

GOVERNING BODY  
MEMBERS

KATHERINE RAKOW  
Board of Supervisors,  
Alpine County

MICHAEL RANALLI, *Vice Chair*  
Board of Supervisors,  
El Dorado County

KIRK UHLER, *Chair*  
Board of Supervisors,  
Placer County

JASON BUCKINGHAM  
Executive Director

Golden Sierra Job Training  
Agency  
1919 Grass Valley Hwy, Suite  
100  
Auburn, CA 95603

(530) 823-4635

**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
AGENDA**

**Wednesday, February 3, 2016 – 10:00 a.m.**

**El Dorado County Government Center  
Conference Room A  
330 Fair Lane  
Placerville, CA 95667**

- |       |  |       |
|-------|--|-------|
| I.    | <u>ROLL CALL AND INTRODUCTION OF GUESTS</u>  |       |
| II.   | <u>APPROVAL OF AGENDA</u>  | 1     |
| III.  | <u>CONSENT AGENDA</u>  |       |
|       | 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 December 16, 2015 GB Meeting   | 2-5   |
| IV.   | <u>PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA</u>  |       |
| V.    | <u>APPROVE 2015/16 REVISED BUDGET</u>  | 6-13  |
| VI.   | <u>APPROVE WORKFORCE BOARD BYLAWS</u>  | 14-39 |
| VII.  | <u>APPOINT LOCAL WORKFORCE DEVELOPMENT BOARD</u>   | 40-41 |
| VIII. | <u>DIRECTOR'S UPDATE</u>   |       |
|       | A. WIOA Matrix   | 42-47 |
|       | B. Memorandums Of Understanding (MOU)  |       |
| IX.   | <u>FUTURE AGENDA ITEMS/NEW BUSINESS</u>  |       |
| X.    | <u>NEXT MEETING</u> : April 6, 2016 – 10:00 am – Auburn Connections  |       |
| XI.   | <u>ADJOURNMENT</u>   |       |

**EQUAL OPPORTUNITY**

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**GOLDEN SIERRA JOB TRAINING AGENCY**

**GOVERNING BODY  
MINUTES**

**Wednesday, December 16, 2015 – 10:00 a.m.**

**Golden Sierra Job Training Agency  
1919 Grass Valley Highway, Suite 100  
Auburn, CA 95603**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Vice-Chair Uhler at 10:05 a.m.

Present: Kirk Uhler, Michael Ranalli

Absent: Katherine Rakow

Guests: Jason Buckingham, Terrie Trombley, Lorna Magnussen, Kristianne Seargeant, Kathy Spindola

II. APPROVAL OF AGENDA

**Motion** to approve the Agenda by Ranalli, second by Uhler.

**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 October 7, 2015 GB Meeting

**Motion** to approve the Consent Agenda by Ranalli, second by Uhler.

**Motion** approved unanimously.

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. CHAIR & VICE CHAIR 2016 ELECTION

Vice-Chair Uhler accepted the position of Chair for 2016 and nominated Ranalli as Vice-Chair. There were no objections.

**Motion** to approve Chair & Vice-Chair nomination by Ranalli, second by Uhler.

**Motion** approved unanimously.

VI. APPROVE RESOLUTION 15-04 – APPROVAL OF MOU WITH STATIONARY ENGINEERS LOCAL 39

Sergeant stated that significant closed session negotiation changes were made to operations as follows:

- layoff procedure – a shorter notice time-period now
- more streamlined call-back rehire list procedure
- more latitude in regard to budgetary crisis linked to federal funding stream/short order personnel changes
- limited raise compensation was negotiated which included doubling the time it takes to get to the next step level

Trombley commented that the MOU is now more administratively streamlined for the Agency.

**Motion** to approve Resolution 15-14 by Ranalli, second by Uhler.

**Motion** approved by roll call.

**Aye:** Ranalli, Uhler  
**Nay:** None  
**Abstain:** None  
**Absent:** Rakow

VII. APPROVE RESOLUTION 15-05 – EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC)

Buckingham stated that Resolution 15-05 aligns the employer paid member contributions to the bargaining agreement. This will be effective for three years.

**Motion** to approve Resolution 15-05 by Ranalli, second by Uhler.

**Motion** approved by roll call vote.

**Aye:** Ranalli, Uhler  
**Nay:** None  
**Abstain:** None  
**Absent:** Rakow

VIII. DIRECTOR'S UPDATE

A. State Plan

Buckingham said that the State has released its State Plan which is in alignment with the requirements of WIOA. The plan attempts to bring the four Core Partners from WIOA together with a single goal. The Core Partners are WIOA Title 1 (Golden Sierra), Department of Rehabilitation (DOR), Employment Development Department (EDD) and Adult Education.

The main goal is to realize attainment of 1 million middle-skilled industry-valued postsecondary credentials by 2027. A middle-skill credential is defined as having demonstrable labor market value that requires more than a high school education but less than a 4-year college degree. Focus is on income mobility, moving people from one socio-economic platform to the next. The three main objectives are "Demand-driven Skills Attainment", "Upward Mobility" and "Systems Alignment, Coordination and Integration."

The seven strategies of the plan are:

- Organizing regionally
- Identifying sector strategies
- Developing career pathways
- Utilizing earn-and-learn models
- Providing supportive services
- Building cross system data capacity
- Integrating services and braiding resources

The plan is open for comment until January 15, 2016, and Golden Sierra is compiling their comments to be submitted. The plan should be finalized and submitted to the Department of Labor (DOL) by early March 2016.

Buckingham said that in addition to the State plan, the Act requires a regional and local plan. The Governor identified regional planning areas with Golden Sierra's area being; Sacramento Employment Training Agency, Yolo County and North Central County. The State, regional and local plan requires revision every 4 years.

B. Memorandum Of Understanding (MOU) Draft Directive

Buckingham explained that in addition to the State and regional planning efforts, the state has issued guidance on the finalization of MOU's. These MOU's describe how the Core Partners will work together. Resource sharing agreements will be incorporated into the new system which consists of legal obligation for partners to contribute to the Workforce Development System; this includes contributing to the infrastructure cost. The first phase of the MOU must be completed by July 2016 and describes how the partners will work together prior to developing the plan. Phase 2 and 3 will include costs and partner contribution.

C. FY 2015/16 Revised Budget

Buckingham stated that a budget modification will reallocate a portion of Rapid Response monies due to a rescission in funding. The budget will also modify the original plan to expend 15% WIOA cash and 10% leverage to 20% WIOA cash and 5% leverage. \$60,000 will be transferred from Consortium Program Administration to Placer County in order to meet the consortium's direct training requirement. Last fiscal year's rollover amount will be trued up which means distribution of unencumbered funds between Program Administration and Placer Program.

IX. K5 EXPENDITURE UPDATE

Buckingham explained that this informational item identifies the expenditure rates across all counties. It was agreed that El Dorado County would reach 80% expenditure by December 31, 2015, and at this time they are at approximately 76%. Due to the progress and momentum, Buckingham recommends funding their contract that will begin January 1, 2016.

X. K5 DIRECT TRAINING REPORT

Buckingham said that the K5 report shows where the consortium is with meeting the direct training requirement. The report shows Placer County at 133% and El Dorado County at 88% direct training expended contracts. The report also shows that the actual leverage collected is lower than anticipated; therefore, increasing the training funds will help in meeting the 25% training expenditure requirement.

XI. FUTURE AGENDA ITEMS/NEW BUSINESS

- Draft Employee Handbook
- Management/Employee Contracts

XII. NEXT MEETING: February 3, 2016 – 10:00 am – Auburn Connections

XIII. ADJOURNMENT

Vice-Chair Uhler adjourned the meeting at 10:30 a.m.

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 3, 2016  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Consortium Revised Final 15/16 Budget

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Resolution       Action Item       Information

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Attached is a Fiscal Year 2015/2016 revised final budget. The revised final budget reflects reduction of PY 15/16 allocation, and modification of direct training plan WIOA to Leverage ratio.

This budget was reviewed and recommended for approval by the Finance Committee on December 17, 2015, and the Workforce Board on January 21, 2016.

***Purpose: Budget Revision to Fiscal Year 2015/2016.***

To present a more current consortium financial plan which is reflective of new information and analysis of the changed budget model ensuring programmatic requirements and service goals are met.

***Notable Adjustments:***

- 1 Reallocate Program Year 15/16 allocation, Rapid Response and Layoff Aversion to reflect reduction in award from the Employment Development Department.
- 2 Direct Training Requirement: modify original plan to expend 15% WIOA cash and 10% leverage to 20% WIOA cash and 5% leverage.
- 3 Transfer \$60,000 from Consortium Program Administration to Placer County in order to meet the consortium's direct training requirement.
- 4 Eliminate the One-Stop Operator and Regional Planning cost centers for this Fiscal Year. State plans will not require the expending of these dollars in this manner for this fiscal year.
- 5 Created a new cost center to reflect the allowable use of Rapid Response funding for WIOA transition costs.
- 6 True up of last fiscal year's rollover amount and the distribution of unencumbered funds between Program Administration and Placer Program.
- 7 Re-allocated Youth In new funding all to the Youth Out category. This better reflects how expenditures will occur in order to meet participant needs.

