

# GOLDEN SIERRA JOB TRAINING AGENCY

## GOVERNING BODY REGULAR MEETING MINUTES

Wednesday, February 5, 2014 - 10:00 a.m.

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

### I. ROLL CALL AND INTRODUCTION OF GUESTS

Quorum was established and the meeting was called to order at 10:01 am by Chair Rakow.

Present: Katherine Rakow, Kirk Uhler, and Norma Santiago.

Guests: Jason Buckingham, Latanya Johnson, Michael Indiveri, Lorna Magnussen and Steve Linthicum.

### II. APPROVAL OF AGENDA

**Motion** to approve the agenda as presented by Santiago, second by Uhler.

**Motion** approved unanimously.

### III. CONSENT AGENDA

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

#### For Approval

- A. Approval of Minutes from December 19, 2013 GB Meeting
- B. Approval of Minutes October 2, 2013 Joint GB & WIB Meeting
- C. Approval of WIB Application; MICHAEL ZIMMERMAN, MTI College, Representing Education & Business

**Motion** to approve items A - C on the Consent Agenda by Santiago, second by Uhler.

**Motion** approved unanimously.

### IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

Steve Linthicum introduced himself to the Governing Body. He's been with Sierra College for fifteen years and teaches Administration of Justice, Information and Communication Technology, and Digital Media. Linthicum's new position, Deputy Sector Navigator for Sierra College, is grant driven and his primary function is to be a resource for community colleges. He has served in his new position for just two weeks and wanted to connect with the agency by attending the meeting.

#### 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 (530) 823-4635 (Voice). TTY users please call the California Relay Service at 711

V. MEETING SCHEDULE REVIEW

Rakow requested to have this item on the agenda during the last meeting of the Governing Body. The request was made after having to reschedule meetings in the past due to schedule conflicts. Rakow wanted to make sure the current meeting schedule was still manageable for all members. There was general consensus that the current meeting schedule is appropriate for the remainder of the 2013-2014 Fiscal Year.

VI. APPROVE RESOLUTION 13-05 SETA NEG CONTRACT

Resolution 13-05 is a Service Contract with Sacramento Employment Training Agency (SETA) for the National Emergency Grants (NEG). The NEG provides funds for On-the-Job Training. The term of the contract is January 1, 2014 through March 31, 2015 and the amount is \$50,000. The grant funds will 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.

**Motion** to approve Resolution 13-05 by Uhler, second by Santiago.

**Motion** approved unanimously by roll call vote.

VII. APPROVE BONDING LIMITS

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 for procurement of bonds is as follows:

<b>Position</b>	<b>Bond Amount</b>	<b>Estimated Annual Cost</b>
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
	<b>Total Annual Cost</b>	<b>\$1,050</b>

**Motion** to approve Bonding Limits as recommended by staff by Uhler, second by Santiago.

**Motion** approved unanimously.

VIII. CLOSED SESSION

Chair Rakow called the meeting into closed session at 10:27am

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

Chair Rakow called the meeting back into open session at 10:30am. She reported no action was taken, however information was shared.

IX. DIRECTOR'S REPORT

The following was reported:

- A representative from the Sacramento Business Journal came to the Auburn & Roseville Connections Centers and conducted workshops about using the Business Journal to attract business.
- On January 21<sup>st</sup>, the agency hosted the Northern California Rapid Response Roundtable, which is a group that gets together to discuss how to serve business that are closing and how to avert layoffs in the area.
- Phase 1B of CalJOBS is starting soon. The current Eligible Trainer Provider List (ETPL) is being updated during this phase. The agency is working with training providers to make sure their information is accurate.
- The agency recently put on one of its most well attended "Principles of Employment" Workshops. This workshop is based on NextSkills Institute. There were 18 attendees.
- Fourteen tickets have been assigned under the Ticket to Work program. Ticket to Work is a free and voluntary program available to people ages 18 through 64 who receive Social Security Disability Insurance (SSDI) or Supplemental Security Income (SSI) benefits. Under this program, eligible beneficiaries who are receiving monthly cash benefit payments are able to participate by signing up with an approved service provider. This can be an Employment Network (EN) or a State Vocational Rehabilitation (VR) agency. The EN or State VR agency will coordinate and provide appropriate services to help the beneficiary find and maintain employment. These services may be training, career counseling, vocational rehabilitation, job placement, and ongoing support services necessary to achieve a work goal. The agency will issue five more tickets and has the potential to receive \$300,000 if all milestones are met.
- The agency has partnered with Sacramento Employment Training Agency (SETA), the City of Sacramento and Turner Construction. Turner is the company that was awarded the contract to build the new arena in downtown Sacramento. They are offering construction management classes. This is part of their agreement for winning the contract.
- GSJTA participated with Sacramento Employment Training Agency (SETA) and Yolo County One-Stop on an application for the National Emergency Grant (NEG) for money that will 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 about \$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 or staffing.

