

**GOLDEN SIERRA JOB TRAINING AGENCY  
WORKFORCE INVESTMENT BOARD  
REGULAR MEETING  
MINUTES**

**Wednesday, January 16, 2014 – 1 pm**

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

I. ROLL CALL AND INTRODUCTION OF GUESTS

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

Present: Anette Smith-Dohring, Brooks Lockhart, Carol Pepper-Kittredge, Daniela Devitt, David DeLeonardis, David Frazier, Debbie Stack\*, Jason Buckingham, Kathleen Burris, Laurel Brent-Bumb, Martha Escobedo, Panda Morgan, Paul Castro, Rick Larkey, Tim Cook, Tink Miller, Victor Wursten, and William Reed

Absent: Al Holmes, Christina Nicholson, Jim Hegarty, Kevin Ferreira, Kimberly Pellow, Maggie Valenzuela, Marcy Schmidt, Randy Wagner, Sherri Springer, Vince Echeverria

Guests: George Marley, Latanya Johnson, Lorna Magnussen, Michael Indiveri, Michael Zimmerman, Terrie Trombley

\*Denotes arrival

II. APPROVAL OF AGENDA

**Motion** to approve agenda by Brent-Bumb, second by DeLeonardis.

**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 November 21, 2013 WIB Meeting.

Informational

B. Attendance Log

**Motion** to approve Consent Agenda items A - B by Smith-Dohring, second by Larkey.

**Motion** approved unanimously.

IV. PUBLIC COMMENT - FOR THOSE ITEMS NOT ON THE AGENDA

Brent-Bumb announced the Sustainable Forest Action Coalition (SFAC) has grown to four states. Their next meeting is in on Friday, February 28, 2014 at 10am in Sacramento.

\*1:08pm Debbie Stack arrived

V. 2013/2014 WIA EXTENDED BUDGET PLAN INFORMATION ITEM

Buckingham explained that this item already went before the Finance Committee. Based on Staff recommendation and Governing Body direction staff prepared a 15 month budget plan for Fiscal Year 2013/2014. This plan limits programmatic exposure to potential Federal Government rescission, sequestration and funding delays. Whether the plan needs to be implemented remains uncertain until the receipt of the Program Year 2014/2015 WIA Allocation.

The plan is presented as an information item and assumes the following:

- No new funding awarded from the Employment Development Department until October 1, 2014.
- Maintains plan for sequestration of Program Year 2013/2014 Award by 10%.
- Maintains required use of WIA funding in the amount of 20% for Direct Training.
- Reduces program Sub-Grant awards for each member county in order to fund Agency operations for an additional three months.

Lockhart asked Buckingham does this plan reduces funding allocated to those who have already received money. Buckingham answered "no." He explained that the second award was reduced instead.

VI. PARTNER PRESENTATION – PANDA MORGAN, SMALL BUSINESS DEVELOPMENT CENTER

Morgan serves as the Director of Northeastern California Small Business Development Center (SBDC). The SBDC is a federal funded program providing one-on-one business assistance and customized training. There are more than 1,000 SBDC locations with a goal to help small business owners start, grow, manage and expand.

In 2012, the Northeastern SBDC:

- Advised 2,047 clients
- Provided 9,986 hours of consulting
- Held 621 business management training sessions
- Instructed 4,570 training session attendees
- Created 96 new businesses
- Helped create 618 jobs and retain 574 jobs
- Helped clients increase sales by \$32,874,518
- Facilitated 53 small business loans for a total dollar amount of \$7,722,837

The Northeastern SBDC program has service centers in Sacramento, Stockton, Yuba City, Chico and Redding. Their focus for the year is to partner with all lenders in the region and increase capital fusion to build the economy and help create more jobs.

## VII. STATE PLAN UPDATE

**Sector Strategies** – There was a discussion at a previous Executive Committee (EC) meeting and WIB meeting on how our state plan submission identified key sectors within our region. It was suggested that partners with knowledge, experience and data about specific sectors present that information during meetings. The idea is to focus on one or two sectors at a time.

