

WB MEMBERS

AAMIR DEEN
Unite Here Local 49

APRIL BALLESTERO
One Light Ahead

BILL BETTENCOURT
Placer School for Adults

CAROL PEPPER-KITTREDGE
Sierra College

CHRISTINA NICHOLSON
Whole Person Learning

DANIELA DEVITT
California Employers Association

DIANA SOUZA
NorCal Kenworth

ERIC COOPER
California Indian Manpower Consortium

ERIC ULRICH
Hacker Lab

JACQUELINE HUMENICK
Ponte Palmero

JASON BUCKINGHAM
Golden Sierra Job Training Agency

JOHN TWEEDT
District Council 16

LAUREL BRENT-BUMB
El Dorado Chamber of Commerce

LISA HUTCHINSON
Cokeva

MARCY SCHMIDT
Placer Co. Business Advantage Network

MARK FRAYSER
Department of Rehabilitation

MARTHA ESCOBEDO
Employment Development Department

MICHAEL ZIMMERMAN, Vice Chair
MTI College

PAUL CASTRO
California Human Development

RICK LARKEY, Chair
North State Building Industry Foundation

ROBERT VERDUGO
Northern California Valley Sheet Metal JATC

ROBIN TRIMBLE
Rocklin Area Chamber of Commerce

TINK MILLER
Placer Independent Resource Services

VIC WURSTEN
PRIDE Industries

YVETTE ELAM
United Domestic Workers of America

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

Thursday, February 22, 2018 –1:00 PM

**Roseville Connections
Conference Room B
115 Ascot Drive, Suite 180
Roseville, CA 95661**

Teleconferencing Locations

**El Dorado County Chamber of
Commerce**

542 Main Street
Placerville, CA 95667

MTI College

5221 Madison Avenue
Sacramento, CA 95841

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 and workforce needs.

I. ROLL CALL AND INTRODUCTION OF GUESTS

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II. APPROVAL OF AGENDA

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.

- Approval of Minutes from December 21, 2017 EC Meeting 2-5
- Review of Minutes from January 18, 2018 WB Meeting 6-9
- Attendance Log 10

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

V. DRAFT WDB BYLAWS 11-23

VI. ONE-STOP OPERATOR REPORT OUT & DIRECTION 24-29

VII. WORKGROUPS 30-35

VIII. FUTURE AGENDA ITEMS

IX. NEXT MEETING

Thursday, April 19, 2018 – 1:00 PM. At Roseville Connections

X. ADJOURNMENT

EQUAL OPPORTUNITY

Golden Sierra is an equal opportunity employer/program. Auxiliary aids and services are available upon request.

Special requests for services, aids and/or special formats need to be made by calling (916)-773-8540 (Voice). TTY users please call the California Relay Service at 711.

**GOLDEN SIERRA WORKFORCE BOARD
EXECUTIVE COMMITTEE
REGULAR MEETING
MINUTES**

Thursday, December 21 2017 –1:00 PM

**Roseville Connections
Conference Room B
115 Ascot Drive, Suite 180
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and meeting was called to order by Chair Larkey at 1:08 pm.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), Greg Geisler, Carol Pepper-Kittredge, *Laurel Brent-Bumb, Jason Buckingham.

Absent: Martha Escobedo

Guests: Lorna Magnussen, Michael Indiveri, Carline Chavez

**Denotes late arrival or early departure*

II. APPROVAL OF AGENDA

Motion to approve the agenda by Zimmerman, second by Pepper-Kittredge

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

- Approval of Minutes from October 19, 2017 EC Meeting
- Attendance Log

Motion to approve the Consent Agenda by Geisler second by Zimmerman

Motion approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Indiveri commented on a Wall Street Journal article relating to the manufacturing industry in our country; there are some groups of mini consortiums of manufacturers in the mid-west and the east coast that are sponsoring what they call “parent night”.

They inform the community at these events about the industry, job openings, etc. There are currently 40,000 manufacturing jobs that need to be filled; there is a labor shortage, and there are no skilled workers to fill these positions.

V. ONE-STOP OPERATOR REPORT OUT & DIRECTION

Indiveri noted that there is information contained in the packet regarding the partner meetings that occurred in November and December.

He explained during these meetings there was discussion regarding the upcoming lease termination in February of 2019 for the comprehensive center in Roseville. The outcome was to inform all the partners of this issue and to think about possible resolutions. Usually the major lease holder is a Title I operator or a prominent partner such as a county office, a school district or a community college. He is suggesting having a plan in motion 6 months before the lease is up with the Executive Committee and the partners for a smoother transition.

Indiveri stated that partner reporting systems were also discussed, and shared that partners are willing to share information they are currently responsible for reporting to their funding sources. He stated that a mid-year or end-of-year report might be a good starting point and provide some baseline indicators.

Indiveri noted on the topic of system integration and alignment that this is already occurring with the adult school and the Department of Rehab. They have worked out coordination between them that could be used as a future baseline around communication. It was mentioned that while serving a common customer, how to ensure that when a person makes contact with the system there is a triage in place to better serve them. This can occur by providing adequate information on the process, and offer the services that will better serve the needs of that individual when referring them to the appropriate agency.

Larkey asked if this related to the comprehensive center; Indiveri answered that that is one of the issues discussed in previous meetings. In addition, this is encompassed in the Hallmark of Excellence process.

Larkey asked for some clarification on the future process as it applies to planning.

