1	1	1	100%
Daniela Devitt	0	1	1	1	1	1	1	86%
Dave DeLeonardis	1	1	1	0	1	1	1	86%
David Frazier	1	1	1	1	0	0		67%
Eric Cooper	0	1	1	0	1	1	1	71%
Jason Buckingham	1	1	1	1	0	1	1	86%
John Tweedt		1	1	1	1	1	0	83%
Kathy Burris	0	0	0	0	1	1	1	43%
Kevin Ferreira	1	0	1	1	0	0	0	43%
Kim Pellow	0	1	1	0	1	1	0	57%
Laurel Brent-Bumb	0	0	0	1	1	1	1	57%
Maggie Valenzuela	1	0	0	1	1	1	0	57%
Marcy Schmidt	0	1	1	1	1	0	1	71%
Mark Frayser		1	1	1	1	0	1	83%
Martha Escobedo	0	1	1	1	1	1	1	86%
Michael Zimmerman	1	1	1	1	1	1	1	100%
Paul Castro	1	0	1	1	1	1	1	86%
Randy Wagner	1	1	1	1	1	0	1	86%
Rick Larkey	1	1	1	1	1	1	1	100%
Sherri Springer	1	1	0	0	0	0	1	43%
Stewart Schurr		1	1	1	0	1	1	83%
Tim Cook	1	1	1	1	1	1	1	100%
Tink Miller	1	1	1	0	1	1	1	86%
Victor Wursten	1	0	1	1	1	0	1	71%



# WIOA Action Matrix

Action	Comments	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
<b>Establish Local Area</b>					
Revise JPA to reference WIOA			X		<ul style="list-style-type: none"> <li>• Ongoing – Working with KMTG should be sent to county counsel in late Feb/March</li> <li>• Out to county counsel for review April 1, 2015 (45 day review period)</li> <li>• On GB Agenda for review April 9, 2015</li> <li>• <b>Out to BOS' for Approval</b></li> </ul>
Request Designation as Local Area	The Governor is required to designate (initially) local areas who have performed successfully and who have had fiscal integrity for the previous two years. Golden Sierra meets these criteria. No process has been defined but I recommend the WIB, in conjunction with the Governing Body, submit a letter requesting designation.	X	X	X	<ul style="list-style-type: none"> <li>• Approved by WIB 11/20/14</li> <li>• Approved by GB 12/15/14</li> <li>• Mailed 12/21/14</li> <li>• Draft Directive WSD-111 released 1/16/15; Directive WSD14-10 released 2/20/15 (updated 3/9/15)</li> <li>• Request approval from WIB 3/19/15</li> <li>• Sent unsigned copy to EDD 3/26/15</li> <li>• GB approved 4/9/15</li> <li>• Application sent to state 4/27/15</li> <li>• <b>Received recommendation for approval letter 5/19/2015</b></li> </ul>
Request approval to remain one-stop operator	According to WIOA each local area is required to have one One-Stop (at a minimum) and that One-Stop must be collocated with EDD staff. Currently, the Golden Sierra region has five centers only one of which is collocated with EDD (Roseville). The designation would eliminate our requirement to competitively procure the operator for the region. This is the most cost effective and efficient scenario.	X	X	X	<ul style="list-style-type: none"> <li>• Approved by WIB 11/20/14</li> <li>• Approved by GB 12/15/14</li> <li>• Mailed 12/21/14</li> <li>• <b>According to NRPM must be competitively procured prior to receiving "waiver". Procurement must be completed by June 30, 2017</b></li> </ul>

