

GOVERNING BODY MEMBERS

KATHERINE RAKOW, *Chair*
Board of Supervisors,
Alpine County

NORMA SANTIAGO, *Vice Chair*
Board of Supervisors,
El Dorado County

KIRK UHLER
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 REGULAR MEETING AGENDA

Wednesday, February 5, 2014 – 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
- II. APPROVAL OF AGENDA 1
- 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 December 19, 2013 GB Meeting 2-6
 - B. Approval of Minutes from October 2, 2013 Joint GB & WIB Meeting 7-15
 - C. Approval of WIB Application; MICHAEL ZIMMERMAN, MTI College, *Representing Education & Business* 16-20
- IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA
- V. MEETING SCHEDULE REVIEW (RAKOW)
- VI. APPROVE RESOLUTION 13-05 – SETA NEG CONTRACT 21-25
- VII. APPROVE BONDING LIMITS 26-27
- VIII. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL
REGARDING POSSIBLE LITIGATION
(Government Code §54956.9)
- IX. DIRECTOR'S REPORT
- X. FUTURE AGENDA ITEMS/NEW BUSINESS
- XI. NEXT MEETING: April 2, 2014 – Auburn Connections
- XII. ADJOURNMENT

EQUAL OPPORTUNITY

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GOLDEN SIERRA JOB TRAINING AGENCY

GOVERNING BODY REGULAR MEETING MINUTES

Thursday, December 19, 2013 – 1:30 p.m.

Teleconferencing Locations

Golden Sierra Job Training Agency

1919 Grass Valley Hwy. Ste. 100
Auburn, CA 95603

Placer County District Office

1700 Eureka Road, Suite 160
Roseville, CA 95661

Alpine County Administration Office

50 Diamond Valley Road
Woodfords, CA 96120

Clerk of the Board of Supervisors Office

330 Fair Lane
Placerville, CA 95667

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order at 1:30 pm by Chair Rakow.

Present: Katherine Rakow, Kirk Uhler*, Norma Santiago

Absent: None

Guests: Jason Buckingham, Judi McCallum, Latanya Johnson, and Terrie Trombley

II. APPROVAL OF AGENDA

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

Motion approved by roll call vote.

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 October 2, 2013
Joint GB & WIB Meeting

B. Approval of Minutes from October 18, 2013
GB Special Meeting

Motion to approve Consent Agenda Item B by Santiago, second by Rakow.

Motion approved by roll call vote.

III. (A) Approval of Minutes from October 2, 2013
Joint GB & WIB Meeting

Item removed from Consent Agenda due to incomplete vote by Governing Body members who were in attendance at the Joint meeting on October 2, 2013. Item will be added to next agenda for approval.

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA - None

V. DIRECTOR'S REPORT

Buckingham reported the following updates and activities that the agency participated in:

- 10/16/2013 – Participated in the Manufacturer's Forum as a sponsor; this was an opportunity for the agency to promote On-the-Job Training positions within the advanced manufacturing sector.
- 10/19/2013 – Assisted with the Sugar Bowl Job Fair through job postings and candidate referral.
- 10/25/2013 – Participated in the Sierra College Job Fair. There were 53 employers representing 1390 positions (645 part-time, 745 full time); 360 job seeker surveys were collected.
- 11/7/2013 – Assisted with Honor a Hero, Hire a Vet event, another job fair type of event. There were 105 employers, 25 service providers, about 700 job seekers, 460 of the job seekers were Veterans.
- 11/19 and 11/26/2013 – Held Affordable Healthcare Act webinars. The webinars are a result of the partnership with Small Business Majority to inform small businesses about the impacts of the new Act. Webinars are available in English and Spanish.
- Two years ago the agency participated in a nationwide study of the Veteran Priority of Service and how it is implemented in the WIA system across the nation. They selected one local area in each state and GSJTA was chosen in California. The report produced yesterday; it is about 180 pages in length. In summary they are pleased with how our area is implementing the Veteran Priority of Service. The only area for growth suggested was increasing our presence on social media.
- GSJTA participated with SETA and Yolo on an application for National Emergency Grant money that would be applied to work based training in the healthcare industry. The amount requested for the region was \$434,000. The region was awarded 69% of the total requested. This means GSJTA would receive \$50,000 to serve between seven and ten individuals who are long-term unemployed (27 weeks or longer), Veterans or CalWORKs recipients. The plan is to partner with Sierra College to identify Veterans coming out of their healthcare programs and provide On-the-Job training programs for them. None of the funds from this grant can be used for Administration.
- The agency just completed the initial contract for the EMSI Analyst project and is currently going through the set up phase. We secured ten user licenses and Buckingham will provide data analysis reports for those interested once the project is completely set up.

VI. CHAIR AND VICE-CHAIR 2014 ELECTION

Santiago recommended the Chair positions remain the same: Rakow as Chair and Santiago as Vice-Chair. Santiago nominated Rakow as Chair; Rakow nominated Santiago as Vice-Chair. There were no objections to the nominations.

Motion to approve Chair & Vice-Chair nomination by Santiago, second by Rakow.

Motion approved by roll call vote.

VII. APPROVAL OF OUT OF STATE TRAVEL

Approval is requested for out of state travel as outlined below. Funds for these activities are already accounted for within the Agency budget.

- **2014 NAWB Forum** – The agency has participated in the National Association of Workforce Board (NAWB) Forum for the last five years. This association is the parent to the state workforce association. There is a lot of great information shared and discussed about funding, reauthorization, etc. Typically, the following attend this forum: one member of the Governing Body member, two members of the WIB Executive Committee and the Executive Director. The estimated cost associated for this is about \$3,000 per person. Santiago volunteered to attend to represent the Governing Body at this Forum. There were no objections.

