

**GOLDEN SIERRA JOB TRAINING AGENCY
GOVERNING BODY
REGULAR MEETING
MINUTES**

Monday, December 15, 2014 – 10:00 .am.

**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 by Katherine Rakow, Chair at 10:00 am.

Present: Katherine Rakow, Norma Santiago

Absent: Kirk Uhler

Guests: Jason Buckingham, Terrie Trombley, Lorna Magnussen, Jenny Wilson, Michael Indiveri.

Buckingham acknowledged Norma Santiago's service to the board and presented her a recognition of service plaque. Members, staff and guests also commended Santiago for her commitment to this board and the community.

II. APPROVAL OF AGENDA

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

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 1, 2014 GB Meeting

Motion to approve the Consent Agenda by Santiago, second by Rakow.

Motion approved unanimously

IV. PUBLIC COMMENT – FOR ITEMS NOT ON THE AGENDA

None

V. APPROVE OUT OF STATE TRAVEL

NAWB Forum

Buckingham stated that the National Association of Workforce Boards (NAWB) holds an annual conference in DC that members of the Executive Committee, Governing Body and he have attended over the last 4-5 years. Traditionally we have sent 4 individuals; however, this year we are requesting additional attendees to support the WIOA transition. We are requesting approval for 7 attendees this year at an estimated cost of \$21,000. Santiago said that based on her past attendance, she supports this action.

Motion to approve the Out of State travel by Santiago, second by Rakow.

Motion approved unanimously

VI. DIRECTOR'S UPDATE

• WORKFORCE INNOVATION & OPPORTUNITY ACT (WIOA) UPDATE

Buckingham stated that following the October CWA WIOA Training, the WIB Executive Committee held a retreat/planning session. Buckingham said that he had developed the matrix in the packet for use at the retreat outlining next steps. The color coding signifies priority; green – immediate future; yellow – next step.

Local Area designation: Currently this process has not been determined; however, EDD is preparing a directive outlining this process anticipated to be released at the end of January. Pending release of this directive, Buckingham recommends proceeding with sending our request letter for Local Designation and One-Stop Operator.

The reason for this is that in the law it states that the One-Stop Operator must be procured and co-located with EDD. If we procure services the Agency will not be able to respond; this would require laying off all Agency staff in Placer County that are providing services. In addition, the only current center we have that is co-located with EDD is our Roseville office.

The law allows us to request certification as a One-Stop Operator with permission of the Chief Local Elected Official (Governing Body) and the Governor. The WIB has endorsed this request. Buckingham stated that the intention of this request is to ensure an efficient and effective transition and to avoid any disruption in services.

Wilson inquired if there would be any impact if El Dorado had EDD on-site. Buckingham stated that it would allow El Dorado to be designated as a One-Stop Operator, but would still require a competitive procurement. Buckingham also clarified that the law only requires that you have one One-Stop Operator in the consortium.

Santiago inquired if El Dorado would still be considered a consortium. Buckingham stated that under WIA a mini-consortium could be formed with 3 mandated partners without procurement; however, while WIOA still allows for mini-consortiums to be formed it requires that it is competitively procured.

Wilson inquired if the request could include all current One-Stop's in the consortium. Buckingham stated that based on his interpretation of the law this would not be considered an acceptable method of procurement.

Santiago stated that while this request will ensure the consortium continues uninterrupted, how are we ensuring that the mini-consortiums will be able to continue services also. Buckingham stated that staff are currently working on releasing an RFQ to establish qualified vendors to provide services; future procurement will be defined by the regulations. However, because of the requirement for competitive procurement the consortium's ability to continue to provide services is not guaranteed.

The consortium needs will be further assessed and defined at the Workforce Investment Board and Executive Committee level; this assessment will allow us to focus our future procurement to meet these needs. This could include One-Stops, Training Centers and/or designated service contracts.

- HIGH PERFORMING BOARD (HPB) STATUS

Buckingham stated that there is new importance on the HPB status due to the Governor's ability to withhold additional money for discretionary spending; this status increases access to these monies.

Buckingham provided the rubric, scores & reviewer comments, and our additional responses. Review was supposed to begin November 14; however, I have not received an update.

VII. APPROVE LETTER REQUESTING DESIGNATION AS LOCAL WORKFORCE DEVELOPMENT AREA & ONE-STOP OPERATOR

Motion to approve the request letter by Santiago, second by Rakow.