Action	Comments	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
<b>Workforce Board</b>					
<b>Governance</b>					
Review WIB Functions for gaps/opportunities	WIB (ADA accessibility policies)	X			<ul style="list-style-type: none"> <li>WDB functions to include partnering with Core agencies, systems alignment and setting local performance indicators</li> <li><b>Updates to WDB ongoing</b></li> </ul>
Review Bylaws	Review bylaws for consistency with responsibilities and functions of WDB	X	X		<ul style="list-style-type: none"> <li>Working with KMTG</li> <li>GB Bylaws for review and approval at GB meeting 4/9/15</li> <li><b>WDB Bylaws under review</b></li> </ul>
Re-write WIB/Governing Body Agreement	Review current agreement for consistency with WIOA	X	X		<ul style="list-style-type: none"> <li>Working with KMTG</li> <li>Draft completed – GB Review 4/9/15</li> <li>Approved by WDB Exec 4/16/15</li> <li>On GB agenda 6/3/15 for approval</li> <li><b>Approved 6/3/15</b></li> </ul>
Set Qualifications for Director	The WDB will need to set qualifications for the Director. Will probably need to wait for regulations to do so.	X	X		<ul style="list-style-type: none"> <li><b>Designated to GB since the Agency sets qualifications for and employs Director</b></li> </ul>
Review WIB Directives	Current WIB Directives will need to be reviewed and revised or eliminated for accuracy within the new system.	X			<ul style="list-style-type: none"> <li>Initial Review and Discussion at Exec 4/16/15</li> <li><b>WIA Directives expire June 30, 2015</b></li> <li><b>New based on broad policy issues, alignment etc.</b></li> <li><b>WDB focus on systems building</b></li> </ul>
<b>Membership</b>					
Review WIB membership for compliance and strategic direction	Is membership in line with key sectors and new requirements?		X		<ul style="list-style-type: none"> <li>As required by WIOA and as referenced in WSD14-10, the Governing Body will be required to provide direction to staff to develop and approve a recruitment process that identifies and appoints appropriate members as defined by WIOA and state policy. Must be in compliance by July 2016.</li> <li><b>Membership reviewed, missing one required member (Adult Education) for compliance. Further review and possible restructuring may need to take place to meet requirements of local initiatives.</b></li> </ul>

Action	Comments	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
<b>Workforce Board (continued)</b>					
<b>Structure</b>					
Review Committee Structure	The WIB should review its committee structure to ensure that it can meet its new role. No youth council is required, new partners included in performance (performance committee), New business engagement metrics, new emphasis on pathways and pathway development, Education and economic development continuous improvement, accessibility... Joint mtgs with SETA? (See initiatives)	X	X		<ul style="list-style-type: none"> <li>Some of this may need to be completed regionally as a part of the regional planning requirements</li> <li>Initial recommendations will be proposed for June Executive Committee</li> <li><b>Delayed slightly awaiting direction from state</b></li> </ul>
<b>Planning/Service Delivery</b>					
Convene Core Partners to discuss the design of the future system and MOUs	Executive Committee should convene leaders from DOR, EDD, Adult ED to discuss partnering in the new system, MOU's and Cost Sharing Agreements.	X			<ul style="list-style-type: none"> <li>Email intro CWA WIOA Overview – 9/23/14</li> <li>Letter intro WIOA 10/20/14</li> <li>First meetings with EDD/Adult Ed April 2015</li> <li>First meetings held with Adult Ed, EDD, HHS and DOR (April 2015)</li> <li>Coordinating round two meetings currently</li> <li><b>Round 2 scheduled for July 27</b></li> </ul>
Meet with SETA to Consider Joint Committees and policies with SETA and CAIZ group	WIOA will nearly require a regional planning effort. We may want to have our subcommittees start meeting jointly with SETA	X			<ul style="list-style-type: none"> <li>Attending SETA Planning Committee late January.</li> <li>Meeting cancelled; next meeting in February,</li> <li><b>This meeting has not occurred as of June 2015</b></li> </ul>
Review One-Stop locations and service delivery model	Review service delivery. Should all current locations remain one-stops or should we target special projects in certain areas. Should we open population-specific job centers? Other LWIAs have centers that focus on youth only or business only or sectors. Should we reduce the number of physical centers and set-up remote access instead (the community colleges would be a likely host). (Recommendations to GB)	X	X		<ul style="list-style-type: none"> <li>Met with Alpine County on 1/29/15 to discuss program services needs and model.</li> <li><b>Consider new model with one comprehensive site, multiple Affiliate sites and designated access points. Only Affiliate and Comprehensive sites have access to Training money. All sites offer some version of Career Services GS manages the payments of contracts etc.</b></li> </ul>