Line #		A		B		C		C-B		C/B		D		D-C		D/C	
		Fiscal Year 2014/2015 Revised Final Approved December 2014	% of Total Funding	Unaudited Close for Fiscal Year 2014/2015	% of Total Funding	Consortium Fiscal Year 2015/2016 Final Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Final Budget and Unaudited Closing Budget	Percent of Change from Unaudited Close Fiscal Year 2014/2015 to Final Budget FY 2015/2016	Consortium Fiscal Year 2015/2016 Revised Final Budget	% of Total Funding	Difference between Fiscal Year 2015/2016 Revised Final Budget and Fiscal Year 2015/2016 Final Budget	Percent of Change from Fiscal Year 2015/2016 Final Budget to Revised Budget FY 2015/2016				
<b>Funding Sources:</b>																	
1	Carry-In Allocation Funds from PY 14	\$ 2,110,965		\$ 2,110,965		\$ 1,888,875		\$ (222,090)	-10.52%	\$ 1,888,875		\$ -	0.00%				
2	Actual PY 15/16 WIOA Allocations	3,631,369		3,631,369		3,455,775		(175,594)	-4.84%	3,451,348		(4,427)	-0.13%				
3	Actual Rapid Response Funds PY15	291,910		291,910		237,081		(54,829)	-18.78%	236,657		(424)	-0.18%				
4	Carry-In Allocation Rapid Response from PY 14	110,897		110,897		-		(110,897)	-100.00%	-		-	0.00%				
5	Actual Layoff Aversion Funds PY15	72,802		72,802		65,581		(7,221)	-9.92%	65,401		(180)	-0.27%				
6	Actual Non-Allocation Awards	7,000		7,000		539,509		532,509	7607.27%	539,509		-	0.00%				
7	<b>Total Funding Sources</b>	<b>\$ 6,224,943</b>		<b>\$ 6,224,943</b>		<b>\$ 6,186,821</b>		<b>\$ (38,122)</b>	<b>-0.61%</b>	<b>\$ 6,181,790</b>		<b>\$ (5,031)</b>	<b>-0.08%</b>				
<b>Expenditures:</b>																	
<b>Consortium Operations:</b>																	
8	Retiree Benefits	\$ 81,480	1.31%	\$ 67,873	1.09%	\$ 457,054	7.39%	\$ 389,181	573.40%	\$ 457,054	7.39%	\$ -	0.00%				
9	Salaries and Benefits	2,103,417	33.79%	2,054,551	33.01%	1,203,506	19.45%	(851,045)	-41.42%	1,222,240	19.77%	18,734	1.56%				
10	Services and Supplies	661,602	10.63%	809,696	13.01%	464,816	7.51%	(344,880)	-42.59%	428,928	6.94%	(35,888)	-7.72%				
11	Professional Services	102,762	1.65%	34,332	0.55%	\$ 70,000	1.13%	\$ 35,668	103.89%	\$ 35,000	0.57%	(35,000)	-50.00%				
12	<b>Consortium Operations Total</b>	<b>\$ 2,949,261</b>	<b>47.38%</b>	<b>\$ 2,966,452</b>	<b>47.65%</b>	<b>\$ 2,195,376</b>	<b>35.48%</b>	<b>\$ (771,076)</b>	<b>-25.99%</b>	<b>\$ 2,143,222</b>	<b>34.67%</b>	<b>\$ (52,154)</b>	<b>-2.38%</b>				
<b>Career Services:</b>																	
13	Placer County	\$ 666,672	10.71%	\$ 796,260	12.79%	\$ 1,333,661	21.56%	\$ 537,401	67.49%	\$ 1,537,253	24.87%	\$ 203,592	15.27%				
14	El Dorado County	1,606,219	25.80%	1,557,437	25.02%	1,258,159	20.34%	(299,278)	-19.22%	1,257,339	20.34%	(820)	-0.07%				
15	Alpine County	114,241	1.84%	119,714	1.92%	113,667	1.84%	(6,047)	-5.05%	113,667	1.84%	-	0.00%				
16	Career Services Non-Allocation	-	0.00%	-	0.00%	208,215	3.37%	208,215	100.00%	208,215	3.37%	-	0.00%				
17	<b>Career Services Total</b>	<b>\$ 2,387,132</b>	<b>38.35%</b>	<b>\$ 2,473,411</b>	<b>39.73%</b>	<b>\$ 2,913,702</b>	<b>47.10%</b>	<b>\$ 440,291</b>	<b>17.80%</b>	<b>\$ 3,116,474</b>	<b>50.41%</b>	<b>\$ 202,772</b>	<b>6.96%</b>				
19	<b>Committee Budget</b>	<b>\$ 25,000</b>	<b>0.40%</b>	<b>\$ 9,711</b>	<b>0.16%</b>	<b>\$ 15,000</b>	<b>0.24%</b>	<b>\$ 5,289</b>	<b>54.46%</b>	<b>\$ 15,000</b>	<b>0.24%</b>	<b>\$ -</b>	<b>0.00%</b>				
20	<b>Current Year Award Expended in Second Year</b>	<b>\$ 863,550</b>	<b>13.87%</b>	<b>\$ 775,369</b>	<b>12.46%</b>	<b>\$ 1,062,743</b>	<b>17.18%</b>	<b>\$ 287,374</b>	<b>37.06%</b>	<b>\$ 907,094</b>	<b>14.67%</b>	<b>\$ (155,649)</b>	<b>-14.65%</b>				
21	<b>TOTAL EXPENDITURES</b>	<b>\$ 6,224,943</b>		<b>\$ 6,224,943</b>		<b>\$ 6,186,821</b>		<b>\$ (38,122)</b>	<b>-0.61%</b>	<b>\$ 6,181,790</b>		<b>\$ (5,031)</b>	<b>-0.08%</b>				
22	<b>Net Income/(Loss)</b>	<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>		<b>\$ -</b>					

Approved by:  
 Finance Committee: 12/17/2015  
 WDB: 1/21/16  
 Governing Board

		<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
<i>L</i>		Consortium	Consortium	Consortium	WIOA Transition	One Stop	Consortium	Regional Cost
<i>i</i>		Admin	Program Admin	Rapid Response	Costs	Operator	Comprehensive	Sharing Admin
<i>n</i>				and Layoff			One Stop	
<i>e</i>				Aversion				
#								
	<b>Funding Sources:</b>							
1	Carry-In Allocation Funds from PY 14	\$ 339,405	\$ 336,599	\$ 9,622	\$ -	\$ -	\$ 61,296	\$ -
2	Actual PY 15/16 WIOA Allocations	345,135	1,002,661	-	-	-	345,135	-
3	Actual Rapid Response Funds PY15	-	38,566	141,994	32,389	-	23,708	-
4	Actual Layoff Aversion Funds PY15	-	19,602	39,241	-	-	6,558	-
5	Actual Non-Allocation Awards	-	-	-	-	-	-	-
6	<b>Total Funding Sources</b>	<b>\$ 684,540</b>	<b>\$ 1,397,428</b>	<b>\$ 190,857</b>	<b>\$ 32,389</b>	<b>\$ -</b>	<b>\$ 436,697</b>	<b>\$ -</b>
	<b>Expenditures:</b>							
	<b>Consortium Operations:</b>							
7	Retiree Benefits	\$ -	\$ 457,054	\$ -	\$ -	\$ -	\$ -	\$ -
8	Salaries and Benefits	301,801	512,122	112,361	32,389	-	263,567	-
9	Services and Supplies	37,604	247,993	43,496	-	-	99,835	-
10	Professional Services	-	-	\$ 35,000	\$ -	-	-	-
11	<b>Consortium Operations Total</b>	<b>\$ 339,405</b>	<b>\$ 1,217,169</b>	<b>\$ 190,857</b>	<b>\$ 32,389</b>	<b>\$ -</b>	<b>\$ 363,402</b>	<b>\$ -</b>
	<b>Career Service:</b>							
	<b>Program Year 2014/2015 WIA</b>							
12	Placer County - Agency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
13	El Dorado County - HHS	-	-	-	-	-	-	-
14	Alpine County - HHS	-	-	-	-	-	-	-
	<b>Program Year 2015/2016 WIOA</b>							
15	Placer County - Agency	-	-	-	-	-	-	-
16	El Dorado County	-	-	-	-	-	-	-
17	Alpine County	-	-	-	-	-	-	-
18	Career & Training Services	-	-	-	-	-	-	-
19	<b>Career Service Totals</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
20	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ 15,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
21	<b>Current Year Award Expended in Second Year</b>	<b>\$ 345,135</b>	<b>\$ 165,259</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 73,295</b>	<b>\$ -</b>
22	<b>TOTAL EXPENDITURES</b>	<b>\$ 684,540</b>	<b>\$ 1,397,428</b>	<b>\$ 190,857</b>	<b>\$ 32,389</b>	<b>\$ -</b>	<b>\$ 436,697</b>	<b>\$ -</b>
23	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Cost Center Share of Available Funding</b>	<b>11.07%</b>	<b>22.61%</b>	<b>3.09%</b>	<b>0.52%</b>	<b>0.00%</b>	<b>7.06%</b>	<b>0.00%</b>

Approved by:  
 Finance Committee: 12/17/2015  
 WDB: 1/21/16  
 Governing Board

		<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>
<i>L</i>		El Dorado County Career and Training Services	Placer County Career and Training Services	Alpine County Career and Training Services	Prop 39	Disability Employment Initiative Round Two	Disability Employment Accelerator	Sector Partnerships National Emergency Grant	Total of all Funding Sources and Expenditures
<i>i</i>									
<b>#</b>									
	<b>Funding Sources:</b>								
1	Carry-In Allocation Funds from PY 14	\$ 616,915	\$ 461,371	\$ 63,667	\$ -	\$ -	\$ -	\$ -	\$ 1,888,875
2	Actual PY 15/16 WIOA Allocations	640,424	1,067,993	50,000	-	-	-	-	3,451,348
3	Actual Rapid Response Funds PY15	-	-	-	-	-	-	-	236,657
4	Actual Layoff Aversion Funds PY15	-	-	-	-	-	-	-	65,401
5	Actual Non-Allocation Awards	-	-	-	16,652	6,191	166,666	350,000	539,509
6	<b>Total Funding Sources</b>	<b>\$ 1,257,339</b>	<b>\$ 1,529,364</b>	<b>\$ 113,667</b>	<b>\$ 16,652</b>	<b>\$ 6,191</b>	<b>\$ 166,666</b>	<b>\$ 350,000</b>	<b>\$ 6,181,790</b>
	<b>Expenditures:</b>								
	<b>Consortium Operations:</b>								
7	Retiree Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 457,054
8	Salaries and Benefits	-	-	-	-	-	-	-	1,222,240
9	Services and Supplies	-	-	-	-	-	-	-	428,928
10	Professional Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	35,000
11	<b>Consortium Operations Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,143,222</b>
	<b>Career Service:</b>								
	<b>Program Year 2014/2015 WIA</b>								
12	Placer County - Agency	\$ -	\$ 461,371	\$ -	\$ 16,652	\$ 6,191	\$ -	\$ -	\$ 484,214
13	El Dorado County - HHS	616,915	-	-	-	-	-	-	616,915
14	Alpine County - HHS	-	-	63,667	-	-	-	-	63,667
	<b>Program Year 2015/2016 WIOA</b>								
15	Placer County - Agency	-	867,492	-	-	-	95,442	90,105	1,053,039
16	El Dorado County	640,424	-	-	-	-	-	-	640,424
17	Alpine County	-	-	50,000	-	-	-	-	50,000
18	Career & Training Services	-	-	-	-	-	71,224	136,991	208,215
19	<b>Career Service Totals</b>	<b>\$ 1,257,339</b>	<b>\$ 1,328,863</b>	<b>\$ 113,667</b>	<b>\$ 16,652</b>	<b>\$ 6,191</b>	<b>\$ 166,666</b>	<b>\$ 227,096</b>	<b>\$ 3,116,474</b>
20	<b>Committee Budget</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 15,000</b>
21	<b>Current Year Award Expended in Second Year</b>	<b>\$ -</b>	<b>\$ 200,501</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 122,904</b>	<b>\$ 907,094</b>
22	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,257,339</b>	<b>\$ 1,529,364</b>	<b>\$ 113,667</b>	<b>\$ 16,652</b>	<b>\$ 6,191</b>	<b>\$ 166,666</b>	<b>\$ 350,000</b>	<b>\$ 6,181,790</b>
23	<b>Net Income/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Cost Center Share of Available Funding</b>	<b>20.34%</b>	<b>24.74%</b>	<b>1.84%</b>	<b>0.27%</b>	<b>0.10%</b>	<b>2.70%</b>	<b>5.66%</b>	<b>100.00%</b>

