

**GOLDEN SIERRA JOB TRAINING AGENCY
GOVERNING BODY**

MINUTES

Wednesday, June 3, 2015 – 10:00 a.m.

**Lake Tahoe Community College
Aspen Room
1 College Drive
South Lake Tahoe, CA 96150**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order at 10:28 a.m. by Chair Rakow.

Present: Katherine Rakow, Kirk Uhler

Absent: Michael Ranalli

Guests: Jason Buckingham, Michael Indiveri, Lorna Magnussen, Terrie Trombley,
Kathy Spindola, Alexis Zoss, Nichole Williamson

II. APPROVAL OF AGENDA

Motion to approve the agenda by Uhler, second by Rakow.

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.

A. Approval of Minutes from April 9, 2015 GB Meeting

B. Approval of WIB/WDB Term Extensions for Daniela Devitt, Jason Buckingham and Kevin Ferreira

Motion to approve Items A & B on the consent agenda by Uhler, second by Rakow.

Motion approved unanimously.

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. APPROVE GOVERNING BODY(GB)/WORKFORCE DEVELOPMENT BOARD (WDB) AGREEMENT

Buckingham stated that one of the steps for the Local Area to move forward is to have an agreement that clearly outlines the relationship between the Governing Body and the Workforce Board. The agreement has been re-drafted to reference WIOA as opposed to WIA. Buckingham said that there was a question from the Executive Committee as to why the dispute resolution clause was removed from the original agreement. Buckingham stated that in consultation with Counsel we determined that there is no need for the clause since the Governing Body has the ultimate authority.

Motion to approve the Governing Body/Workforce Development Board agreement by Uhler, second by Rakow.

Motion approved unanimously.

VI. APPROVE FY 2015/2016 CONSORTIUM DRAFT BUDGET

Buckingham stated that in order for the agency to provide subcontracted services under WIOA Golden Sierra must go through a competitive process. Request for Proposal's (RFP's) for Career and Youth Services will be released in July with services starting under the K6 award in December/January. The Agency will set a twelve month recapture clause in the RFP to mitigate any impacts stemming from low expenditures.

A recommendation has been made to the Workforce Board for the Agency to administer Rapid Response (RR) funds for the consortium. Providing RR activities in this way will ensure continuity of service and that all counties are represented. RR funding is awarded on a 12-month period, and a competitive process would delay providing services. This is unique to the RR funding stream.

Buckingham also stated that the Agency is presenting a draft budget that was prepared prior to having received the allocation notice. Because of this, the budget is reflecting a shortage of \$176,000. Adjustments will be made on both the expenditure and revenue side on final budget to accurately reflect the award.

Trombley reminded the Board that a final budget will be presented in October. She also said that there is sufficient K5 funding for the current contractors to continue providing services prior to the RFP being completed.

Motion to approve the 2015/2016 consortium draft budget by Uhler, second by Rakow.

Motion approved unanimously.

VII. APPROVE FY 2014/2015 BUDGET REVISION TO APPROPRIATE NON-PROGRAMMATIC FUNDING

Buckingham explained that this budgeted money of \$4,600 is left over from programs where money was returned after the grant award period. The grantor does not want the money back and therefore, it has remained with Golden Sierra. The recommendation is to appropriate \$500 toward a memorial award that will be established in honor of Sharon Williams, a Golden Sierra long term employee (over 30 years), who passed away this past year. The rest will go toward outreach project expenses and other non-staff related expenditures as deemed appropriate by the Director.

Trombley noted that this is not WIA money.

Motion to approve the FY 2014/2015 budget revision to appropriate non-programmatic funding by Uhler, second by Rakow.

Motion approved unanimously.

VIII. REPORT OUT OF TRAINING EXPENDITURES

K491016 – July 1, 2013 – June 30, 2015

Buckingham explained that the quarterly graph presented shows where the Agency stands on the direct training expenditure requirement. A certain amount of funding must be spent on contracts for Adults and Dislocated Workers. The K4 funding is ending June 30, 2015.