Process:

- Baseline: Regulatory – MOU and general compliance; due December 2017
- Hallmark: Continuous improvement plan – system process, service delivery and next steps; due June 2018

Group reviewed Hallmark document. Indiveri added that the Hallmark #1 AJCC physical location and facility is looking for quality indicators. Buckingham noted that the Hallmark is a state requirement not federal. Indiveri stated that input would be gathered on such topics as this from board members, staff, customers, and partner staff to assess a rating of this. The board would establish acceptable rating criteria to define areas for improvement.

* Brent-Bumb arrived 1:25 pm

Buckingham stated that this process is designed to improve our services, by assessing areas that aren't currently being measured such as cross-training staff.

Buckingham added that one error in the process is focusing on on-site partners. Larkey agreed that cross-training should not only occur with co-located partners, but include all system partners to provide adequate and seamless referrals.

Larkey requested an outline of the 8 Hallmark issues with 2-3 measurable items for each that focus on adding value to the system. Zimmerman express that this could allow us to prioritize areas of improvement to be focused on. Larkey added that this report should include present and desired state.

VI. AJCC BASELINE CERTIFICATION

Buckingham explained that the baseline certification is a federally required component of WIOA. The Comprehensive center is compliant in all regards.

Motion to approve the AJCC Baseline Certification by Zimmerman, second by Geisler

Motion approved unanimously

VII. DRAFT LEGISLATIVE PLATFORM

Buckingham stated that this draft Legislative Platform is being presented based on conversations that occurred at the recent board orientation. Members discussed the value of the board's voice and their desire to weigh in on proposals at the State and Federal level.

In order to ensure that the member's voices are heard in these matters the Board will have to react quickly. This can be difficult with the frequency of the meeting schedule. Buckingham recommended the attached legislative platform which would set up parameters allowing the Chair to respond in support of, or in objection to legislative proposals. The platform is based largely on the California Workforce Association model with a few minor changes and attempts to incorporate partner needs.

The platform also provides a matrix that evaluates proposals prior to recommending action from the Chair.

The group requested that platform be amended to include system integration.

Motion to approve the Draft Legislative Platform as amended by Brent-Bumb, second by Zimmerman

Motion approved unanimously

VIII. WORKGROUPS

Integrated Training & Best Practices group: Has not met since the September 21st meeting.

Employer Outreach/Business Engagement group: Met on October 16th, accompanied by some of the Leadership & Strategy group, met with Placer County. They had an interesting conversation regarding Employer Outreach. Placer County is starting a business center.

Storytelling group: Met twice and will update the board at next meeting

Brent-Bumb asked if there was a meeting with Barry Broome as requested by the Governing Body, Buckingham responded that he has attempted to contact him and has not been successful. Brent-Bumb offered to set up a meeting with John Krueger, Larkey and Buckingham agreed.

IX. FUTURE AGENDA ITEMS

Executive Committee

- Workforce Board bylaws
- Framework for Hallmarks of Excellence

Workforce Board

- Networking Workshop

X. NEXT MEETING

Thursday, February 15, 2017 – 1:00 PM. Roseville Connections

XI. ADJOURNMENT

Motion to adjourn by Chair Larkey at 2:20 pm

**GOLDEN SIERRA WORKFORCE BOARD
REGULAR MEETING
MINUTES**

Thursday, January 18, 2018 – 1:00 PM

**North State BIA
Board Room
1536 Eureka Rd
Roseville, CA 95661**

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order by Chair Larkey at 1:02 pm.

Present: Rick Larkey (Chair), Michael Zimmerman (Vice-Chair), April Ballesteros, Bill Bettencourt, Christina Nicholson, Daniela Devitt*, Diana Souza, Jaqui Humenick, Jason Buckingham, Eric Cooper, John Tweedt, , Lisa Hutchinson, Marcy Schmidt, Mark Frayser, Martha Escobedo, Robert Verdugo, Tink Miller, Vic Wursten

Absent: Aamir Deen, Carol Pepper-Kittredge, Eric Ullrich, Laurel Brent-Bumb, Paul Castro, Robin Trimble, Yvette Elam

Guests: Carline Chavez, Lorna Magnussen, Michael Indiveri, Cara Welch, Felicia Buasan

**Denotes late arrival or early departure*

II. APPROVAL OF AGENDA

Motion to approve agenda by Cooper, second by Tweedt

Motion approved unanimously

**Devitt arrived 1:04 pm*

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 September 21, 2017 WB Meeting
- b) Review of Minutes from September 21, 2017 EC Meeting
- c) Review of Minutes from October 19, 2017 EC Meeting
- d) Review of Minutes from December 21, 2017 EC Meeting
- e) Attendance Log

Motion to approve consent agenda items a-e by Miller, second by Souza

Motion approved unanimously.

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Buckingham announced the upcoming Tech Forum “Technology Impacts on the Workforce” on February 9, 2018.

Buckingham informed the board that on Monday, January 22, 2018, the RFP for Career Services for Alpine County and South Lake Tahoe Basin will be released.

V. LEGISLATIVE PLATFORM

Buckingham explained that the purpose of this platform is to grant the GSWDB Chair the authority to take positions on legislation on behalf of the board when appropriate.

This was presented to the Executive Committee for review.

Cooper requested to add Native American under Targeted Populations. Miller asked how the information will flow back to the full board on positions taken and presented. Buckingham answered that they will establish a “watch list” and note on the side if the board is taking a position or not.

Motion to approve Legislative Platform as amended by Cooper, second by Zimmerman

Motion approved unanimously

VI. ONE-STOP OPERATOR REPORT OUT AND DIRECTION

Indiveri stated that in the agenda packet there is a progress report including partner meeting notes; during the partners meeting they discussed the future of the comprehensive center. The lease will expire February 2019, and EDD will not continue to be the lease holder. Indiveri stated that usually the city, county, or school district is the lease holder in the majority of other centers.