Approved by:  
 Finance Committee: 12/17/2015  
 WDB: 1/21/16  
 Governing Board

		A	B	C	D	E	F	G	H
L i n e  #			Dislocated						
		Dislocated	Worker				Rapid	Other &	
		Worker	Tran to Adult	Adult	Youth - In	Youth - Out	Response	Layoff Aversion	TOTAL
<b>Consortium Operations Budgeted and Rebudgeted</b>									
<b>Services and Supplies</b>									
1	Chivalry IT Services (Agency & Placer IT Services)	\$ 2,942	\$ 2,500	\$ 6,558	\$ 3,000	\$ 5,000	\$ 2,500	\$ 1,500	\$ 24,000
2	Geographic Solutions (Agency Case Management System)	2,000	2,500	2,293	2,000	2,500	-	-	11,293
3	Vavrinek, Trine, Day & Co. vtd (Agency Annual Financial Auditing Services)	1,500	2,500	7,000	2,000	5,004	500	500	19,004
4	Bartel & Associates (Agency & Placer County Bi-annual OPEB Actuarial Services)	3,000	3,000	5,000	2,000	3,500	250	250	17,000
5	EMRL -Outreach & Media Services	9,000	5,000	10,000		9,000	2,000	5,000	40,000
6	Kronick, Moskovitz, Tiedemann & Girard (Agency & Governing Board Legal Counsel)	6,500	5,500	7,789	3,000	4,250	750	500	28,289
7	State of California Employment Development Department (Agency Roseville Location)	12,500	11,000	23,500	5,875	17,625	5,498	5,000	80,998
8	Duff Brothers (Agency Auburn Location)	14,000	11,000	25,000	5,000	20,000	6,611	5,763	87,374
<b>Professional Services - (Consortium Programmatic Services)</b>									
9	Mike Indiveri (Agency Workforce Services Consulting Services)	\$ 250	\$ 500	\$ 500	\$ 250	\$ 250	\$ -	\$ -	\$ 1,750
10	Business Engagement Services (Consortium Services)	-	-	-	-	-	25,000	5,000	30,000
11	One Stop Operator (Consortium Contracted Services) - Vendor - TBD	-	-	-	-	-	-	-	-
12	<b>Consortium Operation Services - Contracted Total</b>	<b>\$ 51,692</b>	<b>\$ 43,500</b>	<b>\$ 87,640</b>	<b>\$ 23,125</b>	<b>\$ 67,129</b>	<b>\$ 43,109</b>	<b>\$ 23,513</b>	<b>\$ 339,708</b>
<b>Consortium Career Services Budgeted and Rebudgeted</b>									
<b>WIA -Career Services PY14/15 Rebudgeted</b>									
13	El Dorado County One-Stop	\$ 83,625	\$ 65,034	\$ 114,761	\$ 45,682	\$ 118,295	\$ -	\$ -	\$ 427,397
14	El Dorado County Direct Training	38,245	38,245	61,882	16,490	34,659	-	-	189,521
15	Alpine County One-Stop	4,461	4,462	26,366	15,664	9,714	-	-	60,667
16	Alpine County Direct Training	-	-	3,000	-	-	-	-	3,000
17	Placer County - Pride Industries (Youth Out Services)	-	-	-	-	73,564	-	-	73,564
18	Placer County Direct Training	6,598	11,055	5,624		2,029			25,306
<b>WIOA - Career Services PY15/16 Budgeted</b>									
<b>Career Services</b>									
19	El Dorado County - Awarded via Competitive Procurement	\$ 74,268	\$ -	\$ 190,182	\$ -	\$ 126,561	\$ -	\$ -	\$ 391,011
20	Alpine County - Awarded via Competitive Procurement	2,278	-	37,612	-	3,421	-	-	43,311
21	Placer County - Agency	124,448	200,723	117,959	-	212,074	-	-	655,204
22	Consortium Occupational & Academic Education	-	-	-	-	-	-	31,991	31,991
<b>Direct Training</b>									
23	El Dorado County - Awarded via Competitive Procurement	49,512	-	126,788	-	-	-	-	176,300
24	Alpine County - Awarded via Competitive Procurement	1,338	-	3,427	-	-	-	-	4,765
25	Placer County Agency	82,966	133,815	78,639	-	-	-	-	295,420
<b>Work Based Learning (Youth)</b>									
26	El Dorado County - Awarded via Competitive Procurement	\$ -	\$ -	\$ -	\$ -	\$ 73,115	\$ -	\$ -	\$ 73,115
27	Alpine County - Awarded via Competitive Procurement	-	-	-	-	1,924	-	-	1,924
28	Placer County - Awarded via Competitive Procurement	-	-	-	-	117,368	-	-	117,368
29	<b>Consortium Career Services - Contracted Total</b>	<b>\$ 467,739</b>	<b>\$ 453,334</b>	<b>\$ 766,240</b>	<b>\$ 77,836</b>	<b>\$ 772,724</b>	<b>\$ -</b>	<b>\$ 31,991</b>	<b>\$ 2,569,864</b>
30	<b>Total Contracted Services</b>	<b>\$ 519,431</b>	<b>\$ 496,834</b>	<b>\$ 853,880</b>	<b>\$ 100,961</b>	<b>\$ 839,853</b>	<b>\$ 43,109</b>	<b>\$ 55,504</b>	<b>\$ 2,909,572</b>

Approved by:  
 Finance Committee: 12/17/2015  
 WDB: 1/21/16  
 Governing Board

Consortium Budget Schedule 4  
 Consortium Allocation of Subgrant Award  
 Revised Final Budget FY 2015/216  
 Presented: December 2015

			A	B	C	D	E	F	G	H
<b>Allocation Funding Categories</b>										
L i n e				Dislocated						
			Dislocated	Worker						
#			Worker	Transfer to Adult	Adult	Youth In 0%	Youth Out 100%	Rapid Response	Layoff Aversion	Total
1	Funding Awards for New Fiscal Year Consortium Operations		\$ 669,078	\$ 669,077	\$ 1,044,269	\$ -	\$ 1,068,924	\$ 236,657	\$ 65,401	\$ 3,753,406
2	Administration	10.00%	\$ 66,908	\$ 66,908	\$ 104,427	\$ -	\$ 106,892	\$ -	\$ -	\$ 345,135
3	WDB Support/Legacy Costs/Program Administration	30.00%	\$ 200,723	\$ 200,723	\$ 313,281	\$ -	\$ 320,677	\$ 70,997	\$ 19,620	\$ 1,126,021
4	Consortium Sponsored Cost Centers	10.00%	\$ 66,908	\$ 66,908	\$ 104,427	\$ -	\$ 106,892	\$ 23,666	\$ 6,540	\$ 375,341
5	Consortium Operating Cost Totals		\$ 334,539	\$ 334,539	\$ 522,135	\$ -	\$ 534,461	\$ 94,663	\$ 26,160	\$ 1,846,497
6	Award less Consortium Operating Cost		\$ 334,539	\$ 334,538	\$ 522,134	\$ -	\$ 534,463	\$ 141,994	\$ 39,241	\$ 1,906,909
7	Required Direct Training Adult & DW	20.00%	\$ 133,816	\$ 133,815	\$ 208,854	\$ -	\$ -	\$ -	\$ -	\$ 476,485
8	Work Based Learning (Youth)	20.00%	\$ -	\$ -	\$ -	\$ -	\$ 192,406	\$ -	\$ -	\$ 192,406
9	Allocation for Career Services		\$ 200,723	\$ 200,723	\$ 313,280	\$ -	\$ 342,057	\$ -	\$ -	\$ 1,056,783
<b>Youth - Adult - Dislocated Worker Allocation</b>										
<b>Career Services</b>										
10	Placer	62.00%	\$ 124,448	\$ 124,448	\$ 194,234	\$ -	\$ 212,075	\$ -	\$ -	\$ 655,205
11	El Dorado	37.00%	\$ 74,268	\$ 74,268	\$ 115,914	\$ -	\$ 126,561	\$ -	\$ -	\$ 391,011
12	Alpine	1.00%	\$ 2,007	\$ 2,007	\$ 3,133	\$ -	\$ 3,421	\$ -	\$ -	\$ 10,568
<b>Direct Training</b>										
13	Placer	62.00%	\$ 82,966	\$ 82,965	\$ 129,489	\$ -	\$ -	\$ -	\$ -	\$ 295,420
14	El Dorado	37.00%	\$ 49,512	\$ 49,512	\$ 77,276	\$ -	\$ -	\$ -	\$ -	\$ 176,300
15	Alpine	1.00%	\$ 1,338	\$ 1,338	\$ 2,089	\$ -	\$ -	\$ -	\$ -	\$ 4,765
<b>Work Based Learning (Youth)</b>										
16	Placer	61.00%	\$ -	\$ -	\$ -	\$ -	\$ 117,368	\$ -	\$ -	\$ 117,368
17	El Dorado	38.00%	\$ -	\$ -	\$ -	\$ -	\$ 73,114	\$ -	\$ -	\$ 73,114
18	Alpine	1.00%	\$ -	\$ -	\$ -	\$ -	\$ 1,924	\$ -	\$ -	\$ 1,924
<b>Rapid Response Allocation</b>										
19	Placer	34.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 48,278	\$ 13,342	\$ 61,620
20	El Dorado	33.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,858	\$ 12,950	\$ 59,808
21	Alpine	33.00%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 46,858	\$ 12,950	\$ 59,808
<b>Allocations by County Totals</b>										
22	Placer		\$ 207,414	\$ 207,413	\$ 323,723	\$ -	\$ 329,443	\$ 48,278	\$ 13,342	\$ 1,129,613
23	El Dorado		\$ 123,780	\$ 123,780	\$ 193,190	\$ -	\$ 199,675	\$ 46,858	\$ 12,950	\$ 700,233
24	Alpine		\$ 3,345	\$ 3,345	\$ 5,222	\$ -	\$ 5,345	\$ 46,858	\$ 12,950	\$ 77,065
25									<b>Check Figure</b>	<b>\$ 3,753,407</b>