*1:51 pm Uhler dialed in

Motion to approve out of state travel for 4 to attend the NAWB Forum with Supervisor Santiago attending & representing the Governing Body by Uhler, second by Santiago.

Motion approved by roll call vote.

- **2014 Workforce Technology Conference** – This conference is about data tracking systems. The agency sent a representative to this conference last year and found a lot of value in attending. The estimated cost to attend this conference is \$2,400 per person.

Motion to approve out of state travel to attend 2014 Workforce Technology Conference with staff member Larry Yanni attending by Santiago, second by Uhler.

Motion approved by roll call vote.

VIII. APPROVAL OF MOU(S)

- PLACER SCHOOL FOR ADULTS
- CALIFORNIA INDIAN MANPOWER CONSORTIUM (CIMC)

As a part of the requirements to have One-Stop System, we are also required to have Memorandums of Understanding (MOU) with the partners within our centers. Occasionally we need to update those or enter new agreements. These two partners have been brought into the system and the MOU's with them require an update. The Resource Sharing Agreements for these partners will be developed.

Motion to approve the Placer School for Adults MOU as presented by Santiago, second by Uhler.

Motion approved by roll call vote.

Motion to approve the California Indian Manpower Consortium MOU by Uhler, second by Santiago.

Motion approved by roll call vote.

IX. APPROVAL OF RESOLUTION 13-04 EMPLOYER PAID MEMBER CONTRIBUTIONS (EPMC)

This is a resolution required anytime there is a change in employer contribution in the retirement system. Changes were negotiated under the Bargaining Unit Agreement. This resolution sets the new rate which is a reduction in the employer's contribution.

Motion to approve Resolution 13-04 by Uhler, second by Santiago.

Motion approved by roll call vote.

X. 2012/2013 WIA PERFORMANCE RESULTS

Buckingham announced that the agency is meeting or exceeding performance measures in all categories, including youth. The success rates and performance measure details were provided to all members.

Santiago asked if the negotiated rate would change now that we have exceeded it. Buckingham stated the rate changes annually and since we exceed the rate they will indeed increase; however, he also shared that next year's performance rate has already been negotiated.

X. 2012/2013 FISCAL & PROGRAM MONITORING REPORT

The 2012/2013 Fiscal and Program Monitoring report includes ground level data on contracts with findings. Alpine Consortium did not have a written debt policy in place and such policy is required; El Dorado Consortium did not have a Resource Sharing Agreement in place and technical assistance has been requested. Corrective Action Plans (CAP) have been requested.

XI. APPROVE 2013/2014 EXTENDED BUDGET PLAN

Based on direction from this body, staff is presenting a 15 month budget plan for 2013/2014. This plan limits programmatic exposure to potential Federal Government rescission, sequestration and funding delays.

There are no changes in the funding sources. This Extended Budget Plan incorporates expenses to cover Placer County Program and Agency Operations for the 1st quarter of Fiscal year 2014/2015. These expenditures will be funded by the use of \$348,903 from Second Year Funding of Program Year 2013/2014 and reductions in the amount of \$196,766 from the approved 2013/2014 Final Budget. A contingency hold of 10% is maintained in non-Rapid Response funding from Program Year 2013/2014 allocation for possible sequestration.

Santiago asked where we would see the biggest hit. Buckingham explained staffing would be impacted; a staff member recently resigned and will not be replaced. He added that the contingency for next year has been reduced and allocated it to the first 3 months. Other than that some areas have been reduced such as committee budget allocation.

Trombley stated the total being reduced is a net of about \$196,000 between releasing funding from contingency and taking money from the top. She referenced Schedule 3, on page 48, row 59. She added expenditures are being reduced by this amount until June 30th. We're releasing \$196,000 from the contingency funding we had put aside for the 1st quarter. We hold back funding in order to be able to withstand a delay in the release of other funding.

Motion to approve the 2013/2014 Extended Budget Plan by Santiago, second by Uhler.

Motion approved by roll call vote.

XII. FUTURE AGENDA ITEMS/NEW BUSINESS

1. Minutes from Joint GB & WIB Meeting on October 2, 2013
2. Meeting Schedule Review (requested by Rakow)
3. Supervisor Santiago's Birthday is February 5th

XIII. NEXT MEETING: February 5, 2014 – Auburn Connections

XIV. ADJOURNMENT

Motion to adjourn by Uhler, second by Rakow.

Meeting adjourned at 2:20pm

GOLDEN SIERRA GOVERNING BODY / WORKFORCE INVESTMENT BOARD
JOINT REGULAR MEETING
MINUTES

Wednesday, October 2, 2013 – 10:00am

Brandman University
3001 Lava Ridge Court #250, Room 136
Roseville, CA 95661

I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the Joint meeting was called to order by Acting Chair Santiago (GB) at 10:06am.

Present: (GB) Norma Santiago and Kirk Uhler

Absent: (GB) Katherine Rakow

Present: (WIB) Al Holmes, Anette Smith-Dohring, Daniela Devitt, David DeLeonardis, David Frazier, Debbie Stack, Jason Buckingham, Kathy Burris, Kevin Ferreira, Kim Pellow, Marcy Schmidt, Paul Castro, Rick Larkey, Sherri Springer, Tim Cook, Tink Miller, Victor Wursten, William Reed, and Jim Hegarty.