The idea was to make sure that all the partners were informed, and if they had any ideas or suggestions to bring to the table there is still time to do so.

At the last Executive Committee meeting the issue was discussed relating to reporting outcomes from the various partners in the system. The partners are preparing for a standardized reporting system in the program year 2018/2019, and it will be reported to the board. In the meantime they are willing to share their outcomes and results.

This information will help on following up with a customer as well as verifying if customers are co-enrolled.

The Executive Committee would like to see reports on systems the partners are currently using.

Larkey asked if the partners agreed on a deadline for reports to be due. Indiveri stated that they did not establish a deadline, but a timeframe; mid-year, quarter and end of year report.

Miller asked if the reports will be sent to the board as opposed to the ones submitted to Golden Sierra to oversee contract performance. Buckingham said that these reports would be presented to the board.

Cooper asked if the Native American program will have to submit a copy of their report that they submit quarterly or yearly. Indiveri answered that that was correct.

Devitt asked what does Indiveri mean by partners; is it state, city, or county. Indiveri answered that it's the entities that signed a memorandum of understanding with the local workforce board.

Indiveri added that the other item on the report is the upcoming certification process for the AJCC (America's Job Center of California). It's a two part process for this year; the first part was the baseline matrix, and it has been completed. The next step is the hallmarks of excellence which contains eight areas; they are outlined in the report. Indiveri stated that he is developing a questionnaire to interview people; he will start with the one-stop, and then interview the managers and staff. The first set of interviews will be held on January 30, 2018, at the Roseville Connections location. The hallmarks must be submitted by the end of June 2018; he believes that he will be able to give a report to the board in May.

Nicholson suggested that the agency consider Sierra College Gateway Center as a possible location. Buckingham added that many factors regarding the location of the comprehensive center will be driven by the final budget. A significantly reduced budget will require the reduction of fixed costs such as rent. Should this be the case Golden Sierra staff will likely be distributed among partner organizations that offer career services.

Miller asked if the Governing Body has discussed this matter. Buckingham answered that they have been informed but have not discussed it further.

VII. WORKGROUPS

Larkey asked the current facilitators of the workgroups to provide a brief update.

Schmidt/Employer Outreach:

The group provided a recap, and talked about ongoing tasks. They also talked about the matrix they are creating with the different initiatives. In addition, they are connecting with different groups like Valley Vision to understand better how they are working with specific industries, and how to build expertise as partners. A Construction Forum is scheduled for tomorrow.

Schmidt shared that she had recently listened to a webinar on rapid response and layoff assistance, and one of the things discussed was a flyer created by the Bay area. This flyer lists the different One-stop centers and other resource centers all compiled in one flyer; they are distributed when there is a layoff, and provide those impacted with information on the most convenient center for them. She believes that this is something to pursue as a region with all the partners.

Buckingham recommended that he could bring this idea to the regional group to discuss.

Frayser/Integrated Training and Best Practices:

Frayser commented that the group had met twice. Bettencourt added that they discussed building partnerships with the unions, and the possibility of providing instructors for the MC3 curriculum. They are working on understanding the barriers, and the dynamics on how to move forward. Verdugo added that they are trying to figure out how to work around the barriers, such as the training center locations, and how to cover the costs.

Verdugo also stated that there is funding for pre-apprenticeship, but people don't understand the difference between apprenticeship and pre-apprenticeship. There is no legal definition for pre-apprenticeship, and that hinders the program.

Tweedt said that the issue with the pre-apprenticeship program is that apprentices are not allowed on certain projects. He also added that while they have jobs available, people are not being referred or they are not qualified to enter the programs.

Ballesteros expressed that the group wants to make sure they accomplish specific goals this year. She recapped that the group wants to know the different breakdown of programs currently available; what is realistic for them to focus on to fill those needs; specify action items and concise timelines; and how to measure the results.

Miller/Storytelling:

Miller reported that the group had 2 teleconference meetings; they are also in the process of scheduling a meeting with Buckingham. They are focusing on the website as the first target. Ullrich, who has experience in digital marketing, is analyzing the Golden Sierra website, and has suggestions to offer to Buckingham on January 31st. The purpose is to build in functionality that forwards the information into the service delivery system, and the customer or employer are able to get connected to the one-stop.

VIII. NETWORKING WORKSHOP

La Vonna De Loach was the facilitator for the workshop. Members were asked to introduce themselves and give a 2 minute summary of what organization they represent, what services they offer, and what does the organization needs.

Overall the members engaged in exchanging contact information and had a better understanding of what the members are able to provide to the board and the community. Handouts were given.

IX. FUTURE AGENDA ITEMS/NEW BUSINESS

- WORKFORCE BOARD
 - Report on technology events
 - Report on networking results
 - Legislative Update

- EXECUTIVE COMMITTEE

XII. NEXT MEETING

Thursday, March 15, 2018 – 1:00 PM. North State BIA

XIII. ADJOURNMENT

Motion to adjourn the meeting at 2:53 pm by Miller, second by Cooper

Motion approved unanimously

Date:	5/15/17	8/2/17	8/31/17	9/21/17	10/19/17	12/21/17	Rate
Executive Committee	EC	EC/GB	EC	EC	EC	EC	
Meeting Type	Regular	Joint	Regular	Special	Regular	Regular	
Rick Larkey-CHAIR	1	1	1	1	1	1	100%
Michael Zimmerman-VICE CHAIR	1	1	1	0	1	1	83%
Laurel Brent-Bumb	1	0	1	1	1	1	83%
Jason Buckingham	1	1	1	1	1	1	100%
Martha Escobedo	1	1	1	1	1	0	83%
Carol Pepper-Kittredge	1	1	0	0	1	1	67%
Gregg Geisler		1	1	1	0	1	80%

**GOLDEN SIERRA
WORKFORCE BOARD
EXECUTIVE COMMITTEE**

MEMORANDUM

DATE: February 22, 2018

TO: Executive Committee (EC)

FROM: Jason Buckingham, GSJTA Executive Director

SUBJ: Draft WDB Bylaws

Contained on pages 12-23 of your agenda packet are draft WDB Bylaws for your review, discussion and input.