Action	Comments	Responsibility			Status
	<i>Action Item = Green</i>	<i>WIB</i>	<i>GB/CLEO</i>	<i>CWIB/ Governor</i>	
<b>Workforce Board (continued)</b>					
<b>Planning/Service Delivery</b>					
Publish RFQ for vender services	Establishing a vendor list for services will greatly enhance our ability to provider services without a full RFP process for each service	X			<ul style="list-style-type: none"> <li>• Working with staff to define services – anticipate release 2/10/15</li> <li>• Released 2/10/15</li> </ul>
Publish RFQ for Training Services and/or One-Stops	Prepare for competitive bid requirement by obtaining lists of qualified/interested sub-recipients	X			<ul style="list-style-type: none"> <li>• In development/ may need to separate “one-Stop Operator” functions from one-stop service delivery (core function = coordination)</li> <li>• Deadline for completion July 2017.</li> <li>• Do not award “K6” money beginning of program year 2015. Must develop and complete RFP for Services to be awarded Dec/Jan (2016) for 18 months</li> <li>• This (K6) implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015.</li> <li>• <b>RFP Released 7/8/2015</b></li> </ul>
Technology	How does the WDB want to address the new emphasis on Technology	X			
Branding	Consider adopting unified Identifier	X	X		<ul style="list-style-type: none"> <li>• WIOA NRPMs identify One-stop brand as “American Job Centers” do we want to keep local brand? Will state board enforce “America’s Job Centers of California”</li> </ul>
Accessibility	How will we address accessibility				<ul style="list-style-type: none"> <li>• Could be a function of the one-stop operator if contracted out.</li> </ul>
LMID	How will we ensure we have proper data for planning – Contract that out				<ul style="list-style-type: none"> <li>• <b>Save costs by eliminating EMSI and Work closely with LMID consultant</b></li> </ul>

Action	Comments	Responsibility			Status
	<i>Action Item = Green</i>	<i>WIB</i>	<i>GB/CLEO</i>	<i>CWIB/ Governor</i>	
<b>Workforce Board (continued)</b>					
<b>Performance</b>					
Metrix	Review and identify performance metrics for WIA services or initiatives (i.e. expenditures related to OJT vs classroom training?) Training in critical clusters? Pathway development, apprenticeship enrollment – Business engagement etc.	X			<ul style="list-style-type: none"> <li>• Initial local performance metrics to be proposed to Exec June 2015</li> <li>• <b>Delayed slightly awaiting direction from state subcommittee meetings</b></li> </ul>
Initiatives	Brand Initiatives i.e. NEXT, Vital Assets, Youth@Work etc. - maybe reduce committees but have ad hocs that manage the initiatives?	X			<ul style="list-style-type: none"> <li>• Currently Branded “NEXT” for business services/RR</li> <li>• Working on “Service First” for Veterans</li> <li>• Working on Brand for Persons with Disabilities (PWD)</li> <li>• Also need youth brand</li> <li>• Implementing centrally administered RR Services. The RR implementation plan was reviewed and approved at Finance committee May 20, 2105; approved at WDB May 21, 2015.</li> <li>• <b>“Advance” Branding developed for serving PWD’s</b></li> </ul>

# WIOA and the Golden Sierra Workforce Board

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## Introduction

The Workforce Innovation and Opportunity Act (WIOA) provides state and local areas the flexibility to collaborate across systems in an effort to better address the employment and skills needs of current jobseekers and employers. WIOA accomplishes this by prescribing a stronger alignment of the core partners including Workforce (Title I), Adult Education (Title II), Wagner-Peyser (Title III), the Department of Rehabilitation (IV), and Temporary Assistance for Needy Families (or TANF).

## Goals:

The Act requires a multitude of changes within the current three county Golden Sierra Region (El Dorado, Alpine and Placer Counties) . Locally, the Workforce Board has focused most of its efforts on the one-stop career centers and the Workforce Investment Act (WIA) funded partner within the system. However, the new act greatly expands the role of the local board and encourages local boards to focus on systems alignment. The State Board (April 14, 2015) has identified seven program/policy strategies that apply to the core programs. These are as follows:

1. Partnering in Sector Strategies
2. Building Career Pathways
3. Utilizing Earn and Learn Training
4. Organizing Regionally
5. Creating Cross System Data Capacity
6. Integrating Service Delivery
7. Providing Support Services for Successful Outcomes

## The Local Plan

The local Boards greatest strength lie in identifying initiatives and providing support, direction and oversight of convenings targeted to meet these goals. This includes identifying measures of success, timelines and continuous improvement when appropriate. Ultimately, the Board (in cooperation with the Chief Local Elected Officials) will be in charge of developing a 4 year local plan that aligns with the State goals and, when part of a planning region, complies with the regional planning requirements. The local plan will need to be reviewed and updated every 2 years to ensure that it still aligns with local labor market trends.

