

**GOLDEN SIERRA WORKFORCE BOARD  
REGULAR MEETING  
MINUTES**

**Thursday, November 19, 2015 - 1:00 p.m.**

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

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

**I. ROLL CALL AND INTRODUCTION OF GUESTS**

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

Miller announced the resignation of Tim Cook, and welcomed Bill Bettencourt - Placer School for Adults, as a new member on the Workforce Board.

Present: Tink Miller (Chair), Rick Larkey (Vice Chair), Bill Bettencourt, Carol Pepper-Kittredge, Christina Nicholson, Daniela Devitt, Jason Buckingham, John Tweedt, Kevin Ferreira, Kim Pellow, Laurel Brent-Bumb, Marcy Schmidt, Mark Frayser, Michael Zimmerman, Paul Castro, Stewart Schurr

Absent: Anette Smith-Dohring, David DeLeonardis, Eric Cooper, Kathleen Burris, Maggie Valenzuela, Martha Escobedo, Randy Wagner, Robert Ward, Sherri Springer, Victor Wursten

Guests: Cara Welch, Elizabeth Bosley, Jenny Wilson, Kathy Spindola, Lorna Magnussen, Rick Helmer

**II. APPROVAL OF AGENDA**

**Motion** to approve the agenda by Brent-Bumb, second by Zimmerman.

**Motion** approved unanimously.

**III. CONSENT AGENDA**

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

For Approval

A. Approval of Minutes from September 17, 2015 WB Meeting

Informational

B. Review of Minutes from October 15, 2015 EC meeting

C. Attendance Log

**Motion** to approve the consent agenda by Devitt, second by Schmidt.

**Motion** approved unanimously.

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

Schmidt announced that a recognition event was held for employers and job seekers who found work through their employment services. The event was held in Placer County and involved Adult and Youth participants. She also announced that Placer County Business Advantage Network is working with the Building Industry Association to secure a date for the Skills Job Fair that will be held April 12, 2016, at the Rocklin Events Center.

Pepper-Kittredge announced that Golden Sierra sponsored a Nontraditional Employment for Women (NEW) event that was held at Sierra College on November 6, 2015. The purpose of the event was to encourage girls to enter careers that are nontraditional to their gender, including welding, construction and mechatronics.

Pepper-Kittredge also acknowledged and thanked Golden Sierra for supporting the "Startup Hustle" event that was partnered with Hacker Lab. This was a six week intensive mentoring process that allowed anyone in the area to present a possible business based on "idea to customer."

Devitt thanked Golden Sierra for their sponsorship of the employer forums that were held in Roseville and Cameron Park. The forums were successful and employers were complimentary toward Golden Sierra's obligation and duties. Good opportunity to expose business to Golden Sierra services and Workforce Development Board.

Devitt announced that California Employers Association (CEA) is working with California Workforce Association (CWA) to provide Employment Training Panel (ETP) funding to employers. CEA provided a webinar to employers and have 14 applying for ETP funding.

Jenny Wilson, from El Dorado Health and Human Services, announced that their South Lake Tahoe One-Stop Center was nominated for best public service blue ribbon award, and although not chosen, it was an honor to be recognized.

V. APPROVE TRANSFER OF FUNDS K698360 FOR FY 2015/16

Buckingham explained that Golden Sierra is requesting to transfer 50% (\$668,045) of the Dislocated Worker funding into the Adult funding stream. This increases access to services for the Adult population and still allows Dislocated Workers to receive funding via the Adult funding stream.

**Motion** to approve the transfer of funding by Larkey, second by Tweedt.

**Motion** approved unanimously.

VI. WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA)

• WIOA Matrix

Buckingham explained that the matrix indicates the items that have been completed and those that are a work in progress. He stated that the following actions have been completed:

- ✓ received our local area designation
- ✓ approval of Joint Powers Agreement by the counties and Governing Body
- ✓ approval of the Governing Body Bylaws
- ✓ approval of the Governing Body and Workforce Development Board Agreement
- ✓ competitive bid for Career and Youth Services

Ongoing:

- convening of the Core Partners
- One-Stop Operator – waiting for further clarification from the Federal Government. If procurement is required, must be started prior to July 2016
- Workforce Board Bylaws

Buckingham explained that the Core Partner meetings are covering the following topics:

- discussions about MOUs
  - systems alignment and performance
  - common intake and referral
  - drafting the Mission and Vision Statement
- Workforce Board (WB) Bylaws discussion

The Core Partners convened, discussed and shared drafts of proposed Mission and Vision statements. Buckingham read these to the board and asked for input. They were well received.

Buckingham explained that according to WIOA regulations the minimum workforce board composition is 19. He said that the problem with this is that it wouldn't leave room for key partners who are important to our region. Buckingham does believe that capping the membership is important and recommends 26, which is the current workforce board total.

Buckingham stated that 80% of our regions' private sector business composition is made up of small businesses, in particular, 10 or fewer employees. He recommends that language in the bylaws should state that we are targeting small businesses as members for our board.