All proposed changes will be incorporated into a final draft.

Next Steps:

- Submit final draft to legal counsel for review
- WDB Agenda – March, 15, 2018 for approval
- GB Agenda – April 4, 2018 for approval

GOLDEN SIERRA WORKFORCE DEVELOPMENT BOARD
BYLAWS AS AMENDED JANUARY 13, 2016

Comment [LM1]: Revise date once final

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 and workforce needs.

Comment [LM2]: Approved 11/2015

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 investment 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.

2.4.3.2.4.4. Collaborate with Regional Planning Unit to develop and submit a regional plan to the Governor

Comment [LM3]: 679.370(b) final; only proposed when bylaws were approved

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

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

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

2.4.7.2.4.8. 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.

2.4.8-2.4.9. 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.

2.4.9-2.4.10. Oversee programs ~~including~~including:

2.4.9.1-2.4.10.1. Conduct oversight for local youth workforce development activities, local employment and training activities, and the one stop delivery system in the local area;

2.4.9.2-2.4.10.2. 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

2.4.9.3-2.4.10.3. Ensure the appropriate use, management, and investment of funds to maximize performance outcomes related to workforce development activities.

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

2.4.12. Negotiate with the Governing Body and required partners on the methods for funding the infrastructure costs of the one-stop centers in the local area.

Comment [LM4]: 679.370(k) final; only proposed when bylaws were approved

2.4.10-2.4.13. Conduct research, data collection, and analyses to assist in the development and implementation of the local workforce development plan, including, but not limited to:

2.4.10.1-2.4.13.1. 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;

2.4.10.2-2.4.13.2. 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

2.4.10.3-2.4.13.3. Conduct other research, data collection, and analysis as necessary as determined by the WDB.

2.4.11-2.4.14. 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.

2.4.12-2.4.15. Lead efforts in the local area to:

- | 2.4.12.1-2.4.15.1. 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
- | 2.4.12.2-2.4.15.2. 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.
- | 2.4.13.2-2.4.16. Develop strategies for using technology to maximize the accessibility and effectiveness of the local workforce development system for employers, and workers and jobseekers, by:
 - | 2.4.13.1-2.4.16.1. 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;
 - | 2.4.13.2-2.4.16.2. Facilitating access to services provided through the one-stop delivery system involved, including facilitating the access in remote areas;
 - | 2.4.13.3-2.4.16.3. 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
 - | 2.4.13.4-2.4.16.4. Leveraging resources and capacity within the local workforce development system, including resources and capacity for services for individuals with barriers to employment.
- | 2.4.14-2.4.17. Coordinate activities with education and training providers in the local area.
- | 2.4.15-2.4.18. 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.
- | 2.4.16-2.4.19. 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. At a minimum, two members must represent small business as defined by the U.S. Small Business Administration.

Comment [LM5]: TEGL 27-14 mandates 2 representatives

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.

[Initial WDB membership was approved on February 6, 2016, and established staggered terms to balance membership expiration dates.](#)

Comment [LM6]: 379.310(g)(2)

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

3.4.3.5. 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.

Comment [LM7]: Proposed changes by EC/WDB

“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 reviewed for vacant vacancy by the WDB, and will result in automatic possible recommendation for removal.

3.6. Notification & Recruitment Process. Upon a vacancy on the Workforce Board, Golden Sierra support staff will utilize approved policy to initiate notification and recruitment steps.

Comment [LM8]: 679.310(g)(3)

3.7. Proxy. A proxy may be designated by a member using a self-certification process at the beginning of each year to cast votes in the board member’s absence. A change of proxy during the course of the year must be requested in writing to the Chairperson a minimum of 72 hours prior to a scheduled board meeting. A proxy must formally represent the same member organization as the absent board member.

Comment [LM9]: 679.110(d)(4) & 679.320(g)(4). Self-Certification will allow for verification that designee is from same organization and has hiring and policy-making authority as outlined in regs. Currently reviewing rules on “proxy” with legal counsel.

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.

Comment [LM10]: Current Chairperson has historically recused themselves from the nomination committee if nominated

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.

Comment [LM11]: Not necessary

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. Committee definitions:

6.1.1. Standing Committee. Composed of less than a quorum of the full board, include non-WDB members, have a continuing subject matter, meeting schedule is fixed by formal action, and is subject to Brown Act requirements.

6.1.2. Ad-Hoc Committee. Comprised solely of less than a quorum of the full WDB, has a limited or single purpose, is not perpetual, is dissolved once the specific task is completely, and is not subject to Brown Act requirements.

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

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

6.2.1.6.3.1. Committee chairpersons must be WDB members

6.3.6.4. Committee members shall be appointed by the WDB Chairperson, with the approval of the WDB.

Comment [LM12]: Board proposed allowing Chair to appoint 6-16-16 EC minutes; legal counsels interpretation of 679.360 is that WDB must approve. Rewritten to be consistent with 6.2.