Absent: (WIB) Brooks Lockhart, Carol Pepper-Kittredge, Christina Nicholson, Laurel Brent-Bumb, Martha Escobedo, Panda Morgan, and Vince Echeverria.

Guests: Diane Patterson, Darlene Galipo, Eric Elberg, Lorna Magnussen, Latanya Johnson, Maggie Valenzuela, Michael Indiveri, Randy Wagner, Shana Welch, Kristianne Seargeant, and Terrie Trombley.

Chair Miller announced the resignation John Zachry. She welcomed new member Jim Hegarty, replacing Tim Wyatt and guest Randy Wagner, who will be replacing Brent Smith pending approval of his application at today's meeting.

II. APPROVAL OF AGENDA (GB & WIB)

Motion to approve agenda (GB) by Santiago, second by Uhler.

Motion approved unanimously.

Motion to approved agenda (WIB) by DeLeonardis, second by Stack,

Motion approved unanimously.

III. PUBLIC COMMENT – FOR THOSE ITEMS NOT ON THE AGENDA

Schmidt has invitations and registration forms to the Placer County Manufacturer's Forum scheduled for Wednesday, October 16, 2013, 8am-11am, at the Rocklin Golf Club. The cost is \$15 in advance, \$20 at the door. She has complimentary tickets for manufacturers in the area.

According to Buckingham, Golden Sierra is sponsoring two tables at the Manufacturer's Forum with five open seats. He encouraged those interested in attending to see Johnson.

Diane Patterson with the Employment Development Department (EDD) Labor Market Information Division announced that as a result of the federal shutdown the Bureau of Labor Statistics will not be releasing federal job numbers this Friday. This will delay the release of local and regional employment statistics.

Chair Miller announced that during the month of October the Placer County Transportation Planning Agency has public meetings and workshops for unmet transit needs to be discussed. Comments can be submitted via telephone and online for those who cannot attend the public workshops. It's important for the unmet needs to be brought to the table in order for them to be addressed.

IV. CONSENT AGENDA (GB)

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

Approval Needed

- A. Approval of Minutes from August 7, 2013 GB Meeting
- B. Approval of WIB Applications
 - 1. Margarita Valenzuela, Unite Here Local 49 Gaming
Representing Labor
 - 2. Randy Wagner, Sierra Economic Development Corporation
Representing Business & Economic Development

Motion to approve Consent Agenda items A & B, by Uhler, second by Santiago.

Motion approved unanimously.

V. CONSENT AGENDA (WIB)

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

Approval Needed

- A. Approval of Minutes from July 18, 2013 WIB Meeting

Information Only

- B. Review of Minutes from September 19, 2013 Executive & Finance
Committee Meeting
- C. Attendance Log

Motion to approve Consent Agenda item A by Devitt, second by Cook.

Motion approved unanimously.

VI. PUBLIC COMMENT FOR THOSE ITEMS NOT ON THE AGENDA – Duplicate item-SKIPPED

VII. APPROVE 2013/2014 FINAL WIA BUDGET (WIB)

Trombley directed meeting attendees to page 33 of the agenda packet. Schedule 1 is a summary form of the agency's funding streams and expenditure plan for the fiscal year. These are unaudited numbers; the audit will be conducted in or around January 2014. There is a draft budget and a final budget. The summary shows we were conservative in the draft budget numbers. From the draft budget to the final budget there will be about \$487,000 in additional funding. This fiscal year is a full year implementation of the negotiated MOU from last year. As a result there will be savings in healthcare and retirement cost due to reduced contributions.

Last fiscal year with SB 734 we were directed to contribute 25% of WIA funding to direct training. This was tracked closely and we are confident we will be able to meet the cap with leveraged resources such as Pell Grants and funding from employers. As a result we and were able to go to 20% direct training from the cash we received. Our training dollars look different but we are still serving almost the same number of clients and supplementing that training with leverages resources.

Santiago asked if the carry-in or carry-forward money is already allocated. Trombley said the admin costs are not. She further explained that the 12/13 money is budgeted to spend the admin funding in the second year of the award. The carry-in money from El Dorado and Alpine is considered encumbered. Any monies they did not expend go into the second fiscal year. In addition, money is taken off of the top when funding is allocated for Program Administration. A portion of that is also available for this fiscal year.

Motion to approve 2013/2014 Final WIA Budget by Frazier, second by Castro.

Motion approved unanimously.

VIII. APPROVE 2013/2014 FINAL WIA BUDGET (GB)

Motion to approve 2013/2014 Final WIA Budget by Uhler, second by Santiago.

Motion approved unanimously.

IX. APPROVE 2013/2014 FINAL DEI BUDGET (WIB)

The Fiscal Year 2013/2014 Disability Employment Initiative (DEI) spending plan is presented in the form of a Final Budget for approval. The use of the DEI grant awards cover the time period of October 2011 through September 2014. The budget shows where we are, what we have spent and what our funding was as an agency. Trombley reported this budget is project driven and the plan for next fiscal year is in great shape.

Motion to approve 2013/2014 Final DEI Budget by Stack, second by DeLeonardis.

Motion approved unanimously.

X. APPROVE 2013/2014 FINAL DEI BUDGET (GB)

Motion to approve 2013/2014 Final DEI Budget by Santiago, second by Uhler.

Motion approved unanimously.

XI. APPROVE MOU(S) (WIB)

- NORTHEASTERN SMALL BUSINESS DEVELOPMENT CENTER (SBDC)
- SIERRA JOINT COMMUNITY COLLEGE DISTRICT
- WASHOE TRIBE OF NEVADA & CALIFORNIA – NATIVE TANF PROGRAM

Chair Miller referenced pages 46-65 of the agenda packet. There were no questions, comments or discussion for this item.

