

GOLDEN SIERRA JOB TRAINING AGENCY

GOVERNING BODY REGULAR MEETING MINUTES

Wednesday, April 2, 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 10:07 am by Vice Chair Santiago.

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

Guests: Darlene Galipo, Jason Buckingham, Jenny Wilson, Kristianne Seargeant, Latanya Johnson, Lynda Webb, Michael Indiveri, Lorna Magnussen and Terrie Trombley.

*Denotes arrival

II. APPROVAL OF AGENDA

Item VII is a request for action. A memorandum was passed around and Seargeant recommended the call for action to *Amend Position Roster* be modified to a *Request for Authority to Amend Position Roster for New Positions*.

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

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 February 5, 2014 GB Meeting

B. WIB Membership Renewal

1. LAUREL BRENT-BUMB, Owner, Bumb Construction
Representing: Business:
2. TINK MILLER, Executive Director, Placer Independent Resource Services, Inc.; *Representing: Business; Community Business Organization (CBO)*
3. TIM COOK, Employment & Training Coordinator, Experience Works, Inc.; *Representing: One-Stop Partner: Senior Employment*

Motion to approve Consent Agenda Items A and B by Uhler, second by Santiago

Motion approved unanimously.

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

V. APPROVE FY 2012/2013 FINANCIAL STATEMENT AND SINGLE AUDIT;
MACIAS GINI & O'CONNELL

*Rakow arrived at 10:10am

Using teleconferencing equipment, Johnson dialed in Scott Brunner, Director of Macias Gini & O'Connell LLP (MGO) and Michelle Knepp, Certified Public Accountant with MGO. MGO is a certified public accounting and business management firm who has also served as the auditing firm for the agency.

Knepp thanked the agency for another good audit year and expressed gratitude for the good working relationship with the agency staff.

The scope of the services provided by MGO was to audit financial statements in accordance with government audit standards. As a part of the audit planning Knepp said they consider audit control over financial reporting but do not express an opinion on internal controls. They did not identify any deficiencies in internal control whether over financial reporting or compliance with major programs.

The results of the audit indicate that the financial statements are presented fairly in all material respect in conformity with the accounting principles generally expected in the United States of America. Knepp stated, "Basically it was a clean opinion."

The firm did not identify any instances of noncompliance or other matters that are required to be reported. It was determined that Golden Sierra complied in all material respect with the compliance requirements of the WIA federal program.

With regard to any changes in last year's financial statements to this year, there was a new accounting standard, Governmental Accounting Standards Board (GASB) Statement No. 63, that was required to be implemented during this period. The only change that will be seen is the term net asset has been changed to net position.

The data collection form which is a part of the single audit reporting requirement was processed on March 27, 2014.

Uhler referenced page 17 and 18 and asked what the bottom line is in terms of the ongoing operational deficit. He specifically asked if we comfortable that the operational deficit will go away when looking at our net position.

Trombley clarified that the net position on page 17 is our government-wide statements and this will stay the way it is. She added these are liabilities for accrued vacation as we don't draw cash for accrued time.

Motion to approve by Santiago, second by Uhler.

Motion approved unanimously.

VI. APPROVAL OF 2014/2015 MEETING SCHEDULE

The Governing Body currently meets on the 1st Wednesday of even months, 10 am till 12 pm. Uhler recommended the use of teleconferencing, at the discretion of staff, when possible since two of three Governing Body members travel a great distance.

Santiago added that she'd like to see a stronger relationship between the WIB and GB. The WIB meets during odd months, which may allow for GB members to become more involved with their meetings. Santiago suggested that a GB member attend future WIB meetings on a regular basis, where possible.

Uhler reminded members there are Brown Act guidelines that would prevent more than one GB member from attending WIB meetings. Sergeant added if more than one GB member attends a WIB meeting there would be quorum of the GB. She suggested if more than one member attends, they do so as a member of the public.

Santiago suggested GB members volunteer to attend meetings to avoid Brown Act conflict. She volunteered to attend as her schedule allows. Rakow will serve as an alternate volunteer when Santiago is not available.

There was general consensus that the GB would maintain its current meeting schedule and teleconference when possible.

Motion to approve the 2014/2015 GB Meeting schedule, which is the same as the existing meeting schedule, by Uhler, second by Santiago.

Motion approved unanimously.

VII. REQUEST FOR AUTHORITY TO AMEND POSITION ROSTER FOR NEW POSITIONS
(Modified under Item II)

Agency staff is requesting to amend the Position Roster to reclassify one position and add 2 new positions.

Reclassification: Position of *Business & Employment Specialist (MIS)* to *MIS Analyst*.

New Positions: *MIS Clerk* and *Resource Clerk*

A memorandum with additional details was provided.

Motion to approve Request for Authority to Amend Position Roster for New Positions by Uhler, second by Santiago.

Motion approved unanimously.

VIII. WIA SERVICE PROVIDER PERFORMANCE

Buckingham shared that the agency has been working for quite some time on the easiest method to report information on One-Stop Center performance. He shared that usually we receive performance reports in or around the month of December. The reports are from the Federal government and the data indicates how each local area is doing. By the time the agency receives the report, the current performance period is gone leaving little time to rectify or make changes.