6.3.1.6.4.1. Committees may include WDB members.

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

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

6.6. Action may be taken by a WDB committee by an affirmative majority vote of the current committee members present, unless otherwise required by law.

Comment [LM13]: Updated to be consistent with 5.7

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

6.6.6.8. 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.~~

Comment [LM14]: Clarified in 6.1, and appointment outlined in 6.2.

6.9. The WDB shall have one standing committee:

6.9.1. Executive Committee. The Executive Committee shall consist of ~~five (5)~~ ~~six (6)~~ voting members: WDB Chairperson, Vice Chairperson, ~~and~~ three (3) additional WDB members, one of which shall be from the business community, ~~and one (1) non-WDB as identified in 6.3.2.~~ The Golden Sierra Executive Director shall sit as an ex-officio ~~non-voting member~~ of the Executive Committee, ~~and will not be used in determining the existence of a quorum.~~ 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.

Comment [LM15]: Legal counsel input

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:

| [Susan “Tink” Miller](#)[Rick Larkey](#), Chairperson
Golden Sierra Workforce Development Board

Kirk Uhler, Chairperson
Golden Sierra Governing Body

Date: _____

Date: _____

ONE-STOP OPERATOR (OSO) MEMO

To: Workforce Development Board Executive Committee

From: Michael A. Indiveri, OSO

Date: February 22, 2018

Subj: Progress Report

Hallmarks of Excellence

The OSO is currently conducting the certification process for the Comprehensive America's Job Centers of California (AJCC). The current stage of the certification process is the Hallmarks of Excellence. This stage details the Golden Sierra Workforce Area's self-evaluation of our local comprehensive One-Stop Career Center located in Roseville. This is part of the continuous improvement process required by WIOA and must be submitted to the State in June 2018.

The OSO has developed a two-page summary of the eight Hallmark review areas. This can be useful for both WDB members and AJCC partner agencies and their staff as it focuses in on the key issues and challenges in implementing the AJCC. Based on many of the key issues, I have developed review questions to be used in obtaining required feedback. This information will be used to help determine how our local AJCC should be scored on the one-to-five rating metric. I have already commenced with the interviewing process among the partners, and I have invited WDB members who are interested to participate. I will be conducting both in-person and phone interviews/feedback sessions with AJCC partners, including both management and line-staff.

Each of the eight Hallmarks has a 3-part response requirement:

Assessment of the AJCC's strength and continuous improvement opportunities.

Numerical ranking (1-5) and the rational for that ranking.

Continuous improvement goals and recommendations.

As the OSO, I will be completing all 3 response areas including the one-to-five scores. I also envision that all AJCC partners being empowered to respond, especially in the ranking and improvement goals recommendations. I will communicate this to the partners.

AJCC Partners Quarterly Meeting

I am in the process of scheduling the next meeting of the AJCC Partners, in early to mid-March. The AJCC Certification process will be a key agenda item. As part of that discussion will be their involvement in the Hallmarks of Excellence feedback and ranking process. I will also be requesting agenda topics from the partners. As a follow-up to prior meetings, I have requested that the partners provide their latest program outcomes in their current reporting format. The Placer County Business Assistance Network (BAN) has provided their 2016-17 numerical outcomes and these are included for your review.

WORKFORCE DEVELOPMENT BOARD HALLMARKS OF EXCELLANCE SUMMARY

1. AJCC Physical Location & Facility Enhances The Customer Experience:

- The physical location site is professional, convenient and has adequate space and equipment to meet customer demand.

2. The AJCC Ensures Universal Access; With an Emphasis on Individuals with Barriers:

- Staff honors & accommodates diversity and is adept in working with all customers, including those with Disabilities, ESL, Vets, Youth, Ed. level & cultural background.
- The facility is reviewed for accessibility/equal opportunity periodically and services are available on-site and virtual.

3. The AJCC Supports Effective One-Stop Partnerships:

- All partners (co-located/non-co-located) can express their views of the AJCC and if it adds value to their programs/services.
- There is regular communication among the partners to facilitate an inventory of services, marketing materials and the maintenance of a *customer referral process* among the partners.

4. Integrated Customer Centered Services:

- Staff identifies with shared partner customers; are crossed-trained in partner's services and are also trained in customer service.
- Customers are triaged promptly and are quickly connected to appropriate services thru integrated customer flow procedures.
- There are established protocols for customer co-enrollment among the partners.

5. The AJCC is an on-ramp for Skill Development Which Meets Regional & Pathway Needs:

- Partner staff knows the regional sector/pathway/labor market needs and can assist customers in obtaining the training needed to obtain those career opportunities.
- The AJCC has robust training and support services for customers and there are not cumbersome entry steps that prohibit access.

6. The AJCC Engages Industry & Labor thru an *Integrated Business Services Strategy* That Focuses On Regional Sector Quality Jobs:

- The WDB promotes an integrated & aligned business service strategy.
- The AJCC is an integral partner in the implementation of the local strategy.
- The AJCC should regularly seek & capture employer advice in the design of the strategy, and the delivery of demand-driven services for job seekers; and then obtaining employer feedback for continuous improvement.