Schmidt asked Buckingham if he was aware of other boards having former customers that have gone through the program serve on the board. Buckingham said that he knows that youth councils required that eligible youth serve on the council but unaware of any boards that had this requirement.

Buckingham recommended that the Finance Committee and Executive Committee be combined to form one standing committee; this would eliminate additional meetings and make the management of the committee more efficient. He also recommends formalizing the Core Partner group as a standing committee. The role of this group is to take care of the majority of the work that the board lays out.

Buckingham suggested eliminating the Youth Council due to the fact that under WIOA Title 1 there is very little need for a youth council since funds are focused on out-of-school young adults. The majority of the money must be spent on work experience and similar activities, which would be outside of the youth K-12 arena. He recommends having an ad hoc group to take care of any item that may come up regarding the youth. If the board continues to support the idea of having a youth committee then Buckingham will support the decision but would like to see management shifted to another organization.

Discussion ensued regarding the Youth Council as follows:

Extensive discussion occurred regarding the need to retain or dissolve the Youth Council. The initial recommendation was made to eliminate the committee and perform any youth work via task based ad hoc committees as needs arise; however, there was concern about ensuring that we adequately serve the needs of the population.

The final recommendation was to wait for the state and local planning requirements to be published, at which time a workgroup of board members interested in youth issues will be established to determine: 1) if there is a need for a youth committee; and 2) the value a standing youth committee can add (if any) to the partners, based on the requirements of the state, local and regional planning efforts that are already ongoing in the region.

Current board members and guests interested in serving on this workgroup were Christina Nicholson, Mark Frayser, Paul Castro, John Tweedt, Jenny Wilson and Daniela Devitt. It was recommended that this group assist in drafting the youth portions of the plan based on community needs for youth.

VII. APPROVE MISSION & VISION STATEMENT

Buckingham asked to approve the Mission and Vision statement as noted on page 29 of the agenda packet.

**Motion** to approve the Mission and Vision statement by Brent-Bumb, second by Devitt.

**Motion** approved unanimously.

VIII. APPROVE BYLAWS RECOMMENDATIONS

**Motion** to incorporate the approved Mission & Vision statement into the bylaws, accept the recommendations regarding the board composition and rewrite the subcommittee recommendations to include items 1 & 2 only by Brent-Bumb, second by Devitt.

**Motion** approved unanimously.

IX. ADULT EDUCATION PRESENTATION

- Bill Bettencourt – Sierra Joint Consortium

Buckingham introduced Bill Bettencourt as the newest member to the Workforce Board and the principal for Placer School for Adults.

Bettencourt shared a PowerPoint and highlighted the following:

- 2005/06 Adult Education took a budget cut of 5% across the board
- 2006/07 an additional 10% budget cut
- 2007/08 had new legislation come in called “flexibility” that allowed schools to tap into Adult Ed funds
- websites to find newest trends and further information regarding Adult Ed are, [www.sierraassets.org](http://www.sierraassets.org) (local) and [www.aebg.cccco.edu](http://www.aebg.cccco.edu) (statewide)
- Assembly Bill 86 (AB 86) said that Adult Ed and community colleges need to work together and find ways to leverage resources
  - 5.2 million adults are without high school diploma, GED, or equivalent
  - 6.2 million adults are English learners
  - 1.1 million adults are eligible for citizenship courses
  - 1.9 million adults have disabilities
  - 1.1 million unemployed adults lack a high school diploma
- After 2 years of planning AB 86 became AB 104 – the point of this was to leverage funds and became a block grant again
- this year the governor has put \$525 million into the Adult Education Block Grant (AEBG)
- to be a member of the consortia you had to be serving adults 18 years of age and older
- Placer School for Adults is the primary contact for the local consortium and Roseville is the fiscal contact
- in order to maintain your consortium there needs to be a 3 year plan, annual plan, Governance plan (creating bylaws), individual member allocation form, quarterly expenditure and progress reporting, performance tracking & reporting, student enrollment tracking & reporting and an organizational chart

X. K5 EXPENDITURE UPDATE – INFORMATION

Buckingham reported that there was an additional handout provided for the K5 expenditure update. He explained that El Dorado County's Adult category is 97.7% expended, the Dislocated Worker category at 37.56% expended, combined this brings expenditures to 81%.

XI. WIOA SERVICE PROVIDER UPDATES

Written reports were provided. No discussion.

- Alpine County
- El Dorado County
- Golden Sierra Job Training Agency
- PRIDE Industries
- Business Engagement / Rapid Response

XII. COMMITTEE UPDATES

- Executive & Finance Committees

Miller announced that the Executive Committee met last month and the next meeting will be a joint Executive/Finance and is scheduled for December 17, 2015.

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

- Draft Workforce Board Bylaws
- Youth Council Discussion

XIV. NEXT MEETING

Thursday, January 21, 2016 – 1:00 PM, Brandman University

XV. ADJOURNMENT

Meeting was adjourned at 2:52 p.m. by Chair Miller.