Motion to approve MOU's as presented by DeLeonardis, second by Frazier.

Motion approved unanimously.

XII. APPROVE MOU(S) (GB)

- NORTHEASTERN SMALL BUSINESS DEVELOPMENT CENTER (SBDC)
- SIERRA JOINT COMMUNITY COLLEGE DISTRICT
- WASHOE TRIBE OF NEVADA & CALIFORNIA – NATIVE TANF PROGRAM

Motion to approve MOU's as presented by Uhler, second by Santiago.

Motion approved unanimously.

XIII. PARTNER PRESENTATION (AL HOLMES, DEPARTMENT OF REHABILITATION)

Buckingham reminded members and guests that as a part of educating the board about the partners we work with, partner presentations are now a part of the WIB meetings. The first partner presentation was at the last WIB meeting and today Al Holmes with the Department of Rehabilitation (DOR) presented.

Holmes is the Staff Services Manager with the DOR. There are 14 districts and his office is a member of the Northern Sierra area, which includes Roseville, Auburn, Grass Valley, South Lake Tahoe, and Placerville. The department is federally funded and has a mission to work in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

DOR partners with PRIDE Industries, local One-Stop centers and Golden Sierra Job Training Agency to provide services. They also work with local colleges, medical facilities and businesses. While mental health is the main referral for services, no disability is excluded for services. The main criterion for eligibility involves having a disability that creates an impediment in obtaining and maintaining employment. The DOR's focus is employment, including self-employed and direct help.

Applications for services can be submitted online or in person. Upon completion of an application, candidates attend an orientation and upon approval are matched with a counselor who completes the intake. The intake process includes the collection of medical records or referral for medical evaluation. Candidates who already receive SSI or SSDI are presumed eligible for DOR services. One of the unique aspects of the case management and counseling systems with DOR is that there is a team of counselors assigned to each case. In the event one counselor is unavailable, another counselor on the team can assist a client. The current case load in our area includes: Roseville 600, Auburn 400, Tahoe 150, Grass Valley 100, and Placerville 100.

XIV. STATE PLAN UPDATE

The Plan – Buckingham reported that local boards were expecting to have a status update on submitted state plans by October 1st. As of yet, we have received no word on the status of our plan but hope to hear something soon.

Buckingham learned that 30% of local boards did not apply for the high performing board designation, including our own. Between October and January the state board will be working with local boards to help them meet the high performing designation. Our local board needs 3 private sector board members to be complaint and meet the designation. We are actively recruiting for these vacancies, specifically Chamber Presidents or CEO's and targeted sectors.

CWIB Member-to-Member Campaign – This campaign was initiated by the California State Workforce Investment Board. It was intended as an opportunity for the state board to interact with local boards and was initially supposed to be one-on-one meetings. The meetings will now occur in groups, split into 8 different regions. The state board has indicated they will provide a 2 weeks' notice to local boards and will complete all meetings by the end of October. The meeting will be an information gathering session between the WIB chair, the agency Executive Director, WIB members, and state board members. Buckingham provided WIB members with a handout and attachments which includes the agency goals and activities we have participated in to meet those goals.

XV. SERVICE PROVIDER UPDATES

Alpine

- **Alpine County Consortium** – A handout was provided which included highlights of the Alpine One-Stop Center. Magnussen reported an overall increase in enrollment, youth outreach and business outreach for this center. She also highlighted the centers collaboration with the Department of Rehabilitation.

El Dorado

- **El Dorado County Consortium** – Stack reported the El Dorado One-Stop Center stays busy. She shared that there was a client in the DEI program who suffered from mental health issues, such as and including depression. The center partnered with the Department of Vocational Rehabilitation in Placerville and was able to send the client to the Institute of Technology to train as a Medical Assistant. The client is now gainfully employed and attributes her success to the program, the training and all of the support she receive through the One-Stop and Department of Vocational Rehabilitation.

Another client who was pursuing a master's degree in cell biology had a felony from earlier in his life that was inhibiting his personal growth. Stem Express worked with the center and the client and eventually hired him despite his past. Two clients pursuing nursing, a program in which training funds are not available, benefitted from other supportive services and have both been placed with Marshall Medical Center. Lastly, a client who was a single was placed with the Department of Human Services through Work Experience (WEX). When an opening for Eligibility Worker became available, she applied and was hired. On average it takes about 4-6 months from the time a qualified client applies for services until they are successful with training and/or or securing employment.

Placer

- **Golden Sierra Job Training Agency (GSJTA)** – Galipo shared highlights of different activities GSJTA has participated in:
 - Tri-County Job Fair-On August 23rd the agency was a part of the Tri-County Job Fair held at Martha Riley Library and Park in Roseville. There were 650 job seekers who attended; 80 employers with actual job openings and based on initial survey results 150 job seekers secured employment. The only issue reported was parking and that will be taken into consideration next time around.
 - Small Business Workshops-On September 4th and September 5th the agency partnered with Small Business majority to put on information sessions about the Affordable Healthcare Act and its impact on small businesses. There were 17 attendees at the first session and 21 at the second session.
 - Esurance Career Event-On September 18th the agency hosted a career event for Esurance, a local employer set to hire between 150-200 candidates due to their expansion. The event was held at William Jessup University and 325 job seekers attended. Esurance interviewed 75% of those job seekers and was very pleased with the support and assistance of the agency staff.
 - Career GPS–On September 25th and 26th the agency sponsored the Career GPS event at Cal Expo. More than 6,000 youth in the region attend this event annually. The agency was also an exhibitor with an interactive and popular attraction at its booth that helped youth think about their goals for the future.
 - Manufacturer’s Forum-On October 16th the agency is sponsoring the Manufacturers Forum in Rocklin. A number of invitations were extended to local employers, manufacturers and WIB members. There are still 5 seats available if anyone is interested.