7. The AJCC Has High-Quality, Well Informed Cross Trained Staff:

- Through regular staff meetings with all AJCC staff; relationships are built and system-wide updates and strategies are provided.
- There is regular staff cross training and staff capacity building in all aspects of the system:
 - ❖ Customer service and including services to individuals with disabilities
 - ❖ Labor market information/career pathways
 - ❖ Eligibility for partner programs and customer use of CalJOBS

8. The AJCC Achieves Business Results Through Data-Driven Continuous Improvement:

- A system is in place for the partners to collect relevant data on:
 - ❖ Numbers served
 - ❖ Total program enrollments, (including co-enrollments)
 - ❖ Services provided
 - ❖ Training contracts/placements by occupation
 - ❖ Customer outcomes and customer feedback

Business Advantage Network

2016-2017 Fiscal Year-end Report

Job Fairs			
Date	Event/ Number of Exhibitors	Location	Attendees
8/23/2016	Tri County Job Fair / 80	Rocklin	460
4/4/2017	Trades Job Fair/ 45	Citrus Heights	223
Total			683

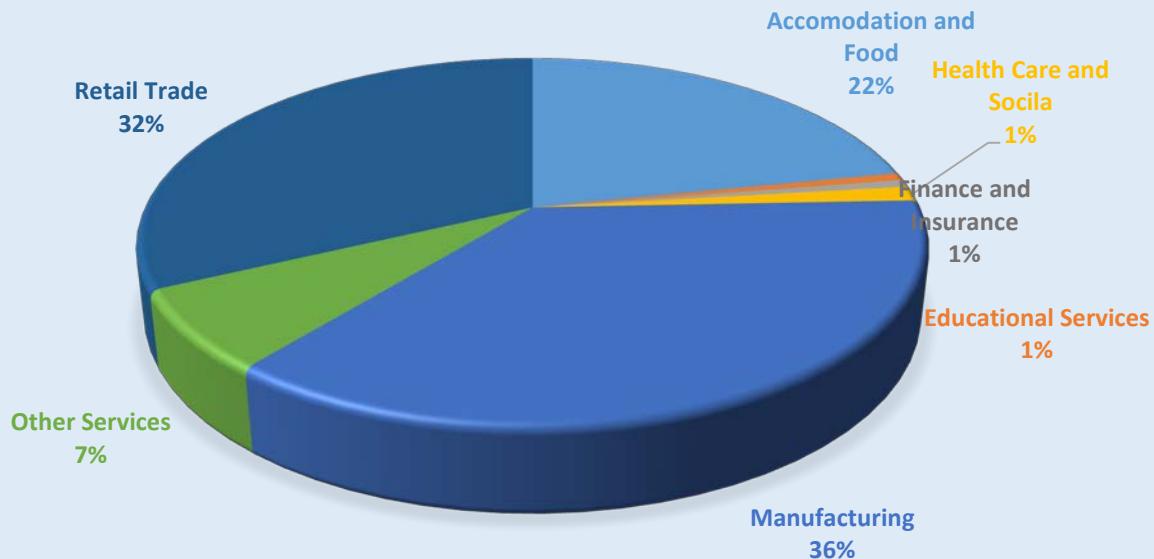
Subsidized Wage Contracts in 2017	
Funding	# Placed
Help to Hire (ESE)	67
Total Wages Reimbursed:	\$293,331.09
Average Wage:	\$12.59 per hr

Paid Work Experience and Internships	
Program	# Placed
Paid Work Experience and Internships	99
Wages Paid to Participants:	\$347,832.18
Unpaid Work Experience	105
Total:	204

.GovDelivery Daily Job Leads	
Opportunities/Announcements Posted:	467
Number of Subscribers by Fiscal Year End	3,804

Individual Recruiting Events "Job Connections"	
	# of attendees
Harris and Bruno	20
Ace Hardware	22
PG&E	36
The Gap	18
CAL HR	72
Harris and Bruno	23
AXIS Lightning	12
J.C. Penney	10
CDCR	16
Franchise State Tax Board	56
Wollborg Michelson Recruiting	11
Capstone Logistics	10
Rogers Family SF Coffee Company	24
State of CA Department of Justice	16
Thunder Valley Casino	19
Placer County Human Resources	49
Cintas	10
Yolo Continuum Community College	12
ACE Hardware	10
PCOE	20
Home Care Givers	6
Principle Financial Group	0
Staffing Agency	55
CAL State CDCR & FTB	47
Auburn Ravine Terrace	5
GAP Inc.	8
Total	587

LAYOFFS BY JOB INDUSTRY



Date	Industry type	City	Impacted Employees
7/29/2016	Manufacturing	Roseville	53
8/8/2016	Accommodation and Food	Rocklin	7
8/25/2016	Other Services	Stockton	11
9/9/2016	Retail Trade	Roseville	23
9/21/2016	Manufacturing	Auburn	4
3/22/2017	Accommodation and Food	Roseville	27
3/28/2017	Finance and Insurance	Rocklin	4
3/28/2017	Retail Trade	Roseville	12
4/24/2017	Retail Trade	Auburn	15
5/4/2017	Health Care and Social	Roseville	2
5/25/2017	Educational Services	Roseville	1
		Total Affected Employees:	159

Practical Actions

EMPLOYER OUTREACH/BUSINESS ENGAGEMENT

The focus of the Employer Outreach/Business Engagement group is the integration of partner efforts across the Golden Sierra (Placer, El Dorado, and Alpine Co Region) to collectively reach businesses, identify and solve needs in part by brokering the services of the partner stakeholders.