Approved by:  
 Finance Committee: 12/17/2015  
 WDB: 1/21/16  
 Governing Board

<b>Funding Categories</b>					
				<u>Dislocated Worker</u>	
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
<b>Funding Awards PY 2015/2016</b>		\$ 669,078	\$ 669,077	\$ 1,044,269	\$ 2,382,424
<b>Direct Training Requirement*</b>	<b>25.00%</b>	<b>\$ 167,269</b>	<b>\$ 167,269</b>	<b>\$ 261,067</b>	<b>\$ 595,605</b>
<b>Requirement met via:</b>					
<b>Program Year 2015/2016 WIOA Cash</b>	<b>20.00%</b>	\$ 133,816	\$ 133,815	\$ 208,854	\$ 476,485
<b>Program Year 2015/2016 Planned Leverage</b>	<b>5.00%</b>	\$ 33,453	\$ 33,454	\$ 52,213	\$ 119,120
<b>Adult &amp; Dislocated Worker Distribution</b>					
				<u>Dislocated Worker</u>	
		<u>Dislocated Worker</u>	<u>Transfer to Adult</u>	<u>Adult</u>	<u>Total</u>
<b>20 % WIOA Cash Award</b>					
Placer	62.00%	\$ 82,966	\$ 82,965	\$ 129,489	\$ 295,420
El Dorado	37.00%	\$ 49,512	\$ 49,512	\$ 77,276	\$ 176,300
Alpine	1.00%	\$ 1,338	\$ 1,338	\$ 2,089	\$ 4,765
<b>5 % Leveraged Funds</b>					
Placer	62.00%	\$ 20,741	\$ 20,741	\$ 32,371	\$ 73,853
El Dorado	37.00%	\$ 12,378	\$ 12,378	\$ 19,319	\$ 44,075
Alpine	1.00%	\$ 335	\$ 335	\$ 522	\$ 1,192
<b>Total Required Direct Training (Check Figure)</b>		<b>\$ 167,270</b>	<b>\$ 167,269</b>	<b>\$ 261,066</b>	<b>\$ 595,605</b>
<i>* Employment Development Department Workforce Services Directive 11-9</i>					

Approved by:  
 Finance Committee: 12/17/2015  
 WDB: 1/21/16  
 Governing Board

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 3, 2016  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** Workforce Board Bylaws approval

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Resolution       Action Item       Information

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Before the Governing Body for review and approval are the redrafted Workforce Board Bylaws. Approved by the Workforce Board on January 21, 2016; if approved by the Governing Body, the draft Bylaws will amend the current Bylaws to conform to the requirements of the federal Workforce Innovation and Opportunity Act (that supersedes the Workforce Investment Act). This includes changes to the membership and responsibilities of the Workforce Board. The draft limits membership to no more than 26, encourages the recruitment of small businesses, establishes one standing Executive Committee and allows flexibility for additional standing or ad hoc committees as the board deems necessary.

**GOLDEN SIERRA WORKFORCE ~~INVESTMENT~~DEVELOPMENT BOARD**  
**BYLAWS AS AMENDED ~~MAY 20, 2010-~~ , 2016**

These Bylaws are hereby created by the Golden Sierra Workforce Development Board (formerly referred to as “Workforce Investment Board” or “WIB”) and the Governing Body of the Golden Sierra Job Training Agency, ~~herein called WIB and~~ (“Governing Body, ~~respectively.”~~).

**RECITALS**

- A. The Counties of Alpine, ~~EIEI~~ Dorado, and Placer have created the Golden Sierra Job Training Agency, herein referred to as “Golden Sierra,” a joint powers agreement, to administer workforce development programs within their boundaries.
- B. The Governing Body consists of three members, i.e., one ~~Chief Elected Official~~chief elected official from each of the Boards of Supervisors of Alpine, ~~EIEI~~ Dorado, and Placer Counties.
- C. The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. § 3101 et seq. (which supersedes the Workforce Investment Act of 1998, 29 U.S.C. § 2801 et seq.), hereinafter called the “Act”, ~~Public Law 105-220,~~” has designated the Golden Sierra Job Training Agency as a “Workforce Development Area” (formerly a “Workforce Investment Area”) for the system building and delivery of workforce development programs at the local level, and provides funding thereto.
- D. The State and Federal rules and regulations promulgated pursuant to the Act provide for program activities and require that the Governing Body establish at the Workforce InvestmentDevelopment Board ~~herein called WIB~~, to be as follows:

**ARTICLE I**  
**NAME**

The name of this body shall be the Golden Sierra Workforce InvestmentDevelopment Board, hereinafter referred to as ~~WIB~~the “WDB.”

**ARTICLE II**  
**PURPOSE AND FUNCTION**

2.1. The purpose of ~~WIB~~the WDB, in partnership with the ~~Golden Sierra~~ Governing Body, shall be to establish and oversee the workforce development system for the Counties of Alpine, ~~EIEI~~ Dorado, and Placer.

2.2. -Vision: A fully integrated workforce system that capitalizes on the expertise of industry and workforce partners to continuously meet the needs of business, and facilitate pathways to success for students, workers and job seekers.

2.3. Mission: The Golden Sierra Workforce Board convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of systems' ability to meet industry needs.

~~2.2.2.4.~~ It shall be the duty of the ~~WIB~~WDB to do all of the following:

~~2.2.1. Coordinate workforce investment activities in the local area~~Engage with economic development strategies.

~~2.4.1. Promote participation of private sector~~a diverse range of employers, and with entities in the region:

~~2.4.1.1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDB;~~

~~2.2.2.0-2.4.1.2. To develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce investment development system activities;~~

~~2.4.1.3. To ensure that workforce investmentdevelopment activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and~~

~~2.4.1.4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.~~

~~2.4.2. Convene local workforce development system stakeholders to assist in the development of the local workforce development plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.~~

~~2.2.3-2.4.3.~~ Develop and submit a local workforce ~~investment~~development plan to the Governor.

~~2.4.4. Designate or certify one-stop operators, consistent with Title 1 of the Act.~~

~~2.2.4-2.4.5.~~ Award grants or contracts to eligible providers of youth activities in the local area on a competitive basis, consistent with the ~~Workforce Investment Act of 1998, based upon the recommendations of the youth council.~~Act

~~2.2.5-2.4.6.~~ Identify, consistent with ~~Title 1 of the Workforce Investment Act of 1998,~~ eligible providers of training services: in the local area.

2.2.6.2.4.7. Identify eligible providers of intensivecareer services and, when the one-stop operator does not provide intensivecareer services to the local area, award contracts to those providers.

~~2.2.7. Develop local policy on the amount and duration of individual training accounts based upon the market rate for local training programs.~~

~~2.4.8. Coordinate with the State to ensure that there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities, consistent with the Act.~~

2.4.9. ~~Oversee programs including:~~

~~2.2.8.0.2.4.9.1. Conduct program oversight over for local youth workforce investment-development activities, local employment and training activities, and the one stop delivery system in the local area;~~

2.4.9.2. Ensure the appropriate use and management of funds for the local youth workforce investment-development activities, local employment and training activities, and one-stop delivery system; and

2.4.9.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes related to workforce development activities.

~~2.2.9.2.4.10. Negotiate with the local chief elected official in the local area~~Governing Body and the Governor on local performance measures for the local area.

2.4.11. Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:

2.4.11.1. Analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities in the region;

~~2.2.10.0.2.4.11.2. Assist in the development of a statewide employment statistics system, which shall be developed in conjunction with and shall utilize to the fullest extent possible, the Employment Development Department's workforce and labor market information system-~~by the collection, analysis, and utilization of workforce and labor market information for the region; and

~~2.2.11. The WIB, in cooperation with the local chief elected officials shall appoint a youth council.~~

~~2.3. The WIB, in order to carry out its functions:~~

2.4.11.3. Shall prepare Conduct other research, data collection, and analysis as necessary as determined by the WDB.

2.4.12. Lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, especially individuals with barriers to employment.

2.4.13. Lead efforts in the local area to:

2.4.13.1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce development system; and

2.4.13.2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs, including providing physical and programmatic accessibility.

2.4.14. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

2.4.14.1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

2.4.14.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

2.4.14.3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system; and

2.4.14.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

2.4.15. Coordinate activities with education and training providers in the local area.

~~2.3.1-~~2.4.16. Develop a budget for the purpose of carrying out the duties of the ~~WIB as specified under this section~~WDB, consistent with the local workforce development plan, subject to the approval of the ~~local chief elected official.~~ Governing Body.