Rakow questioned Alpine County's expenditures on page 27. Trombley explained that their budget shows \$5,581 that has not been expended. Golden Sierra is currently working with Alpine County to award them Youth funding in place of this direct training, which is more appropriate for the participants of that area. Placer County will meet the requirement for the training.

K594759 – July 1, 2014 – June 30, 2016

Buckingham explained that the only area that has any significant spending with the K5 funding is Placer County.

Uhler asked how Golden Sierra quantifies the leverage. Buckingham explained that there is a directive that lists specific items that are allowed as leverage, such as: PELL Grants, employers' portion of salaries for On-The-Job training contracts, etc.

Trombley explained that a report is submitted to the State at the end of the 2-year award period that is audited. Buckingham also added that the leveraged money is directly related to the training contract. Trombley said that the Agency is allowed to use Rapid Response funding to meet the leverage requirement.

Trombley stated that Golden Sierra is working closely with El Dorado County and is now responsible for paying all of their participant invoices. The Agency will maintain their spreadsheets and their contracts will be written under Golden Sierra. The contracts will be reviewed and tracked more timely.

IX. WIA SERVICE PROVIDER PERFORMANCE

Buckingham explained that the quarterly consortium performance report assists the board in identifying if the consortium is in compliance. The graphs break out each office individually to show if they are meeting or exceeding performance measures. Yellow or green colors meet or exceed performance, with red being below standard performance. As a consortium, Golden Sierra is meeting or exceeding all performance measures. Buckingham pointed out that the charts identifying subcontract areas performance indicates better performance than previously indicated.

Buckingham stated that as a direct result of budget reductions this next fiscal year, the agency will likely eliminate our Virtual One-Stop data tracking system and join the State's system. The Agency may lose the ability to create the performance reports, but this will be a savings of \$45,000. He explained that instead of staff inputting information into our local system, they will be sending information directly to the State's system.

Rakow asked for clarification on Alpine's graph. Adult Entered Employment and Adult Retention show exceeding performance measures, but Adult Average Earnings indicates failure. Buckingham said that this may be based on one or two participants being employed after the first and second quarter exits, but after calculating the average earnings for the two quarters the participant(s) has an average earning that does not meet the Agency's negotiated rate.

Uhler asked if this was annualized and Buckingham said no; the earnings figures are based on the two quarters following a participant's exit from the program.

X. DIRECTOR'S UPDATE

A. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)

✓ Joint Powers Agreement (JPA)

Buckingham stated that the JPA went out to all county councils April 1st with a 45 day response request. To date the only comments that have been received are from Placer County.

✓ Governing Body Bylaws

Buckingham commented that the Governing Body Bylaws have been sent out to county counsels as requested

✓ Action Matrix

Buckingham explained that the most recent activity on the matrix is bolded to make it easier to reference.

✓ Local Area Designation

Buckingham stated that the Agency received a letter approving us as a local area designation.

✓ WIB/WDB Membership Composition

Buckingham stated that the region will need to make sure that the Workforce Board meets the required composition by July 2016. This should not be an issue, but it's important to make certain that the composition meets the region's sector based workforce needs.

XI. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS
(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:
JASON BUCKINGHAM, TERRIE TROMBLEY & KRISTIANNE SEARGEANT

Employee Organization: Stationary Engineers Local 39

XII. CLOSED SESSION

Rakow called the meeting into closed session at 10:56 a.m.

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

Rakow called the meeting back into open session at 11:06 a.m.

Report out from Closed Session:

1. Conference with Labor Negotiators (Government Code §54957.6)

Information was given. A tentative agreement has been made in working out specific language. The Board has given direction to staff and counsel to finalize the tentative agreements reached with the Union, including those pertaining to Merit and COLA increases and to present an MOU for ratification at a subsequent meeting.

2. Public Employment: Performance Evaluation (Government Code §54957)

Information was given and this item will be removed from the next agenda.

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

- JPA

XIV. NEXT MEETING: August 5, 2015 – 10:00 am – Auburn Connections

XV. ADJOURNMENT

Motion to adjourn by Rakow.

Meeting adjourned at 11:08 a.m.