- Discussion surrounding AB86 has started at the adult school level. The 2013-2014 State Budget appropriated \$25 million to the California Community College Chancellor's Office (CCCCO) to allocate funding for two-year planning and implementation grants. The funds will be provided to eligible consortia for the purpose of developing regional plans for adult education. In short, this bill is a planning grant which comes to local community colleges and adult schools to align curriculum and career pathways. The funds are noncompetitive and local college districts will receive the following: Los Rios Community College District \$633,189, Sierra Community College District \$306,137 and Lake Tahoe \$159,865. Buckingham is working with Aaron McVean, Michael Ward in Tahoe, Placer Adult School & Sierra College using the EMSI database. Buckingham has also reached out to El Dorado County with an offer to assist.
- The agency is partnering with the North State Builders Industry Association on an application to Bank of America. They want to create youth work experience programs in construction and will be applying for about \$160,000. Our agency will provide supportive services (\$10,000) and case management (\$25,000).
- The agency is considering using the GAIN assessment in place of CASAS. CASAS is currently used to test basic education. There is a 3-step process to the CASAS assessment, whereas with GAIN it's simpler, quicker and computerized. The GAIN assessment is slightly more experience up front, yet the benefits are worth the investment.
- The agency completed the initial contract for the Economic Modeling Specialists International (EMSI) Analyst project and secured ten user licenses. This will aid in generating labor market reports. We've also purchased the FutureWorks system which will allow us to collect performance data that was previously unattainable. The agency can now provide dashboards to include performance on all measures for each subcontractor. This report outlines the providers we currently use and their performance under the Workforce Investment Act. Yellow or Green indicates meeting or exceeding performance; Red indicates not meeting performance. Subcontractors have been granted access to the system and training has been made available. An additional report on performance impact outlines the impact each provider has on the system as a whole; you can draw a correlation of impact on performance and awards given to those providers.
- The Day at the Capitol event will be held on Thursday, March 19, 2014. Buckingham will be attending, along with Galipo, Santiago, and WIB members (Miller, Ferreira and Pepper-Kittredge).
- The agency is closely working with and monitoring subcontractors. The following update was provided:
  - PRIDE – is currently running a youth work experience program in Placer County. They are under-enrolled, in part because they are using match funding. They are working through this and doing well.
  - Alpine County – sends regular updates and seems to be progressing fine.
  - El Dorado – has had a lot of staffing changes over the last few months; this has created some challenges for them. As a result the DEI program was delayed but a plan is in place to help straighten this out. They did have one youth contract for 12/13 that was extended till December. At that time there was still \$60,000 still remaining on that grant. No plans to extend this further.

- Buckingham provided a handout from the National Association of State Workforce Boards. He directed the Governing Body to the training and employment services section. This section reflects WIA money at the Federal level. At the Federal level the agency will see 4.75% increase in monies from the 2013/2014 year. This is still a decrease from 2012 and an increase from 2013 to 2014. Budget plans still include a 5% reduction to air on the side of safety as it is easier to add money than to take money away.

X. FUTURE AGENDA ITEMS/NEW BUSINESS

1. Financial statements and audit (action item)
2. Actuarial
3. Bargaining Unit Negotiations
4. Director's review
5. NAWB Report

XI. NEXT MEETING – April 2, 2014 – Auburn Connections

XII. ADJOURNMENT

**Motion** to adjourn by Santiago, second by Uhler.

Meeting adjourned at 11:17 am.