~~2.4.17. Shall direct~~Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

2.5. The WDB, in order to carry out its functions:

~~2.3.2-~~2.5.1. May designate standing committees to provide information and assist the WDB in carrying out its activities~~of the WIB's executive director.~~

~~2.3.3-~~2.5.2. May employ additional staff to carry out the activities as described in the WIB's strategic planfunctions of the WDB, consistent with Act.

~~2.3.4-~~2.5.3. May solicit and accept contributions and grant funds from other sources.

~~2.3.5-~~2.5.4. Shall not provide training services unless the Governor grants a written waiver of this provision.

~~2.3.6-~~2.5.5. Shall not provide other workforce investmentcareer services or be designated or certified as a one-stop operator without the agreement of the ~~local chief elected official~~Governing Body and the Governor.

**ARTICLE III**  
**MEMBERSHIP-3.1.0**

3.1. Pursuant to provisions authorized by the Act, the Governing Body has established the initial membership and structure of the ~~WIB~~WDB, and appoints/reappoints new members to the ~~WIB~~WDB. Changes to the initial structure shall maintain business representation at a minimum of 51% of total membership. Should ~~this~~such business representation drop below ~~51%%~~, recruitment will immediately go into effect.

3.2. The Governing Body has determined that the ~~WIB~~WDB shall ~~consist of~~be a maximum of 26 members, who are comprised of the following:

3.2.1. **Business Representatives:** At least 51% of the members shall be representatives ~~off from the~~ business community (a) appointed from among individuals nominated by local business organizations and business trade associations, ~~who shall be Chief Executive Officers, Chief Operating Officers;~~ (b) chief executive officers, chief operating officers, or owners of businesses, or other business, ~~human resources~~ executives or ~~those employers~~ with optimum policy making or hiring authority; and (c) from businesses or organizations, including small businesses, that provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area. The WDB shall endeavor to recruit and secure representatives of local small businesses as WDB members.

3.2.2. Workforce Representatives: At least ~~15~~20% of ~~WIB~~WDB members shall be representatives of the workforce within the local area; and

3.2.2.1. Of those, at least 15% of the WDB members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members; labor organization representatives shall include:

(A) shall include representatives of labor organizations ~~unless they who have been nominated by local labor federation fails to nominate enough members. If this occurs, then at least 10% of the WIB members federations or other representatives of employees;~~

(B) shall be representatives ~~include~~ a member of a labor ~~organizations~~ organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.;

~~—~~The remaining Workforce Representatives may include representatives of community-based organizations serving populations with barriers to employment, including organizations that serve veterans and individuals with disabilities; -and

~~3.2.2.0~~3.2.2.2. may include representatives of organizations that address the employment, training, or education needs of youth, including out-of-school youth.

3.2.3. **Education and Training Representatives:** At least two (2) members that are representatives of ~~educational agencies/entities administering education and training activities in the local area; and~~

~~3.2.3.1. shall include a representative of eligible providers administering adult education and literacy activities pursuant to the Act;~~

~~3.2.3.2. shall include a representative of institutions of higher education providing workforce investmentdevelopment activities; and~~

~~3.2.3.3. may include representatives of local educational agencies, and of community-based organizations that address the education or training needs of individuals with barriers to employment.~~

3.2.4. **Governmental Representatives:** At least ~~two (2)~~ **three (3)** members that are representatives of ~~governmental and economic and community development- entities serving the local area; and~~

~~3.2.5. At least two (2) members that are representatives of community-based organizations serving populations with barriers to employment.~~

~~3.2.5.1.3.2.4.1. At least One (1) member that is~~ shall include a representative of ~~each of~~ economic and community development entities; and

~~3.2.6.0. shall include an appropriate representative from the One-Stop Partners present within State employment service office under the region;~~

~~3.2.6.1. WIA Title I programs~~

~~3.2.6.2.3.2.4.2. - Wagner-Peyser Act-;~~

~~3.2.6.3. Adult Education and Literacy Title II shall include an appropriate representative of the~~ programs

~~3.2.6.4.3.2.4.3. -Department carried out under Title 1 of the Rehabilitation Title I programs-Act of 1973;~~

~~3.2.6.5. Older Americans Title V programs~~

~~3.2.6.6. Postsecondary Vocational Education; Carl Perkins~~

~~3.2.6.7. Trade Act Title II programs~~

~~3.2.6.8. Veterans programs~~

~~3.2.6.9. CSBG Employment & Training~~

~~3.2.6.10. Housing & Urban Development Employment & Training~~

~~3.2.6.11. Unemployment Compensation~~

~~3.2.6.12. Small Business Development Centers.~~

~~3.2.4.4. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and~~

~~3.2.4.5. may include representatives of philanthropic organizations serving the local area.~~

~~3.2.7.3.2.5.~~ Members can act as representatives to more than one of the sectors identified above.

~~3.2.8.3.2.6.~~ May include such other individuals or representatives of entities as the ~~chief elected official in the local area~~ Governing Body may determine to be appropriate.

3.3. Terms of Appointment. WISWDB members shall serve for fixed terms; term lengths shall be for four years from the July 1st immediately preceding the appointment/re-appointment date. All WIBWDB terms shall expire on June 30th, except that members may continue to serve after the end of their term until a successor is appointed.

3.4. Resignations. Any WISWDB member may resign by submitting written notice to the WISWDB Chairperson.

3.5. Removal for Cause. Any member may be removed from the WIBWDB for cause if a majority of the WIBWDB recommends such action at a legally constituted meeting, and this action is approved by the Governing Body.

“Cause” shall be defined as a determination by the WIBWDB that the member is unable to effectively represent the categorical seat to which he/she is appointed. Absence at three (3) consecutive regular meetings shall result in that position being declared vacant by the WIBWDB, and will result in automatic recommendation for removal.

## ARTICLE IV OFFICERS

4.1. The presiding officers of the WIBWDB shall be called Chairperson and Vice Chairperson and shall have two ~~~ear~~year terms of office beginning July 1st of each even year and ending on June 30th, two years later.

4.2. The WIBWDB shall elect, by majority vote of the WIBWDB members present, its Chairperson and Vice Chairperson. Election shall occur prior to July 1st of each two-year office. The WIBWDB Chairperson and Vice Chairperson shall be from its business sector representatives, and they may succeed themselves if so reelected.

4.2.1. Nominating Committee. No later than March of each election year, a nominating committee shall be appointed by the Chairperson.

The committee shall consist of the Chairperson and three ~~WIBWDB~~ members with as many counties being represented as possible.

~~No~~With the exception of the Chairperson, no WDB member who wishes to run for election shall sit on the nominating committee.

4.2.2. Duties of the Nominating Committee. The nominating committee shall poll ~~WIBWDB~~ members for prospective nominees.

It shall be the duty of the nominating committee to interview each of the candidates prior to placing their names on the ballot and secure their pledges to serve faithfully if elected.

At least twenty (20) calendar days prior to the ~~WIBWDB~~ meeting where elections are to occur, the committee shall mail a list of all nominees to each ~~WIBWDB~~ member.

The nominating committee shall then present names to the ~~WIBWDB~~ no later than June of each election year.

4.2.3. Elections. All voting to elect officers of the ~~WIBWDB~~ shall be by open vote and the ballot shall list nominees by officer position in an order drawn randomly.

The ~~WIBWDB~~ shall elect officers by majority vote of the ~~WIBWDB~~ members present.

4.3. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the ~~WIBWDB~~ shall, at the beginning of its meeting, designate by majority vote of the ~~WIBWDB~~ members present, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

4.4. The Chairperson shall have the responsibility of preparing the agenda for ~~WIBWDB~~ meetings.

## ARTICLE V MEETINGS AND QUORUMS

5.1. The ~~WIBWDB~~ shall meet at a minimum of four (4) times annually on a calendar quarterly basis, ~~two (2) of these being joint meetings with the Governing Body.~~

5.2. Special meetings of the ~~WIBWDB~~ may be called by the ~~WIBWDB~~ Chairperson or by a majority of ~~WIBWDB~~ members.

5.3. All meetings of the ~~WIBWDB~~ shall be conducted and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960, et seq., as amended ~~(“the~~ “Brown Act”~~”).~~

5.4. Notice of all meetings of the ~~WIBWDB~~ shall be given by any means reasonably calculated at least seventy-two (72) hours before the meeting. Notices of meetings shall advise ~~WIBWDB~~ members of the general nature of business to be transacted at such meeting.

5.5. A quorum to conduct business of the regular ~~WIBWDB~~ shall require a majority of the ~~WIBWDB~~ members present both in person or by teleconference connection, consistent with the provisions of the Brown Act.

5.6. Each member of the ~~WIBWDB~~ shall have one vote.

5.7. Action may be taken by a majority vote of the ~~WIBWDB~~ members present, unless otherwise required by law.

5.8. The ~~WIBWDB~~ in all its actions and meetings shall be governed by ~~Roberts Rules of Order, Newly Revised, in all cases to which they are applicable~~the Act and ~~to the extent in which they are not inconsistent with, or in conflict with,~~ these ~~bylaws~~Bylaws.

## ARTICLE VI COMMITTEES

6.1. The ~~WIBWDB~~ Chairperson, with the approval of the ~~WIBWDB~~, shall create committees of the ~~WIBWDB~~.

6.2. The ~~WIBWDB~~ Chairperson shall appoint committee chairpersons from the ~~WIBWDB~~ membership.

~~6.2.1. Committee chairpersons must be WDB members, with the exception of the Youth Council,~~

6.3. ~~Committee members~~ shall be appointed by the ~~WIB Chairperson and include WIB members.~~WDB.

~~6.3.1. Committees, with the exception of Youth Council and Executive Committee may include WDB members.~~

~~6.3.2. Committees shall be supplemented by non-WIBWDB members as deemed who the WDB has determined have the appropriate by the WIB Chairperson; however, experience and expertise.~~

~~With the exception of the Executive Committee, all committee chairs must be WIB members.~~

6.4. ~~Committee members with the exception of the Executive Committee can be comprised of WIB &, both WDB and non-WIBWDB membership with all members having, have equal voting rights; however, committee chair must be a WIB member.~~

6.5. Action may be taken by a ~~WIBWDB~~ committee by an affirmative majority vote of the current committee members.

6.6. All actions of a WIBWDB committee shall be advisory to the full WIBWDB, unless the full WIBWDB has expressly delegated "final authority" to a given committee on a given issue or matter.