Team Members

Facilitator: Marcy Schmidt	Team Members: Daniela Devitt Lisa Hutchinson Diana Souza Robin Trimble Jaqui Humenick
Proposed at Retreat	Next Steps
<ol style="list-style-type: none"> 1. Meet with SETA's employer outreach committee to determine how we might work together 2. Identify initiatives that we can work with. 3. Engage key employers with specific examples of assistance core partners provide 4. Organize a summit within the industry to look at labor and skill sets needed 5. Step out of comfort zone and engage those people of businesses you normally would not engage 6. Strengthen Regional Partnerships, ie. Data 7. Identify initiatives that we support - don't reinvent/duplicate efforts 8. Contact 2 leaders in each cluster and ask what their emergency/recovery plan includes and what should ours include to help them. 9. Identify Industry Sectors that we want to work with for opportunities (Survey initiatives w/community colleges) 10. Strategic Engagement of Industry Clusters 11. Meet with Greater Sacramento Metro Chamber & Valley Vision to determine their interest I developing a workforce initiative with us. 12. Survey which chambers business improvement Districts & Economic Development organizations are interested in workforce Development & meet with those who are interested. 13. Annual or Bi-annual meetings/summits to measure positive/negative 	<p style="text-align: center;"><u>November 17, 2016</u></p> <ol style="list-style-type: none"> 1. Daniela working with SETA on another project, can discuss <ul style="list-style-type: none"> - Rick & Daniela will meet with SETA (Rick met with SETA already so can change to complete) - ID initiatives put together w/meet as a WDB and det. Sectors together in Jan. - Process compared calendar w/list & grouped on calendar <p style="text-align: center;"><u>January 19, 2017</u></p> <ol style="list-style-type: none"> 1. Meet with SETA's employer outreach; explore process for Roseville & Sacramento to work together 2. Meet with Valley Vision to discuss SlingShot 3. Map out initiatives: What initiative is it and who is involved to better understand who to reach out to. <p style="text-align: center;"><u>March 16, 2017</u></p> <ol style="list-style-type: none"> 1. List the initiatives and what services they provide as well as an acronyms glossary. <p style="text-align: center;"><u>May 15, 2017</u></p> <ol style="list-style-type: none"> 1. Sat in on SETA's employer outreach committee meeting. Heard about a project they are working called "Build your own workforce" training for staff; launching June with 4 half day training sessions. A Golden Sierra and Placer County staff member were invited to participate. 2. Attended the rapid response roundtable meeting in April hosted by SETA. 3. Larkey and Buckingham requested a meeting with SETA; scheduled on May 23, 2017 to discuss regional efforts. 4. Goal was to meet with Valley Vision to learn more about the "Slingshot" initiative. Hacker Lab was one of the local awardees, and the will attend the upcoming Workforce Board meeting.

Continued on next page

Practical Actions

EMPLOYER OUTREACH/BUSINESS ENGAGEMENT

Next Steps	Next Steps
<p><u>May 15, 2017 (continued)</u></p> <p>5. Placer County will most likely move ahead with creating a business center, as it moves forward it will be an important for the business engagement piece.</p> <p>6. Group is going to map out the regional workforce initiatives for the boards, they created a draft, and the idea behind it was to understand what type of workforce initiatives and projects where active and who on the board is participating in them to be able to transmit to the board the information.</p> <p><u>September 21, 2017</u></p> <p>1. Group was re-organized and new members were added. They will schedule a time and date to meet via teleconference before the next workforce Board meeting in November. <i>On 10/16/17 the group had a meeting and the next steps they established are:</i></p> <p>2. Invite Valley Vision to provide a report to the Workforce Board on the community college's work through the Strong Workforce Initiative & how we might leverage the work for the Industry Advisory Groups</p> <p>3. Identify other industries specific to our region that may not be represented in the community college list (such as wine producers, hospitality etc.)</p> <p>4. Jason & Rick to meet with Greater Sacramento to find out how we can meet their needs when recruiting companies to the region</p> <p>5. Reach out to minority chambers (Asian & Hispanic Chambers etc.) and Women-owned business groups to find out their needs</p> <p>6. Further discussion is needed on data tracking/collection & data sharing since each group tracks business needs differently (CalJOBS verses other data tracking systems).</p> <p>7. Connect with local chambers of commerce to find out which ones are interested in workforce issues. Robin will assist with helping us reach out. Robin provided feedback on reaching out to chamber members on their interest in hosting an internship.</p>	<p>8. There was some discussion of marketing the benefits of hiring interns and showcasing some of our success stories such as Cokeva.</p> <p>9. Questions: What kind of outreach are we conducting beyond our board members? How do we identify gaps and how do we fill them with our board members? How do we differentiate ourselves from other groups?</p> <p>10. Discussion about hosting more recruiting events & job fairs. This is especially needed in El Dorado County. Idea to hold smaller events more frequently to meet business needs like Job Connections.</p> <p>11. Marcy discussed the Northern CA Rapid Response (layoff) meetings and the response to the fires in the state. Robin asked for information on lessons learned and there was some discussion about relocation assistance for those who no longer have jobs in the affected areas. Hospitality businesses are closing due to lack of workforce.</p> <p><u>January 18, 2018</u></p> <p>1. The group recapped and talked about connecting with different groups like Valley Vision to understand better how they are working with specific industries and how to build expertise as partners.</p> <p>2. Marcy shared that she had recently listened to a webinar on rapid response and layoff assistance, and one of the things discussed was that out on the Bay area they created a flyer; which lists the different One-stop centers and other resource centers all compiled in one flyer; they distribute them when there is a layoff and people are able to go the center that is more convenient to them.</p> <p>3. She believes that this is something to pursue as a region with all the partners. She will work with Jason to bring this idea to the regional partners.</p> <p>➤ <i>The minutes, initiatives, and acronyms documents are retained on the workgroup master file</i></p>

Practical Actions

INTEGRATED TRAINING & BEST PRACTICES

The purpose of this group will be to identify opportunities for collaborative training efforts. These may come from member businesses or from opportunities identified by the Employer Outreach/Business Engagement group.