Motion approved unanimously

VIII. EL DORADO WIA SERVICE DELIVERY MEETING REPORT OUT

Buckingham stated that on September 18, 2014, the Finance Committee had met and discussed some concerns regarding El Dorado expenditures and enrollments. As a result of this discussion a larger meeting was conveyed with the Executive and Finance Committee, key staff from El Dorado County and Supervisor Santiago from the Governing Body on October 23, 2014, to form some strategies to address the concerns and ensure that the funds were serving El Dorado County constituents.

Buckingham said that the concerns included low enrollments, larger annual carry over in addition to new amounts being awarded. This was putting a large weight on El Dorado WIA staff. Our goal was to develop a strategy that would allow El Dorado an opportunity to correct the low enrollments, and not keep weighting them down with additional money and requirements.

Buckingham said that as a result of that meeting I think we came up with a strategy that would allow El Dorado County the flexibility to meet their expenditures and increase their training enrollments.

Strategies:

- Allow K4 Youth contract to expire on December 31, 2014, without extending, and Golden Sierra will administer remaining money.
- Award K5 full amount; review in December 15, 2015; if not at 80% funds will be recaptured in addition to some staffing cost for Golden Sierra to administer.
- Finance Committee will review K4 expenditures in January 2015

Buckingham distributed a 5 year graph. and stated that it shows positive trends in enrollment. Buckingham added that he has been working with Jenny Wilson and Alexis Zoss to ensure that these increased enrollments transition into training enrollments

Wilson stated that they have stripped away a lot of the barriers to enrollment and are much more efficient now, and Webb has been essential in streamlining the fiscal process. However, we are still in need of staff, and need more outreach. Wilson also acknowledged Galipo as a great resource.

Buckingham said that he is currently working with El Dorado to see if paying their bills would be a strategy to consider. This has been a concern as the delays are preventing the invoicing to occur during the contract and/or grant period, and could potentially cause a denied reimbursement. Wilson said that Webb is advocating for this process. Webb stated that El Dorado administration is embracing this but not fiscal.

IX. JPA UPDATE

Buckingham stated that Agency Counsel had been working on the JPA, and was about to present to County Counsels when the passage of WIOA occurred; due to the changes that WIOA would impose on the JPA it was held, and is being redrafted to incorporate the changes.

X. ADA COMPLIANCE CONCERNS

Buckingham stated that we are required as part of the Act to conduct a bi-annual program and service accessibility review on all of the centers. These reviews were performed by an outside Certified Access Specialist (CASP) contractor. The findings from these reviews are located on page 30 of your agenda packet.

Buckingham stated that there could present a liability if we continue to operate while not ADA compliant, and felt that the board needed to be aware of this. The majority of the findings were not large with the exception of the South Lake Tahoe office. Buckingham stated that even though they are currently operating under a consent decree we could continue to receive complaints.

Rakow stated that Nicole Williamson had responded back to her concerns and has assured me that they are addressing each and every issue. Other than the parking lot issue, Rakow felt that they were all feasible.

XI. WIA SERVICE PROVIDER UPDATES

Wilson provided the following report out for November:

One-Stop

- served 1,044 (564 Placerville, 480 SLT)
- 11 workshops (interview skills, resume writing, assessment, NextSkills training, etc.)

Business services

- Contacts – 27 Placerville; 3 SLT
- 2 possible OJT; 3 job postings; 2 referrals to SEDCorp
- 2 possible youth WEX
- 1 employer forum; Harmony Homecare

Media – developed and distributing flyers

Veterans Services

- attending community meetings
- revamping tracking system

GED testing site

- final stage; coordinating with Office of Education
- Possible future testing in SLT
- Buckingham wanted to confirm that El Dorado was aware that if WIA collars were used clients would need to be enrolled.

Youth

- Meeting with
 - ✓ New Workability counselor
 - ✓ Mark Egbert to discuss a project
 - ✓ James Woods to discuss a project
- Working on being employer of record for outside of county department WEX

Rakow called the meeting into closed session at 10:54 am

XII. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS

(Government Code §54957.6)

AGENCY DESIGNATED REPRESENTATIVES:

JASON BUCKINGHAM; TERRIE TROMBLEY & KRISTIANNE SEARGEANT

Employee Organization: Stationary Engineers Local 39

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

Report out: information was given

XIII. FUTURE AGENDA ITEMS/NEW BUSINESS

- WIA revised budget
- Prop 39 revised budget

XIV. NEXT MEETING: February 4, 2015 – 10:00 am – Auburn Connections

XV. ADJOURNMENT

Motion to adjourn at 11:17 am by Rakow, second by Santiago.

Motion passed unanimously