Last year the agency purchased FutureWorks which allows quarterly performance review. Buckingham provided a handout of existing performance that displays selected measures by all

locations including the percent of State or WIB goals achieved for all of the nine common measures.

We negotiate a rate with the State and the State will negotiate with the federal government. The State looks at the demographics for each local area to determine that area's negotiated rate. We have to make 80% or higher of the negotiated rate with the State.

The handout is color coded. Red indicates failing to meet measures, yellow means meeting measures, and green means the measure/goal has been exceeded. There are 3 areas on the current report where the measure is not being met. This is occurring in Placerville under the percentage of adults who entered employment and retention; and in South Lake Tahoe under earnings.

Buckingham stated the solution is likely increased enrollments. If they have 4 people enrolled and one doesn't enter employment then the performance goes from 100 to 75. The agency overall is meeting its goal and will be working with the centers to help ensure all areas are meeting the goals.

Santiago asked Wilson from El Dorado County to address the Governing Body.

Wilson is the new WIA Supervisor in El Dorado County. When she received the report Buckingham has shared she asked for details behind it. Since then she has been focused on community outreach and developing relationships with other agencies and businesses to generate referrals. She has also been working on making sure staff is trained and knowledgeable in order to provide better service. She added that she has found that staff needs to do more follow-up. There have been a lot of staff changes and Wilson is hopeful and excited about things turning around for the better at the Placerville One-Stop. Wilson, along with Buckingham, is committed to working together to help ensure El Dorado is meeting the goals and outcomes.

Rakow asked if the earnings section on the report was based on average earnings. Buckingham confirmed the earnings are in fact an average. He explained a simple formula is used where the number of participants and how much they earn is divided over a six month period.

Santiago suggested a column that would include number of participants; Wilson suggested adding time frames to the report. Buckingham will attempt to accommodate the request with a goal to keep the report simple and user friendly.

IX. NAWB REPORT OUT

The National Association of Workforce Boards (NAWB) held its annual conference Saturday, March 29th through Tuesday, April 1st in Washington, D.C. WIB members Miller and Ferreira attended, along with Buckingham and Governing Body Vice Chair Santiago.

Buckingham shared that the focus of this event is best practices. He said he is amazed at how many best practices come out of California. This year Colorado also seemed to have a lot of best practices that were shared.

Buckingham said that usually there is a Washington update presented by David Bradley and that didn't happen this year. What stood out to him the most this year was the emphasis on apprenticeships and the fact that reauthorization may occur this year. He said there were about 1100 attendees at the conference including guests such as the Secretary of Labor Tom Perez and nationally syndicated columnist Ariana Huffington.

Santiago said this conference was an eye-opening experience. She attended the pre-conference where she participated in an interactive workshop titled "Is the Juice Worth the Squeeze?" Participants worked in small groups to determine regional priorities and then taking those priorities from conceptualization to implementation. She said this was an excellent exercise.

She acknowledged the best practices coming out of California and expressed her desire to learn more about these practices and how they can add to the strength of Golden Sierra. Santiago stressed the importance of identifying the regional priorities and partners then creating a strategy to work together.

Another highlight for Santiago was the focus on skills gap and how to address this issue. She shared that the Secretary of Labor addressed the issue of long-term unemployed. He shared a story about a single mother who continued looking for employment and was repeatedly turned down. Eventually the woman learned that she was being turned down because she had not been employed for a while. Santiago expressed her interest in learning more about the strategy used to address the issue of long-term unemployment in the areas served by the agency.

X. DIRECTOR'S REPORT

Buckingham reported the following:

- **Absolutely Abby** – The agency participated in the Bayside Career Coaching event in Roseville. The guest speaker was Abby Kohut, Career Specialist and Founder of Absolutely Abby. Abby Kohut has recruited thousands in her responsibilities with multiple organizations in the Northeast. There were over 300 participants at the Roseville event which included presentations about secret insights to human resources and the recruiting process and the power of using LinkedIn.
- **Recruitment events** – The agency hosted five recruitment events in Placer County within the One Stop system (since the last GB meeting). These events were in the healthcare sector and included employers such as BrightStart, CVS, Craig Cares, Senior Care and Home Instead. There were approximately 65 attendees who attended these events.
- **W.R.A.P.** – The agency participated in the Wellness Recovery Action Plan (WRAP), a two-day event covering mental health topics and serving 25 persons with disabilities. This event was a part of the DEI grant.
- **Asset Development** – The agency offered two asset development workshops under the DEI award, hosted by Bank of the West. There were 40 participants and the workshops covered topics such as budgeting, financial planning, and credit review and monitoring
- **Tri-County Job Fair** – Sacramento, El Dorado, and Placer Counties put on the annual Tri-County Job Fair on March 21, 2014 in Folsom. The agency, along with Brandman University partnered with the counties to put on one of the most successful job fairs yet. There were 750+ attendees and 60+ employers.
- **Regional Construction Collaborative** – The agency has been participating in a collaborative effort with North State Building Industry Association (NSBIA) and many others. One of the projects of the collaboration is to put on a trade specific job fair. The target date is May 15th and the tentative location is the McClellan Air Force Base. Golden Sierra Job Training Agency (GSJTA) and Sacramento Employment Training Agency (SETA) will conduct workshops and assist with coordinating the event.