This plan should attempt to raise outcomes for all core partners who now share the same performance measures. Though there are over 20 elements to the local plan, in simple terms the goals of the plan include:

1. Preparing prospective employees for viable employment opportunities and career pathways in the region.
2. Supporting regional employers' efforts to hire, train, and transition employees by enhancing and communicating the availability and value of the Board's business engagement strategy.
3. Preparing young adults to thrive and succeed in the regional workforce by providing relevant work based learning opportunities.

## Roles of the Workforce Board

WIOA outlines 13 roles of the local board. Though there may be some overlap, in general, these can be categorized into two groups. The first group is focused on systems building. The second group is specific to Title 1 of the Act.

### Systems Building Roles

1. Local Plan
  - a. The local board, in partnership with the chief elected official for the local area involved, shall develop and submit a local plan to the Governor that aligns with the state WDB strategies and incorporates WIOA identified requirements.
2. Workforce Research and Regional Labor Market Analysis
  - a. In order to assist in the development and implementation of the local plan, the local board shall carry out analyses of the economic conditions in the region.
3. Convening, Brokering, Leveraging
  - a. The local board shall convene local workforce development system stakeholders to assist in the development of the local plan and in carrying out its other functions.
4. Employer Engagement
  - a. Promote business representation on the board
  - b. Develop linkages with employers
  - c. Ensure activities meet needs of employers
  - d. Develop and implement proven and promising strategies to meet employment and skill needs.
5. Career Pathways Development:
  - a. The local board, with representatives of secondary and postsecondary education programs, shall lead efforts in the local area to develop and implement career pathways.
6. Proven and Promising Practices:
  - a. Identify and promote proven and promising strategies for meeting needs of employers and jobseekers
7. Technology: Enhance accessibility and effectiveness of services by:
  - a. Facilitating connections among the intake and case management information systems
  - b. Facilitating access to services including in remote areas
  - c. Identifying strategies for better meeting needs of persons with barriers to employment
  - d. Leveraging resources

## Title 1 Roles

1. Budget and Administration
  - a. Develop a budget that supports the activities and initiatives of the Board
  - b. Disburse grant funds for Title 1 workforce investment activities
2. Selection of Operators and Providers
  - a. Selection of One-Stop Operators
  - b. Selection of Youth and Career Service Providers
  - c. Identification of eligible providers of training services
  - d. Identification of eligible providers of career services
3. Program Oversight
  - a. Conduct oversight of local youth, employment and training and adult workforce investment activities
  - b. Ensure appropriate use and management of funds
4. Coordination of Educational Providers:
  - a. Coordinate activities with education and training providers
  - b. Review the applications to provide adult education and literacy activities
  - c. Implement cooperative agreements
5. Negotiation of Local Performance Accountability
  - a. The local board, the chief elected official, and the Governor shall negotiate and reach agreement on local performance accountability measures.
6. Accessibility for Individuals with Disabilities:
  - a. The local board shall annually assess the physical and programmatic accessibility in accordance with the provisions in the American with Disabilities Act of 1990 of all one-stop centers in the local area.