- **NEXT Contractors**
 - California Employers Association (CEA) – Devitt reported the goals of CEA were:
 1. To develop 6 OJT opportunities for Professional Edge members.
 2. To provide Placer County business with information about GSJTA Business Services, Rapid response and the Connection center Employment Services.
 3. To collect 200 sector based contacts
 4. To coordinate 3 presenters for ongoing Job Connections.
 5. To perform collaborative community outreach with Placer County and Sierra Economic Development Corporation (SEDCorp).

The results included contacting 223 businesses to provide the information as stated in the goals, signing up 3 presenters for future Job Talks, signing up 9 employers for OJT and securing 4 OJT hires. CEA also presented the OJT program at its own forums, job fair, chamber and other community events.

- Placer County Office of Economic Development – Schmidt reported six activities (with outcomes) that were conducted as follows:
 1. Provision of WIA Information, One-Stop programs and NEXT Business Services to 100 businesses in Placer County. Total=101
 2. Conducted business needs assessment to determine employers hiring and business retention needs. Total=84
 3. Sector-based contacts separated by segment. Total=209
 4. Layoff assistance to Placer County employers. Total=1
 5. Job Connections events. Total= 8
 6. Services resulting in creation of Subsidized Wage and On the Job Training hires. Total=12
- SEDCorp – Wagner reported SEDCorp’s focus was the “forum” aspect, providing outreach services, marketing, research, and enabling delivery, creating a demand for the delivery of the forums. One of the main objectives of the forums was to create the understanding that there is potential leverage in collaboration and partnerships. SEDCorp made a lot of contact with more than 200 businesses. The strategy used was cold calling. This method was used to create interest and demonstrate value. Unfortunately there was typical aversion to some of those phone calls and this method.
- Buckingham added that the Business Owner Survival Strategies workshop (BOSS) was successful and this can be used to get particular sectors into the same room and go from there. SEDCorp offers boot camps that cover many aspects to small business management and these sessions usually run a full day or so. The BOSS workshops can take components of the boot camps and offer shorter and smaller sessions to help address the needs of small businesses. Wagner suggests revisiting the concept and utilizing a classic market research approach starting with a focus group to discuss how to better serve and meet the needs of each sector and different businesses.
- **PRIDE Industries** – The last year was successful with over 100 enrollees, 65 of them are active, more than 40 have been placed in school or employment, and 35 received certificates and met literacy and numeracy goals. The focus last year was community development and partners; this year its building employment networks.

XVI. MEETING OF THE MINDS REPORT OUT

WIB Chair Miller attended the Annual Meeting of the Minds conference along with Magnussen, WIB members Escobedo, Smith-Dohring, Devitt and One-Stop Center Lead Darlene Teixeira. Magnussen shared that the workshops were great and so were the keynote speakers. She especially enjoyed the session on data-drive results and sector strategies. Magnussen attended a workshop put on by the California Employer’s Association (CEA) about Professional Edge (ProEdge). Devitt, the facilitator for ProEdge, acknowledged Golden Sierra for starting ProEdge and there was statewide interest about the group being formed in other areas. Devitt also helped Robin Purdy put on a workshop on taking design principles and putting them into human services. WIB member Smith-Dohring added that she would have liked to see more employer representation at the conference and there were some missed opportunities for partnerships.

- XVII. COMMITTEE UPDATES – Tabled until next WIB meeting.
- XVIII. OPEN DISCUSSION - None
- XIX. FUTURE AGENDA ITEMS/NEW BUSINESS (WIB) – None
- XX. NEXT MEETINGS

WIB – THURSDAY, NOVEMBER 21, 2013 – PLACER COUNTY

GB – WEDNESDAY, DECEMBER 4, 2013 – AUBURN CONNECTIONS

- XXI. ADJOURNMENT (WIB)

Motion to adjourn by DeLeonardis, second by Stack.

WIB meeting adjourned at 11:57am

Items XXIII through XXVI were addressed prior to the Governing Body going into closed session.

Acting Chair Santiago called the GB meeting into closed session at 12:06 pm

- XXII. CLOSED SESSION (GB)

CONFERENCE WITH LEGAL COUNSEL REGARDING POSSIBLE LITIGATION
(Government Code §54956.9)

Acting Chair Santiago called the meeting back into open session at 12:14 pm and reported advice was given by counsel.

- XXIII. APPROVE BONDING LIMITS (GB)

Counsel Seargeant shared that as a part of the agency's bylaws there is a bonding requirement that is being flushed out. There is a government code statue that allows the agency to substitute a bond for an employee crime policy. The agency has an employee crime policy and Buckingham's concern with leaving it as-is involves a scenario where there are employees with limited supervision and a regulatory entity comes on site. The agency could be fined. This wouldn't be covered by an employee crime policy. Buckingham would like to look into getting a bond in addition to the employee crime policy. Counsel recommends looking into this further to explore options and determine the best course of action to take. A cost analysis will be brought back to the Governing Body for review and approval.

- XXIV. APPROVE PEMHCA RESOLUTION 13-02 (GB)

Magnussen indicated this is an annual resolution to approve the agency's contribution to CalPERS and healthcare.