6.7. The WIBWDB Chairperson, with the consent of the WIBWDB, shall also be able to create and appoint task forces or technical workgroups as needed.

6.8. All committees, task forces or technical workgroups appointed or created by the WIBWDB, are considered under the Brown Act to be "legislative bodies" and are therefore subject to Brown Act requirements.

6.9. The WIBWDB shall have ~~two~~ one standing committees:

6.9.1. Executive Committee. The Executive Committee shall consist of five (5) voting members: WIBWDB Chairperson, Vice Chairperson, and three (3) additional WIBWDB members, one of which shall be from the business community. The Golden Sierra Executive Director shall sit as an ex-officio non-voting member of the Executive Committee. The WIBWDB Chairperson may also invite WIBWDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

The function of the Executive Committee shall be to coordinate the establishment and content of WIBWDB agendas, proposals, communications to and from the Governing ~~Board~~ Body, and other supportive activities and functions as may be directed by the WIBWDB or the Governing ~~Board~~ Body.

The Executive Committee may exercise the powers of the full WIBWDB when timely action is necessary to ensure the best interest of the WIBWDB, its program and services.

All Executive Committee actions shall be reported to the WIBWDB at its next meeting.

~~6.9.2. Youth Council. A Youth Council will be established to improve programs and to act as an advocate in the community in order to provide opportunities for youth to achieve career goals and to enhance their ability to compete in the labor market.~~

~~Members of the Youth Council shall be appointed by the WIB.~~

~~Membership shall include, but not be limited to the following: WIB members, youth participants; youth service agency representatives including: education, apprenticeship training programs, private nonprofit, juvenile justice and law enforcement; private sector representatives; representatives of local public housing authorities; and parents of eligible youth.~~

~~Responsibilities of the Youth Council shall include, but not be limited to the following: developing and aligning the youth-related portions of the local plan; reviewing requests for proposals and recommending eligible providers for youth activities; providing recommendations for improving the effectiveness of funded youth programs; collaborating and leveraging funding with regional youth service providers that are aligned with the Youth~~

~~Councils mission and with Workforce Investment Act goals (employment, education outreach and training).~~

## ARTICLE VII STAFFING AND SUPPORT OF ~~WIB~~WDB

7.1. The Governing Body shall be asked to provide, from funds made available under the Act, ~~agency~~Golden Sierra support staff and necessary office and material support for the ~~WIB~~WDB.

7.2. ~~Agency~~Golden Sierra support staff assigned to WDB responsibilities shall ~~report to and~~ coordinate ~~WIB~~WDB activities with the ~~WIB~~WDB Chairperson. Notwithstanding the foregoing, such staff shall remain Golden Sierra employees at all times.

7.3. The Governing Body and ~~WIB~~WDB will maintain the consolidated office and material support necessary for both to properly discharge their responsibilities under the ~~Workforce Investment Act~~.

7.4. ~~A~~Final authority for any decision to hire, evaluate, or discharge any staff assigned to the ~~WIB~~WDB shall rest with the Governing Body.

7.5. The ~~WIB~~WDB shall not directly operate programs.

## ARTICLE VIII CONFLICT OF INTEREST

8.1. A ~~WIB~~WDB and/or ~~Committee~~committee member shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision of any matter which would financially benefit such member or his/her immediate family member or any organization such member represents. ~~Member~~Such member must declare ~~their~~his or her conflicts for the official record. ~~8.20~~ ~~WIB~~

~~8.1.8.2.~~WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest or appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.

~~8.2.8.3.~~Members of the ~~WIB~~WDB shall comply with the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and any other conflicts of interest or financial disclosure requirements which the State may require.

## ARTICLE IX ~~9.00~~-AMENDMENTS

9.1. Amendments to these ~~bylaws~~Bylaws may be approved by an affirmative majority vote of the ~~WIB~~WDB members at any regular meeting of the ~~WIB~~WDB; provided however, that the amendments proposed had been submitted in writing at the previous regular meeting or

included in the call to the meeting. Amendments proposed to these ~~bylaws~~Bylaws must be received by the ~~WIB~~WDB membership no less than seventy two (72) hours prior to their consideration by the ~~WIS~~WDB.

9.2. To take effect, amendments to these ~~bylaws~~Bylaws must also have concurrence by an affirmative majority vote of the Governing Body.

**ARTICLE X  
EFFECTS**

10.1. These ~~bylaws~~Bylaws shall become effective upon adoption by an affirmative majority vote of the ~~WIB~~WDB and the Governing Body, and shall remain in effect, as amended by ~~Section 9.00~~Article IX above, until dissolution of the ~~WIB~~WDB and/or ~~the~~ Governing Body.

10.2. In any conflict arising between the ~~provision~~provisions of the Act, applicable State law, and or other implementing regulations, the legal provisions of law and regulations shall prevail, except as ~~the bylaws~~these Bylaws represent allowable discretion by the Governing Body and ~~WIB~~the WDB in interpretation and implementation of law and regulation.

[signatures on following page]

APPROVED/ACCEPTED:

APPROVED/ACCEPTED:

\_\_\_\_\_  
~~Susan “Tink” Miller~~,[NAME], Chairperson  
Golden Sierra Workforce  
~~Investment~~Development Board

\_\_\_\_\_  
~~Henry “Skip” Veatch~~,[NAME], Chairperson  
Golden Sierra Governing Body

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD  
BYLAWS AS AMENDED , 2016**

These Bylaws are hereby created by the Golden Sierra Workforce Development Board (formerly referred to as “Workforce Investment Board” or “WIB”) and the Governing Body of the Golden Sierra Job Training Agency (“Governing Body”).

**RECITALS**

- A. The Counties of Alpine, El Dorado, and Placer have created the Golden Sierra Job Training Agency, herein referred to as “Golden Sierra,” a joint powers agreement, to administer workforce development programs within their boundaries.
- B. The Governing Body consists of three members, i.e., one chief elected official from each of the Boards of Supervisors of Alpine, El Dorado, and Placer Counties.
- C. The State of California, pursuant to the Workforce Innovation and Opportunity Act of 2014, 29 U.S.C. § 3101 *et seq.* (which supersedes the Workforce Investment Act of 1998, 29 U.S.C. § 2801 *et seq.*), hereinafter called the “Act,” has designated the Golden Sierra Job Training Agency as a “Workforce Development Area” (formerly a “Workforce Investment Area”) for the system building and delivery of workforce development programs at the local level, and provides funding thereto.
- D. The State and Federal rules and regulations promulgated pursuant to the Act provide for program activities and require that the Governing Body establish the Workforce Development Board, to be as follows:

**ARTICLE I  
NAME**

The name of this body shall be the Golden Sierra Workforce Development Board, hereinafter referred to as the “WDB.”

**ARTICLE II  
PURPOSE AND FUNCTION**

2.1. The purpose of the WDB, in partnership with the Governing Body, shall be to establish and oversee the workforce development system for the Counties of Alpine, El Dorado, and Placer.

2.2. Vision: A fully integrated workforce system that capitalizes on the expertise of industry and workforce partners to continuously meet the needs of business, and facilitate pathways to success for students, workers and job seekers.

2.3. Mission: The Golden Sierra Workforce Board convenes industry leaders and key partners to identify workforce initiatives, create innovative solutions, and measure the success of systems' ability to meet industry needs.

2.4. It shall be the duty of the WDB to do all of the following:

2.4.1. Engage with a diverse range of employers, and with entities in the region:

2.4.1.1. To promote business representation (particularly representatives with optimal policymaking or hiring authority from employers whose employment opportunities reflect existing and emerging employment opportunities in the region) on the WDB;

2.4.1.2. To develop effective linkages with employers in the region to support employer utilization of the local workforce development system and to support local workforce development activities;

2.4.1.3. To ensure that workforce development activities meet the needs of employers and support economic growth in the region, by enhancing communication, coordination, and collaboration among employers, economic development entities, and service providers; and

2.4.1.4. To develop and implement proven or promising strategies for meeting the employment and skill needs of workers and employers that provide the skilled workforce needed by employers in the region, and that expand employment and career advancement opportunities for workforce development system participants in in-demand industry sectors or occupations.

2.4.2. Convene local workforce development system stakeholders to assist in the development of the local workforce development plan and in identifying non-Federal expertise and resources to leverage support for workforce development activities.

2.4.3. Develop and submit a local workforce development plan to the Governor.

2.4.4. Designate or certify one-stop operators, consistent with Title 1 of the Act.

2.4.5. Award grants or contracts to eligible providers of youth activities in the local area on a competitive basis, consistent with the Act

2.4.6. Identify, consistent with Title 1 of the Act, eligible providers of training services in the local area.

2.4.7. Identify eligible providers of career services and, when the one-stop operator does not provide career services to the local area, award contracts to those providers.

2.4.8. Coordinate with the State to ensure that there are sufficient numbers and types of providers of career services and training services serving the local area and providing the services involved in a manner that maximizes consumer choice, as well as providing opportunities that lead to competitive integrated employment for individuals with disabilities, consistent with the Act.

2.4.9. Oversee programs including:

2.4.9.1. Conduct oversight for local youth workforce development activities, local employment and training activities, and the one stop delivery system in the local area;

2.4.9.2. Ensure the appropriate use and management of funds for the local youth workforce development activities, local employment and training activities, and one-stop delivery system; and

2.4.9.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes related to workforce development activities.

2.4.10. Negotiate with the Governing Body and the Governor on local performance measures for the local area.

2.4.11. Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:

2.4.11.1. Analyses of the economic conditions in the region, the needed knowledge and skills for the region, the workforce in the region, and workforce development activities in the region;

2.4.11.2. Assist in the development of a statewide workforce and labor market information system by the collection, analysis, and utilization of workforce and labor market information for the region; and

2.4.11.3. Conduct other research, data collection, and analysis as necessary as determined by the WDB.

2.4.12. Lead efforts to develop and implement career pathways within the local area by aligning the employment, training, education, and supportive services that are needed by adults and youth, especially individuals with barriers to employment.