Team Members

Facilitator: Vic Wursten	Team Members: April Ballesteros Robert Verdugo Bill Bettencourt John Tweedt Mark Frayser
Proposed at Retreat <ul style="list-style-type: none">1. Meet with AB86 & Doing what matters / Strong workforce initiative & CRANE to determine the workforce initiatives & How we can work together2. Work with vocational agencies (college, adult education, etc.) to develop efficient training3. Reach out to our union reps to discuss workforce & training needs.4. Find a business partner to develop and deliver training	Next Steps <p><u>November 17, 2016</u></p> <ul style="list-style-type: none">1. Align Group with broader range of disciplines and create opportunities and prioritize.2. CTE3. Hospitality, journalism, cyber security, advanced manufacturing, career tech Ed fields4. Stackable certifications including soft skills <p><u>January 19, 2017</u></p> <ul style="list-style-type: none">1. Have a group meeting and determine how to network better and get participants the right job and training. <p><u>March 16, 2017</u></p> <ul style="list-style-type: none">1. Report on meeting is sent out to the board. <p><u>September 21, 2017</u></p> <ul style="list-style-type: none">1. Group was re-organized and new members were added. They're scheduled to meet on 9/28/17 and will report back on the next Workforce Board meeting in November <p><u>January 18, 2018</u></p> <ul style="list-style-type: none">1. The group met twice; they discussed building partnerships with the unions, and the possibility of providing instructors for the MC3 curriculum.2. They are working on understanding the barriers and the dynamics on how to move forward. They are trying to figure out how to work around the barriers, such as the training center locations, and how to cover the costs.3. The group wants to know the different breakdown of programs currently available; what is realistic for them to focus on to fill those needs; specify action items and concise timelines; and how to measure the results.

Practical Actions

LEADERSHIP & STRATEGY

Team Members

Facilitator: Rick Larkey

Team Members:

Martha Escobedo
Jason Buckingham
Greg Geisler

Carol Pepper-Kittredge
Michael Zimmerman
Laurel Brent-Bumb

Proposed at Retreat	Next Steps
<ol style="list-style-type: none"> 1. Engage Economic Development 2. Follow-Through 3. Development Agenda around completing tasks 4. BOS meet with what are their goals/vision of system 	<p><u>November 17, 2016</u></p> <ol style="list-style-type: none"> 1. Create success measures for partnerships 2. Strategy plan that includes marketing 3. Clear concise proven value added proposition statement developed 4. Consider contracting out this work! Strategy action plan implementation 5. Capital (EQ \$) Necessary to sustain effort to completion <p><u>January 19, 2017</u></p> <ol style="list-style-type: none"> 1. Contact CWA regarding business engagement & sector initiatives 2. Joint meeting with Governing Body on February 1, 2017 to review board goals and solicit input <p><u>March 16, 2017</u></p> <ol style="list-style-type: none"> 1. Items will be carried over from last meeting due to meeting being rescheduled. <p><u>May 15, 2017</u></p> <ol style="list-style-type: none"> 1. Working on scheduling joint Executive & Governing Body meeting <p><u>September 21, 2017</u></p> <ol style="list-style-type: none"> 1. Groups were re-organized and new members were added.

Practical Actions

STORYTELLING

The purpose of this group is to develop and oversee more effective strategies for storytelling that enhance the value, recognition, participation, and support of job seekers, business/industry, students, and other funding organizations.

Team Members

Facilitator: Tink Miller	Team Members: Eric Cooper Eric Ullrich Yvette Elam
Proposed at Retreat	Next Steps
<ol style="list-style-type: none">1. Bring in one stop users, customers. What are their view/expectations of system.2. Develop communication Strategy to market successes3. Marketing "Roadshow" Presentation, customized for each cluster, about what we can offer them.4. Organize past WDB accomplishments into marketable message.	<p><u>November 17, 2016</u></p> <ol style="list-style-type: none">1. Who<ul style="list-style-type: none">-Users-Customers (One-stop users)-Business chambers (List of top 25 employers)-Partners (current list)2. Access business journal for each county (top 25 employers)3. Speak to people we currently work with, gather all info; and look at info, this will drive how to market4. Marketing road show will result from steps 1-3 "Promotional" aspect will come <p><u>January 19, 2017</u></p> <ol style="list-style-type: none">1. Do an online Survey regarding services provided to former participants of Golden Sierra to identify services used, goals met or not met.2. What can we do to improve? Use results to create marketing strategy and message to potential users of our services <p><u>March 16, 2017</u></p> <ol style="list-style-type: none">1. Create questions to ask on survey. <p><u>September 21, 2017</u></p> <ol style="list-style-type: none">1. Group was re-organized and new members were added. They are requesting contact information for the members that did not attend this meeting to be able to communicate with them and establish a time and date to meet in October. Group will meet on 11/28/17

Practical Actions

STORYTELLING

Next Steps	Next Steps
<p><u>January 18, 2018</u></p> <ol style="list-style-type: none">1. They had 2 teleconference meetings;2. They are in the process of scheduling a meeting with Buckingham on 1/31/183. They are focusing on the website as the first target; Ullrich is analyzing the Golden Sierra website and has suggestions to offer to Jason.4. The purpose is to build in functionality that forwards the information into the service delivery system and the customer or employer are able to get connected to the people at the one-stop.	