- **Sacramento Business Journal** – The agency offered a workshop series where Sacramento Business Journal came and shared information on how to use their publication to increase exposure and networking opportunities and expand customer base. More than 30 employers benefited from this.
- **EDD Presentation** – The agency partnered with the Employment Development Department (EDD) who put on a Labor Law and Payroll Tax presentation where 35 employers benefited.
- **BOSS Workshops** – Partnering with SEDCorp to put on 5 Business Owner Survival Strategies (BOSS) workshops. The workshops are free and offer financial and marketing advice to small business owners. There is an educational component presented by SEDCorp and outside consultants come in to provide one-on-one services to attendees. The agency will sponsor three workshops in Placer County and two in El Dorado County.
- **Employer Contact** – From January to today, the agency has had contact with more than 122 employers.
- **Conferences and Events** – The agency has had staff representation at California Workforce Association (CWA) Youth Conference, the Building Workforce Partnership Conference, and the CWA Day at the Capitol event.
- **Outreach piece** – Worked with outreach firm to create a product that highlights the agency success over the couple of years. These were shared with legislators at the Day at the Capitol event.
- **AB2615** – sponsored by CWA, this bill, if passed is focused on providing work-based learning for out of school youth. This was a hot topic during the Day at the Capitol event.
- **Funding** – The agency applied for the *NEG Healthcare Grant* with SETA. GSJTA will receive \$50,000 for client training, specifically Veterans or long-term unemployed (27 weeks or longer). The idea is to provide OJT in the healthcare field. The focus in Placer County will be Veterans who have completed (Emergency Medical Training (EMT)).

Career Pathways Trust Grant was just completed; this grant is work-based learning for in-school youth. This is state level money totaling \$250 million. There are two applications in the Golden Sierra region and three in Sacramento region.

Lake Tahoe Community College has put together a *We HEART Tahoe* grant (Hospitality, Accommodations, Recreation & Tourism). Their application is for \$600,000 and includes a partnership between Sacramento, El Dorado, Placer Counties for work-based learning for youth.

There is a partnership between Sacramento, El Dorado, and Placer which is the Capitol Region Academies for Next Economy (CRANE) initiative for 15 million dollars. Another application submitted by the Elk Grove Unified School District for 6 million dollars. The total is almost \$22 million over a five year period for the region if all are awarded, for work-based learning for in-school youth.

- **Proposition 39** – In partnership with SETA, NSBIA, California Conservation Corps (CCC), Sierra College, Los Rios Community College, and Sacramento Labor Council an application was just completed for money that is coming out through Proposition 39. The idea is to focus on CCC members, or Veterans, or opportunity youth (formerly known as disadvantaged youth) between the ages 18-26 and put them through the Multi-Craft Core

Curriculum (which is the state approved pre-apprenticeship program). At the end of the program participants would do on-the-job training or transition into apprenticeship programs in the areas of construction or clean energy. The grant \$750,000 to serve 65 youth.

- **Project Slingshot** – Project Slingshot is an opportunity for neighboring local workforce investment boards to get together and apply for seed funding to research and develop efforts to address larger scale workforce problems. This is a regional planning grant for \$20,000. At the end of the planning process, if your plan is accepted by the state there will be implementation money available.
- **High performing Board / Baldrige criteria** – The high performing board designation was included as a part of the state plan. In order to secure the designation there are certain requirements that needed to be met. Our board decided not to apply for the designation because we had changes in board membership which affected our ability to meet the membership requirement.

The state board received several state plans from boards seeking the designation. It has now become a controversial issue. Golden Sierra Job Training Agency has decided to work towards receiving the California Award for Performance Excellence. This award exists to help California organizations in all sectors continuously improve. The program has been in existence since 1994 and has helped hundreds of organizations improve performance. This is a 3rd party evaluation of our system that allows us to apply for state-level awards and to receive feedback about current performance and opportunities for improvement using the nationally recognized criteria. The agency has already conducted a leadership and staff survey and will meet to discuss how to move forward. The advantage to the agency is having a third party reviewer and an action plan for improvement.

Chair Rakow called the meeting into closed session at 11:21 am.

XI. CLOSED SESSION

PUBLIC EMPLOYMENT: PERFORMANCE EVALUATION & EMPLOYMENT AGREEMENT
(Government Code §54957)

TITLE: EXECUTIVE DIRECTOR

Chair Rakow called the meeting back into open session at 11:49am.

Sergeant reported that the Governing Body came to an agreement as to the terms of the Executive Director Employment Agreement. The Governing Body also gave legal counsel direction to amend the Employment Agreement.

XII. FUTURE AGENDA ITEMS/NEW BUSINESS

1. Closed Session: Labor Negotiation

XIII. NEXT MEETING: Wednesday, June 4, 2014 – Auburn Connections

XIV. ADJOURNMENT

Meeting adjourned at 11:50 am