## Mission:

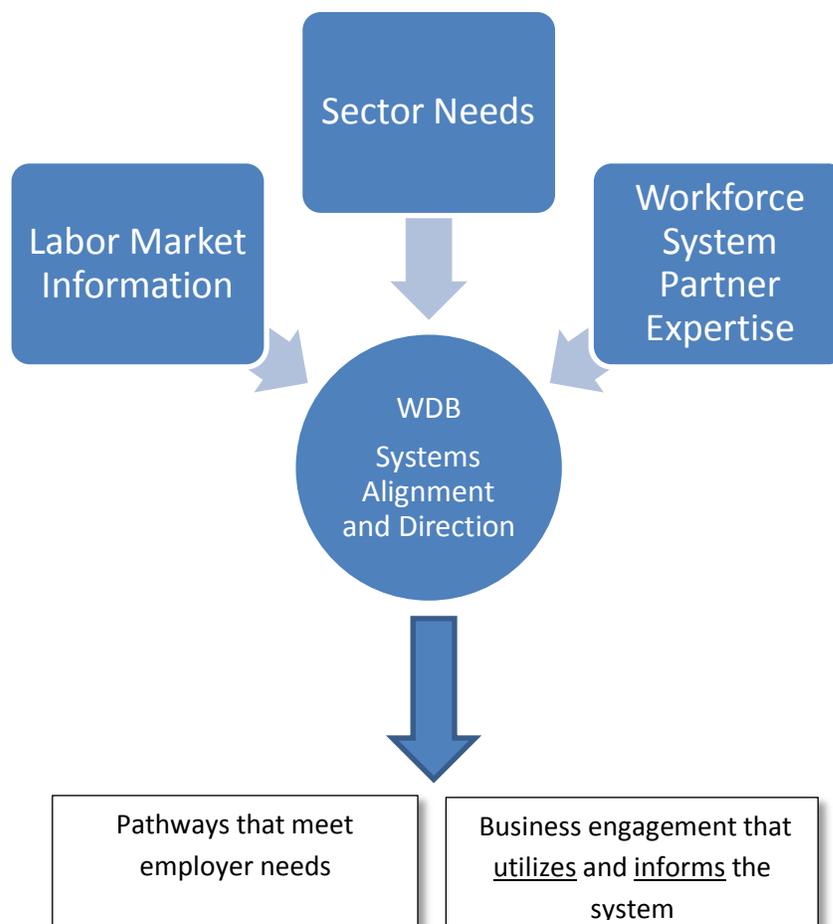
The current Mission statement of the Board is “To be the premier provider of business and job seeker services in the region we serve.” This Mission should be revisited to align with the new systems emphasis and the roles of the Board as outlined in WIOA. The new mission should focus on developing an integrated workforce system that capitalizes on the expertise of partners and industry to meet the needs of job seekers and business.

## Values:

Values of the Workforce Board should be set in order to inform and guide decision making process. Examples of possible values might include:

- Stewardship of assets focusing on the local and regional priorities of the stakeholders
- The expertise of the partners of the system
- The struggle of small business
- Continuous improvement
- Collaboration with workforce, education and economic development partners
- Systems alignment
- Innovation responsive to business and workforce needs
- Business engagement that develops value added relationships with business

## System Overview



*A feedback loop will be an integral part of refining and improving the system*

## Composition of the Board:

Golden Sierra actively seeks members from throughout the region to fill available seats on the board. The majority of the board is represented by business and industry from the private sector. Other sectors represented include education, labor, rehabilitation and state employment services, public assistance agencies, community-based organizations as well as local economic development interests. Golden Sierra attempts to maintain a board whose private sector members are representative of small business or the sectors of interest to our initiatives. In addition, we strive ensure that our member county's interests are at the table while keeping the board nimble. Because of this, our board composition and recruitment efforts may change over time.

Minimum Representation on the local board includes:

1. Business Representatives (51%), including the Chair
2. Labor and Workforce Representatives (20%) (further definitions apply)
3. Adult Education/Literacy Representative
4. Vocational Rehabilitation Representative
5. Higher Education Representative
6. Wagner-Peyser Representative
7. Economic Development Representative

Standing subcommittees require that a board member be chair and that non Board members with expertise be appointed. Ad hoc committee work may be recommended.

## Time Commitment

Board members should be active and engaged in the work of the board to understand its operations and deliver its message. Serving on the Golden Sierra Workforce Board will require a commitment of at least 12 hours per year. The time commitment includes six board meetings held every other month in addition to ad hoc and subcommittee work as necessary.

## Term of Office

Currently board members serve fixed terms of four years from the July 1<sup>st</sup> immediately preceding the appointment/re-appointment date. All WIB terms shall expire on June 30<sup>th</sup>, except that members may continue to serve after the end of their term until a successor is appointed.

## **Board Responsibilities**

1. Develop and oversee the mission.
2. Encourage and educate employer organizations and affiliations to leverage the system
3. Engage in strategic planning.
4. Recommend for appointment and orient new Board members.
5. Enhance the organization's public image and deliver its message.
6. Ensure Board efficiency in its operations.
7. Prepare for and actively participate in meetings, including engaging other resources as needed.
8. Miss no more than three consecutive Board meetings
9. Complete periodic ethics training as required by California law.
10. Submit form 700