Motion to approve PEMHCA Resolution by Santiago, second by Uhler.

Motion approved unanimously by roll call vote

XXV. APPROVE POSITION ROSTER RESOLUTION 13-03 (GB)

Buckingham explained the roster was changed to reflect current pay rates for listed positions.

Motion to approve Position Roster Resolution by Santiago, second by Uhler.

Motion approved unanimously by roll call vote

XXVI. FUTURE AGENDA ITEMS/NEW BUSINESS (GB) – None

XXVII. ADJOURNMENT (GB)

Motion to adjourn by Uhler, second by Santiago.

Meeting adjourned at 12:16 pm.

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: February 5, 2014
TO: Governing Body
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: WIB Application

Resolution Action Item Information

Your approval is requested for the attached WIB membership application from:

MICHAEL ZIMMERMAN, MTI College; Representing Education & Business

With your approval, the applicant shall carry the member **term of July 1, 2013 to June 30, 2017.**



Golden Sierra
Workforce Investment Board

P: 530-823-4635 F: 530-885-5579 E: info@goldensierra.com W: www.goldensierrawib.com

1919 Grass Valley Hwy Ste. 100, Auburn, CA 95603

**MEMBERSHIP
APPLICATION FORM**

Person Nominated: Michael Zimmerman **Title:** Director of Operations

Business Name: MTI College

Business Address: 5221 Madison Avenue, Sacramento, CA 95841

Telephone: (916)339-4360 **FAX:** (916)339-0305 **E-mail:** mzimmerman@mticollege.edu

Organization submitting nomination: California Association of Private Postsecondary Schools
(ie: Chamber of Commerce, Manufacturing Association, etc.)

Contact Person: Robert Johnson **Title:** Executive Director

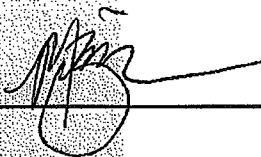
Business Address: 555 Capitol Mall #706, Sacramento, CA 95814

Telephone: (916) 447-5500 **FAX:** (916)440-8970 **E-mail:** robert@cappsonline.org

(A letter of nomination is required and must be attached to this application or forwarded under separate cover.)

Area of Representation (check all that apply):

- | | |
|---|---|
| <input checked="" type="checkbox"/> Local Business | <input type="checkbox"/> Economic Development |
| <input checked="" type="checkbox"/> Local Education | <input type="checkbox"/> One-Stop Partners |
| <input type="checkbox"/> Labor Organization | <input type="checkbox"/> Other |
| <input type="checkbox"/> CBO | |



Signature

12/16/13

Date

I hereby submit my application for membership on the Local Workforce Investment Board to Golden Sierra Job Training Agency. I have completed and included the following – narrative questions, conflict of interest and nomination letter.

Return all information to: **Lorna Magnussen, WIB ANALYST**
Golden Sierra Job Training Agency
1919 Grass Valley Hwy Ste. 100
Auburn, CA 95603

NARRATIVE QUESTIONS

What specific experience/expertise do you possess which would be of value to the Workforce Investment Board?

As a member of MTI College's Executive Committee, I have had a chance to be involved in the decision making process for many different aspects of higher education. These areas include admissions, financial aid, career services, facilities management, community outreach, accreditation, and federal and state compliance. This exposure has helped me develop sound ideas for the proper training of those preparing to enter the workforce.

I am also a member of the Board of Directors for the California Association of Private Postsecondary Schools. This has afforded me insight into the challenges facing higher education on a larger scale. This includes areas such as employment and educational trends, and proposed legislative changes.

Why would you be a good candidate to serve on the Workforce Investment Board?

I feel that I would be a good candidate to serve on the Workforce Investment Board because I have a solid understanding of the educational and employment opportunities in the Greater Sacramento region and, most importantly, I have the desire to see individual lives improved through expanding and improving the services offered through Golden Sierra.

You may attach additional information, including your resume or biography. Further questions should be directed to Lorna Magnussen at Golden Sierra Job Training Agency at (530) 823-4635.

CONFLICT OF INTEREST INFORMATION

1. Does your employer/company provide goods and/or services to Golden Sierra Job Training Agency, or have any plans to provide goods and/or services to Golden Sierra Job Training Agency in the future? Yes No If yes, please describe below:


MTI College has contracted with Golden Sierra to provide job training to Golden Sierra clients.

2. You will be setting policy for and possibly allocating funds to community-based organizations, profit and non-profit corporations, school districts and other governmental entities or program operators. Do you or any member of your immediate family have any affiliation with such entities (i.e., ownership; employment; contractual relationships, including Golden Sierra-funded On-the-Job Training (OJT) program participation; commission, board or committee membership)? Yes No If yes, identify below the name of the entity and the nature of the affiliation. *(Immediate family members are: wife, husband, son, daughter, mother, father, brother, brother-in-law, sister-in-law, father-in-law, mother-in-law, aunt, uncle, niece, nephew, step-parent or step-child.)*

Minority-owner/Employee - MTI College

3. Do you, or any member of your immediate family (as defined above), have any ownership interest in any commercial real property that is currently leased/rented by Golden Sierra Job Training Agency? Yes No If yes, please describe such property by size and location.

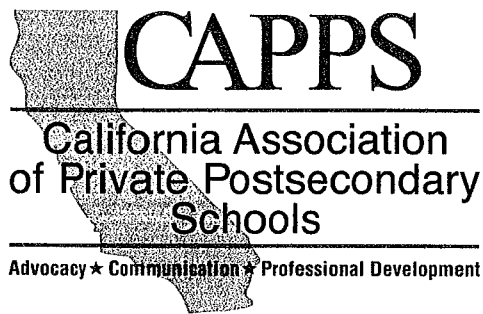
If your nomination or application is approved, you will be required to file a limited conflict of interest form with Golden Sierra Job Training Agency prior to assumption of Workforce Investment Board membership.