2.4.13. Lead efforts in the local area to:

2.4.13.1. Identify and promote proven and promising strategies and initiatives for meeting the needs of employers, and workers and jobseekers in the local workforce development system; and

2.4.13.2. Identify and disseminate information on proven and promising practices carried out in other local areas for meeting such needs, including providing physical and programmatic accessibility.

2.4.14. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:

2.4.14.1. Facilitating connections among the intake and case management information systems of the one-stop partner programs to support a comprehensive workforce development system in the local area;

2.4.14.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;

2.4.14.3. Identifying strategies for better meeting the needs of individuals with barriers to employment, including strategies that augment traditional service delivery, and increase access to services and programs of the one-stop delivery system; and

2.4.14.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.

2.4.15. Coordinate activities with education and training providers in the local area.

2.4.16. Develop a budget for the purpose of carrying out the duties of the WDB, consistent with the local workforce development plan, subject to the approval of the Governing Body.

2.4.17. Annually assess the physical and programmatic accessibility of all one-stop centers in the local area.

2.5. The WDB, in order to carry out its functions:

2.5.1. May designate standing committees to provide information and assist the WDB in carrying out its activities.

2.5.2. May employ additional staff to carry out the functions of the WDB, consistent with Act.

2.5.3. May solicit and accept contributions and grant funds from other sources.

2.5.4. Shall not provide training services unless the Governor grants a written waiver of this provision.

2.5.5. Shall not provide career services or be designated or certified as a one-stop operator without the agreement of the Governing Body and the Governor.

### **ARTICLE III MEMBERSHIP**

3.1. Pursuant to provisions authorized by the Act, the Governing Body has established the initial membership and structure of the WDB, and appoints/reappoints new members to the WDB. Changes to the initial structure shall maintain business representation at a minimum of 51% of total membership. Should such business representation drop below 51%, recruitment will immediately go into effect.

3.2. The Governing Body has determined that the WDB shall be a maximum of 26 members, who are comprised of the following:

3.2.1. **Business Representatives:** At least 51% of the members shall be representatives from the business community (a) appointed from among individuals nominated by local business organizations and business trade associations; (b) chief executive officers, chief operating officers, or owners of businesses, or other business executives or employers with optimum policy making or hiring authority; and (c) from businesses or organizations, including small businesses, that provide employment opportunities that include high-quality, work-relevant training and development in in-demand industry sectors or occupations in the local area. The WDB shall endeavor to recruit and secure representatives of local small businesses as WDB members.

3.2.2. **Workforce Representatives:** At least 20% of WDB members shall be representatives of the workforce within the local area; and

3.2.2.1. Of those, at least 15% of the WDB members shall be representatives of labor organizations unless the local labor federation fails to nominate enough members; labor organization representatives shall include:

(A) representatives of labor organizations who have been nominated by local labor federations or other representatives of employees;

(B) a member of a labor organization or a training director from a joint labor-management apprenticeship program, or if no such joint program exists in the area, such a representative of an apprenticeship program in the area, if such a program exists.

3.2.2.2. The remaining Workforce Representatives may include representatives of community-based organizations serving populations with barriers to employment, including organizations that serve veterans and individuals with disabilities; and may include representatives of organizations that address the employment, training, or education needs of youth, including out-of-school youth.

3.2.3. **Education and Training Representatives:** At least two (2) members that are representatives of entities administering education and training activities in the local area; and

3.2.3.1. shall include a representative of eligible providers administering adult education and literacy activities pursuant to the Act;

3.2.3.2. shall include a representative of institutions of higher education providing workforce development activities; and

3.2.3.3. may include representatives of local educational agencies, and of community-based organizations that address the education or training needs of individuals with barriers to employment.

3.2.4. **Governmental Representatives:** At least three (3) members that are representatives of governmental and economic and community development entities serving the local area; and

3.2.4.1. shall include a representative of economic and community development entities; and

3.2.4.2. shall include an appropriate representative from the State employment service office under the Wagner-Peyser Act;

3.2.4.3. shall include an appropriate representative of the programs carried out under Title 1 of the Rehabilitation Act of 1973;

3.2.4.4. may include representatives of agencies or entities administering programs serving the local area relating to transportation, housing, and public assistances; and

3.2.4.5. may include representatives of philanthropic organizations serving the local area.

3.2.5. Members can act as representatives to more than one of the sectors identified above.

3.2.6. May include such other individuals or representatives of entities as the Governing Body may determine to be appropriate.

3.3. Terms of Appointment. WDB members shall serve for fixed terms; term lengths shall be for four years from the July 1st immediately preceding the appointment/re-appointment date. All WDB terms shall expire on June 30th, except that members may continue to serve after the end of their term until a successor is appointed.

3.4. Resignations. Any WDB member may resign by submitting written notice to the WDB Chairperson.

3.5. Removal for Cause. Any member may be removed from the WDB for cause if a majority of the WDB recommends such action at a legally constituted meeting, and this action is approved by the Governing Body.

“Cause” shall be defined as a determination by the WDB that the member is unable to effectively represent the categorical seat to which he/she is appointed. Absence at three (3) consecutive regular meetings shall result in that position being declared vacant by the WDB, and will result in automatic recommendation for removal.

## **ARTICLE IV OFFICERS**

4.1. The presiding officers of the WDB shall be called Chairperson and Vice Chairperson and shall have two year terms of office beginning July 1st of each even year and ending on June 30th, two years later.

4.2. The WDB shall elect, by majority vote of the WDB members present, its Chairperson and Vice Chairperson. Election shall occur prior to July 1st of each two-year office. The WDB Chairperson and Vice Chairperson shall be from its business sector representatives, and they may succeed themselves if so reelected.

4.2.1. Nominating Committee. No later than March of each election year, a nominating committee shall be appointed by the Chairperson.

The committee shall consist of the Chairperson and three WDB members with as many counties being represented as possible.

With the exception of the Chairperson, no WDB member who wishes to run for election shall sit on the nominating committee.

4.2.2. Duties of the Nominating Committee. The nominating committee shall poll WDB members for prospective nominees.

It shall be the duty of the nominating committee to interview each of the candidates prior to placing their names on the ballot and secure their pledges to serve faithfully if elected.

At least twenty (20) calendar days prior to the WDB meeting where elections are to occur, the committee shall mail a list of all nominees to each WDB member.

The nominating committee shall then present names to the WDB no later than June of each election year.

4.2.3. Elections. All voting to elect officers of the WDB shall be by open vote and the ballot shall list nominees by officer position in an order drawn randomly.

The WDB shall elect officers by majority vote of the WDB members present.

4.3. In the absence of the Chairperson, the elected Vice Chairperson shall serve as the presiding officer. In the absence of both the Chairperson and Vice Chairperson, the WDB shall, at the beginning of its meeting, designate by majority vote of the WDB members present, a Chairperson Pro-Tem to serve as presiding officer of that meeting.

4.4. The Chairperson shall have the responsibility of preparing the agenda for WDB meetings.

**ARTICLE V  
MEETINGS AND QUORUMS**

5.1. The WDB shall meet at a minimum of four (4) times annually on a calendar quarterly basis.

5.2. Special meetings of the WDB may be called by the WDB Chairperson or by a majority of WDB members.

5.3. All meetings of the WDB shall be conducted and noticed in conformance with the Ralph M. Brown Act, California Government Code 54960 et seq., as amended (the “Brown Act”).

5.4. Notice of all meetings of the WDB shall be given by any means reasonably calculated at least seventy-two (72) hours before the meeting. Notices of meetings shall advise WDB members of the general nature of business to be transacted at such meeting.

5.5. A quorum to conduct business of the regular WDB shall require a majority of the WDB members present both in person or by teleconference connection, consistent with the provisions of the Brown Act.

5.6. Each member of the WDB shall have one vote.

5.7. Action may be taken by a majority vote of the WDB members present, unless otherwise required by law.

5.8. The WDB in all its actions and meetings shall be governed by the Act and these Bylaws.

**ARTICLE VI  
COMMITTEES**

6.1. The WDB Chairperson, with the approval of the WDB, shall create committees of the WDB.

6.2. The WDB Chairperson shall appoint committee chairpersons from the WDB membership.

6.2.1. Committee chairpersons must be WDB members

6.3. Committee members shall be appointed by the WDB.

6.3.1. Committees may include WDB members.

6.3.2. Committees shall be supplemented by non-WDB members who the WDB has determined have the appropriate experience and expertise.

6.4. With the exception of the Executive Committee, all committee members, both WDB and non-WDB membership, have equal voting rights.

6.5. Action may be taken by a WDB committee by an affirmative majority vote of the current committee members.

6.6. All actions of a WDB committee shall be advisory to the full WDB, unless the full WDB has expressly delegated “final authority” to a given committee on a given issue or matter.

6.7. The WDB Chairperson, with the consent of the WDB, shall also be able to create and appoint task forces or technical workgroups as needed.

6.8. All committees, task forces or technical workgroups appointed or created by the WDB, are considered under the Brown Act to be “legislative bodies” and are therefore subject to Brown Act requirements.

6.9. The WDB shall have one standing committee:

6.9.1. Executive Committee. The Executive Committee shall consist of five (5) voting members: WDB Chairperson, Vice Chairperson, and three (3) additional WDB members, one of which shall be from the business community. The Golden Sierra Executive Director shall sit as an ex-officio non-voting member of the Executive Committee. The WDB Chairperson may also invite WDB committee chairpersons to participate in Executive Committee meetings as non-voting members. The membership term shall be the same as the chair term.

The function of the Executive Committee shall be to coordinate the establishment and content of WDB agendas, proposals, communications to and from the Governing Body, and other supportive activities and functions as may be directed by the WDB or the Governing Body.

The Executive Committee may exercise the powers of the full WDB when timely action is necessary to ensure the best interest of the WDB, its program and services.

All Executive Committee actions shall be reported to the WDB at its next meeting.

## **ARTICLE VII STAFFING AND SUPPORT OF WDB**

7.1. The Governing Body shall be asked to provide, from funds made available under the Act, Golden Sierra support staff and necessary office and material support for the WDB.

7.2. Golden Sierra support staff assigned to WDB responsibilities shall coordinate WDB activities with the WDB Chairperson. Notwithstanding the foregoing, such staff shall remain Golden Sierra employees at all times.

7.3. The Governing Body and WDB will maintain the consolidated office and material support necessary for both to properly discharge their responsibilities under the Act.

7.4. Authority for any decision to hire, evaluate, or discharge any staff assigned to the WDB shall rest with the Governing Body.

7.5. The WDB shall not directly operate programs.

**ARTICLE VIII  
CONFLICT OF INTEREST**

8.1. A WDB and/or committee member shall recuse him or herself from making, participating in making, or in any way attempting to use his or her official position to influence a decision of any matter which would financially benefit such member or his/her immediate family member or any organization such member represents. Such member must declare his or her conflicts for the official record.

8.2. WDB members shall avoid organizational conflict of interest, and they and their personnel, employees, or agents shall avoid personal conflict of interest or appearance of conflict of interest in awarding financial assistance, and in the conduct of procurement activities involving funds under the Act.

8.3. Members of the WDB shall comply with the California Political Reform Act of 1979 (commencing with Section 87300 of Chapter 7, Title IX, of the California Government Code) and any other conflicts of interest or financial disclosure requirements which the State may require.

**ARTICLE IX  
AMENDMENTS**

9.1. Amendments to these Bylaws may be approved by an affirmative majority vote of the WDB members at any regular meeting of the WDB; provided however, that the amendments proposed had been submitted in writing at the previous regular meeting or included in the call to the meeting. Amendments proposed to these Bylaws must be received by the WDB membership no less than seventy two (72) hours prior to their consideration by the WDB.

9.2. To take effect, amendments to these Bylaws must also have concurrence by an affirmative majority vote of the Governing Body.

**ARTICLE X  
EFFECTS**

10.1. These Bylaws shall become effective upon adoption by an affirmative majority vote of the WDB and the Governing Body, and shall remain in effect, as amended by Article IX above, until dissolution of the WDB and/or the Governing Body.

10.2. In any conflict arising between the provisions of the Act, applicable State law, and or other implementing regulations, the legal provisions of law and regulations shall prevail, except as these Bylaws represent allowable discretion by the Governing Body and the WDB in interpretation and implementation of law and regulation.

[signatures on following page]

APPROVED/ACCEPTED:

APPROVED/ACCEPTED:

\_\_\_\_\_  
[NAME], Chairperson  
Golden Sierra Workforce Development Board

\_\_\_\_\_  
[NAME], Chairperson  
Golden Sierra Governing Body

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**GOLDEN SIERRA  
GOVERNING BODY**

**MEMORANDUM**

**DATE:** February 3, 2016  
**TO:** Governing Body (GB)  
**FROM:** Jason Buckingham, GSJTA Executive Director  
**SUBJ:** WIOA Local Workforce Development Board appointment

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Resolution       Action Item       Information

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Before the Governing Body for approval is the appointment of Golden Sierra's WIOA Local Workforce Development Board in compliance with WIOA Sec. 107(b) Membership and (c) Appointment, and defined in previously approved Bylaws Article III., Membership.

The proposed membership roster attached consists of existing WIA Local Board members who were initially approved by this body through a formal application process. These individuals have a continued interest and expertise in serving on the WIOA Local Board and have assisted the local system in the transition process. Member term dates would remain intact.

**GOLDEN SIERRA WORKFORCE BOARD  
MEMBERSHIP ROSTER**

	<b>Name</b>	<b>Title</b>	<b>Company</b>	<b>Representing</b>	<b>Term Date</b>
1	Anette Smith-Dohring	Workforce Development Manager	Sutter Health Sacramento Sierra Region	Business	6/30/2017
2	Bill Bettencourt	Principal	Placer School for Adults	Education - Adult Education	6/30/2019
3	Carol Pepper-Kittridge	Director	Sierra College	Education - Higher Education Education - Local Education	6/30/2017
4	Christina Nicholson	Program Manager	Whole Person Learning	Business Workforce - Youth	6/30/2017
5	Daniela Devitt	Director, Outreach Department	California Employers Association (CEA)	Business	6/30/2016
6	David DeLeonardis	President/CEO (retired)	Crossroads Diversified	Business Other	6/30/2016
7	Eric Cooper	Field Office Supervisor	California Indian Manpower Consortium	Other	6/30/2017
8	Jason Buckingham	Executive Director	Golden Sierra Job Training Agency	Workforce - Youth Other	6/30/2016
9	John Tweedt	Business Representative	District Council 16	Workforce - Labor Organization	6/30/2017
10	Kathleen Burris	Workforce Initiatives Manager	CVS Health	Business	6/30/2016
11	Kevin Ferreira	Bus. Mgr./Financial Secretary-Treasurer	Sacramento-Sierra's Business and Construction Trades Council	Workforce - Labor Organization	6/30/2016
12	Kimberly Pellow	Campus Director	Brandman University	Business Education - Higher Education	6/30/2017
13	Laurel Brent-Bumb	Owner	Bumb Construction	Business	6/30/2018
14	Marcy Schmidt	Client Services Supervisor	Placer Co. Business Advantage Network	Governmental - Economic Dev.	6/30/2017
15	Margarita Valenzuela	Vice President	United Here Local 49 Gaming	Workforce - Labor Organization	6/30/2017
16	Mark Frayser	Staff Services Manager	State of CA, Department of Rehabilitation	Governmental - Voc Rehab	6/30/2017
17	Martha Escobedo	Program Manager	Employment Development Department	Governmental - Wagner/Peyser	6/30/2016
18	Michael Zimmerman	Director of Operations	MTI College	Business Education - Higher Education	6/30/2017
19	Paul Castro	Deputy Director	California Human Development	Workforce - CBO Education - CBO	6/30/2017
20	Randy Wagner	CEO	Sierra Economic Development Corp.	Business Governmental - Economic Dev.	6/30/2016
21	Rick Larkey	Director	North State Building Industry Foundation	Business	6/30/2017
22	Robert Ward	Assistant Business Manager	IBEW Local 340	Workforce - Joint Labor	6/30/2017
23	Sherri Springer	CEO	Happy Kids Preschool & Childcare	Business	6/30/2016
24	Stewart Schurr	Owner	Doctor PC	Business	6/30/2017
25	Tink Miller	Executive Director	Placer Independent Resource Services	Business Workforce - CBO	6/30/2018
26	Vic Wursten	Vice President	PRIDE Industries	Business Workforce - Youth	6/30/2017

# WIOA Action Matrix

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	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>• Out to BOS' for Approval</li> <li>• <b>7/21 Alpine County – BOS approved</b></li> <li>• <b>7/21 El Dorado County – BOS approved</b></li> <li>• <b>9/15/15 Placer – BOS Approved</b></li> <li>• <b>10/7/15 GS GB Approved</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 WSDD-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>• Received recommendation for approval letter 5/19/2015</li> <li>• <b>Approved 6/23/15</b></li> </ul>

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
<b>Establish Local Area (continued)</b>					
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. It does not eliminate the requirement to procure youth and career services.	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>• According to NRPM must be competitively procured prior to receiving “waiver”. Procurement must be completed by June 30, 2017</li> <li>• CWA launched campaign to alter regulations, GB and WDB Exec sent letter to Secretaries of Labor and Education. (8/20/15)</li> <li>• <b>Awaiting clarification from DOL – Indicated additional clarification could come Jan 2016.</b></li> </ul>
<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>• Updates to WDB ongoing</li> <li>• <b>Board functions reviewed 7/15/15</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/approval at GB meeting 4/9/15</li> <li>• WDB Bylaws under review</li> <li>• Draft Presented to WDB EC 10/17/15</li> <li>• <b>Bylaws redrafted. Included in WDB packet Jan 19 for review and approval</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>• <b>Approved by GB 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>

Action	Comments	Responsibility			Status
	Action Item = Green Complete = Blue	WIB	GB/CLEO	CWIB/ Governor	
<b>Workforce Board (continued)</b>					
<b>Governance (continued)</b>					
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>• New based on broad policy issues, alignment etc.</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>• 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.</li> <li>• Board membership in Compliance 10/7/15 with addition of Adult Ed</li> <li>• Reviewed for planning and strategy 10/17/15</li> <li>• <b>Membership structure outlined in Bylaws.</b></li> </ul>
<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>• Delayed slightly awaiting direction from state</li> <li>• Initial Thoughts: Combine WDB Exec and Finance, and use ad hoc committees</li> <li>• <b>Bylaws drafted to provide maximum flexibility</b></li> </ul>

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
<b>Workforce Board (continued)</b>					
<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>• Round 2 July 27</li> <li>• <b>Round 3 occurred August 18</b></li> <li>• <b>Round 4 September 30 – Discussing Mission, Vision, Values draft</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>• Though we are jointly coordinating many activities. This meeting has not occurred as of July 2015</li> <li>• Currently working on Slingshot and Sector Based NEG Grants</li> <li>• <b>Discussing regional MOU for planning region stakeholders</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>• 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.</li> <li>• <b>Need to develop a way to recognize access points (DOL, Calworks, DRCs Etc) as part of the system. Possible that Access points may be able to refer eligible clients directly.</b></li> <li>• <b>Locations will be a product of RFP process and WIOA Comprehensive one-stop requirements</b></li> </ul>

Action	Comments <i>Action Item = Green</i> <i>Complete = Blue</i>	Responsibility			Status
		WIB	GB/CLEO	CWIB/ Governor	
<b>Workforce Board (continued)</b>					
<b>Planning/Service Delivery (continued)</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>RFP Released 7/8/2015</li> <li><b>Rated 8/28/15</b></li> <li><b>To WDB for approval 9/17/15</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
	Action Item = Green Complete = Blue	WIB	GB/CLEO	CWIB/ Governor	
<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>