Signature of Applicant

12/16/13

Date



13 DEC 13 PM 12:32

December 11, 2013

Golden Sierra Workforce Investment Board
1919 Grass Valley Highway, Suite 100
Auburn, CA 95603

Dear Workforce Investment Board Members,

As a past WIB Executive Director and President of the California Workforce Association and the current Executive Director of the California Association of Private Postsecondary Schools (CAPPS), I would like to recommend Mr. Michael Zimmerman for membership on your Workforce Investment Board.

Michael, as a Senior Manager of MTI College, possesses a wealth of knowledge about how employers and higher education inter-relate in the State and the Sacramento area. From his work with the Employer Advisory Committee at MTI, to his day to day interactions with students involved in the training and re-training educational process, his insights will be most valuable in setting realistic and achievable policy goals required by the Workforce Investment Act.

Michael is not only very personable but is reliable and will be a wonderful asset to any committee work or member participation required by your Board. Michael is a current member of the CAPPS Board and I look forward to hearing about the good works that Golden Sierra is doing in its efforts to increase the jobs and educational opportunities in its region and the State.

I enjoyed working with Golden Sierra staff and Board members and I am sure that Michael will enjoy the experience as well and help you keep up with the rewarding and demanding requirements involved in workforce investment.

Thank you for your consideration of his nomination and I wish you the best in 2014.

Regards,

Robert Johnson
CAPPS Executive Director

**GOLDEN SIERRA
GOVERNING BODY**

MEMORANDUM

DATE: February 5, 2014
TO: Governing Body
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: Resolution 13-05 SETA NEG Contract

Resolution Action Item Information

Approval/Action required:

Resolution 13-05
Service Contract with SETA
National Emergency Grants funds to provide On-the-Job Training
Contract #107343OJT
Term Date is 1/1/2014 – 3/31/2015
\$50,000

The funds would be utilized to provide employment and training programs to NEG-eligible participants seeking health care careers. Golden Sierra will provide recruitment, assessment, case management, job placement, job retention, supportive services and follow-up services to participants with leveraged funding.



Sacramento
Employment and
Training
Agency

GOVERNING BOARD

DON NOTTOLI
Board of Supervisors
County of Sacramento

ALLEN WARREN
Councilmember
City of Sacramento

JAY SCHENIRER
Councilmember
City of Sacramento

SOPHIA SCHERMAN
Public Representative

JIMMIE YEE
Board of Supervisors
County of Sacramento

KATHY KOSSICK
Executive Director

925 Del Paso Blvd., Suite 100
Sacramento, CA 95815

Main Office
(916) 263-3800

Head Start
(916) 263-3804

Website: <http://www.seta.net>

January 29, 2014

Mr. Jason Buckingham
Executive Director
Golden Sierra Job Training Agency
1919 Grass Valley Highway
Auburn, CA 95603

RE: CFDA # 17.277

Dear Mr. Buckingham:

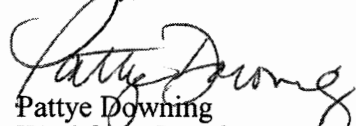
Congratulations! Golden Sierra Job Training Agency has been awarded \$50,000 in National Emergency Grant funds to provide On-the-Job Training to 10 dislocated workers. The term of contract number 107343OJT will be January 1, 2014 through March 31, 2015.

In order to proceed with the contract, the following items will need to be completed and submitted to SETA's Contracts Unit:

- ◆ 2 Original Resolutions
- ◆ Budget and Cost Allocation Plan in the amount of \$50,000*
- * (will be forwarded electronically, please return via e-mail)

Time is of the essence, therefore, SETA is requesting that the above documents be submitted to SETA's Contracts Unit by 4:00 p.m., Friday, February 14, 2014. If you have any questions concerning these documents, please contact me at 263-3838.

Sincerely,


Pattye Downing
Workforce Development Analyst III
Contracts Unit

Enclosures

"Preparing People for Success: in School, in Work, in Life"

1 RESOLUTION AUTHORIZING EXECUTION OF WIA SERVICE PROVIDER SUBGRANT
2 FROM THE SACRAMENTO EMPLOYMENT AND TRAINING AGENCY
3 (GOVERNMENTAL ENTITY)

4 WHEREAS, Golden Sierra Job Training Agency,
5 (Name of Entity)
6 a California local governmental entity (hereinafter referred to as "SUBGRANTEE"), desires to enter
7 into a WIA SERVICE PROVIDER SUBGRANT with the SACRAMENTO EMPLOYMENT AND
8 TRAINING AGENCY, a Joint Powers Agency and WIA One-Stop Operator (hereinafter referred to
9 as "SETA"), for the operation of a National Emergency Grant
_____ program under the Workforce Investment Act;

10 THEREFORE, BE IT RESOLVED THAT the Governing Body of SUBGRANTEE hereby
11 authorizes the execution of SUBGRANT # 107343OJT by and between SUBGRANTEE
12 and SETA; and

13 BE IT FURTHER RESOLVED THAT any individual employed by SUBGRANTEE in the
14 position(s) of:

- 15 Title
- 16 1. Executive Director
 - 17 2. Deputy Director
 - 18 3. _____

19 is/are hereby authorized on behalf of and in the name of SUBGRANTEE and as its official act and
20 deed to sign and otherwise enter into SUBGRANT # 107343OJT with SETA; and

21 BE IT FURTHER RESOLVED THAT any individual employed by SUBGRANTEE in the
22 position(s) of:

- 23 Title
- 24 1. Executive Director
 - 25 2. Deputy Director
 - 26 3. _____

27 shall be authorized to act on behalf of SUBGRANTEE with respect to this SUBGRANT # _____
28 107343OJT by and between SUBGRANTEE and SETA and that SETA may rely upon

1 any communication or act, including telephone communication, made by the individuals authorized
 2 to act on behalf of SUBGRANTEE pursuant to this resolution; and

3 BE IT FURTHER RESOLVED THAT the following individuals comprise the entire Governing
 4 Body of SUBGRANTEE:

	<u>Name</u>	<u>Address</u>	<u>City, Zip Code</u>
5			
6	1. Katherine Rakow	P.O. Box 158	Markleeville, 96120
7	2. Norma Santiago	330 Fair Lane	Placerville, 95667
8	3. Kirk Uhler	175 Fulweiler Ave. Room 101	Auburn, 95603
9	4. _____	_____	_____
10	5. _____	_____	_____
11	6. _____	_____	_____
12	7. _____	_____	_____
13	8. _____	_____	_____
14	9. _____	_____	_____
14	*		

15 AND BE IT FURTHER RESOLVED THAT the authority conferred pursuant to this resolution
 16 and the representations contained herein shall remain in full force and effect until written notice of
 17 the revocation thereof shall have been received by SETA.

18 I, Lorna Magnussen, WIB Analyst,
 (Name) (Title)
 19 of Golden Sierra Job Training Agency, a California
 (Name of Entity)
 20 local governmental entity, do hereby certify and declare that the foregoing is a full, true and
 21 complete copy of a resolution duly passed and adopted by the Governing Body of _____
 22 Golden Sierra Job Training Agency at a meeting of said Body duly and regularly called,
 (Name of Entity)
 23 noticed and held, at Auburn, California, on the 5th day of
 24 February, 2014, at which meeting a quorum of the Governing Body was present
 25 and a majority of which quorum voted in favor of said resolution, and that said resolution is now in
 26 full force and effect.

27 /// ///
 28 /// ///

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IN TESTIMONY WHEREOF, I have hereunto set my hand this 5th day of
February, 2014.

Golden Sierra Job Training Agency
Governing Body

(Name of Entity)

BY: _____
(Signature)
Katherine Rakow

(Typed Name)
Governing Body Chair

(Title)

GOLDEN SIERRA GOVERNING BODY

MEMORANDUM

DATE: February 5, 2014
TO: Governing Body
FROM: Jason Buckingham, GSJTA Executive Director
SUBJ: JPA Bonding

Resolution Action Item Information

Recent revisions of the Golden Sierra Joint Powers Agreement (JPA) identified the Bonding requirements stated in Government Code 6505.1. According to this language, the contracting parties shall designate persons or positions that should be bonded to guarantee the honest and faithful completion of their duties. The Bond amounts must be fixed by the contracting parties. In this case, the Governing Body acts as the contracting parties. Staff makes the following recommendations for bonding positions and amounts and requests that the Governing Body take action to approve these recommendations in order to finalize the draft JPA and its bylaws. Once the draft JPA is completed, the language will be forwarded to the respective County Counsels prior to going through the final approval process.

Staff Recommendation:

The Agency procures bonds for the following positions in the amounts listed.

Position	Bond Amount	Estimated Annual Cost
Executive Director	Not less than \$100,000	\$350
Deputy Director	Not less than \$100,000	\$350
Chief Fiscal Officer	Not less than \$50,000	\$175
WIB Coordinator/Analyst	Not less than \$50,000	\$175
	Total Annual Cost	\$1,050

Further background on Public Official Bonds is included below.

According to California Government Code 6505.1

“The contracting parties to an agreement made pursuant to this chapter shall designate the public office or officers or person or persons who have charge of, handle, or have access to any property of the agency or entity and shall require such public officer or officers or person or persons to file an official bond in an amount to be fixed by the contracting parties.”

What is the purpose of a public official bond?

A public official bond guarantees the honesty and faithful performance of a public official's duties as prescribed by law or regulation, including the honest account of all monies entrusted to the official according to the law. Public Official bonds are generally for the protection of the taxpayers and the penalty or amount of the bond should be adequate to protect these interests.

These bonds assure the recovery of fines, fees, and or expenses, levied by state regulators for non-compliance with state regulations and ordinances. These bonds also assure recovery of losses incurred, that result from a public official's non-compliance with these regulations.

Which are common professions that require public official bonds?

- Agents for Sale of Hunting, Fishing & Trapping Licenses, Auto Tags, etc.
- Commissioners of Deeds
- Court Clerks
- Deputies
- Federal, State and City Officials
- Individual Public Officials
- Judges
- Mayors
- Notaries Public
- Officers of the Law
- Secretary of State, City, etc.
- Tax Collectors
- Township Managers/Directors
- Treasurers

How Bonds can be issued?

Bonds can be issued either to cover an individual by name or a position.

How is a public official bond different than an insurance policy?

The bond guarantees that you will be able to pay any losses up to the face amount of the bond. The bond will only pay in your stead in the event that you are financially unable to meet your obligations.

Obtaining a surety bond is generally the preferable method for meeting the state's requirement for a financial guarantee of your performance.

Bond Cost:

Roughly \$3.50 per \$1,000 covered.