Buckingham created the following initiatives or steps to facilitate the initial discussion and plan of action:

1. Identify Sectors – The top sectors identified and recommended by Buckingham are construction, healthcare, and manufacturing. This was based on the sectors represented on the WIB. The WIB has a lot of labor representation; it also has representatives from North State Building Industry Association, Bumb Construction, Sutter, CVS, UDW, Sierra College and Cokeva.

2. Identify stakeholders and stakeholder groups and employers – From a training perspective, Buckingham would like to initiate future training using direct employer input. This will create a direct connection with job placement once the training is complete. WIB members were requested to help identify the stakeholders and stakeholder groups.

3. Identify our level of involvement – WIB members will also need to decide what our level of involvement should be. Do we inform or be informed, consult, collaborate, empower, join initiatives or create them to support the needs of the targeted sectors.

4. Identify gaps that we have the ability to influence – Buckingham expressed that from a WIA perspective, this might be working to fill high demand occupations with vacancies within these sectors. From an education perspective, this might be creating articulated programs that transition to higher education.

5. Define specific measures of success – Identifying specific measures will help track progress. Buckingham recommended examples such as identifying a specific number of trainees or completions within a particular skill or creating so many apprentices in each county.

Morgan suggested creating a list of all WIB members and partners to include their name, contact telephone number, the organization or business and their role. She said this would be a helpful tool to bridge the partnerships.

There was general consensus to begin and move forward with the sectors Buckingham recommended. Buckingham will reach out to the WIB members who are affiliated with these sectors and provide an update..

**New Dataset** – Buckingham provided a packet with handouts including information about occupations with more than 100 openings annually within the Consortium. This report contains information related to our industry sectors. This report can be broken down by zip code including employer information. He also provided a report detailing jobs by industry, by county based on data collected through Economic Modeling Specialists International (EMSI).

## VIII. WIA SERVICE PROVIDERS UPDATES

- **Alpine County Consortium** - None
  
- **El Dorado County Consortium** – The following was reported:
  - NextSkills curriculum training for Welfare to Work & WIA employees was recently completed.
  - The center is planning to offer workshops to teach basic customer service and looking to become a GED testing site.
  - The center is partnering with the Department of Mental Health to develop job workshops in Spanish for mental health clients.
  - An at-risk youth client received a job with the Great Divide in Georgetown; he was excited and thankful for the center’s help.
  - A disabled client who hadn’t worked for years, due to providing home health care for her mother, received her trucking license through the center and was offered employment with Covenant Transportation.
  
- **Golden Sierra Job Training Agency** – The following was reported:
  - 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 like never before. Buckingham can now provide dashboards to include all performance for every measure for every subcontractor.
  - Sacramento Business Journal is coming to the Auburn & Roseville Connections Centers to put on workshops about using the Business Journal to attract business.
  - 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
  - On January 21<sup>st</sup>, the agency is hosting 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 divert layoffs in the area.
  - The agency recently put on one of its most successful “Principles of Employment” Workshops. This workshop is based on NextSkills Institute. There were 18 attendees.

- A Peer Advisory Committee was created in conjunction with the Department of Rehabilitation. This is a networking group that will meet in Roseville and Auburn.
- Bayside's Absolutely Abby Career Coach event will be held January 21<sup>st</sup> and the agency is hosting a table. This event is free and open to the public.
- Turner Construction is offering construction management classes and the agency is helping to advertise them. Turner Construction was awarded the contract to build new arena in downtown Sacramento. They are planning to hire local contractors in the area and these classes are a part of their efforts.
- 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.
- 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.
- Phase One of CalJOBS is coming up. The old Eligible Trainer Provider List (ETPL) is being updated during this phase.

- **PRIDE Industries** – Doing well on expenditures, low on enrollment

#### IX. COMMITTEE UPDATES

- **Business Services Committee** – The committee is meeting on Wednesday, January 22, 2014 and will be discussing new goals and a new strategic plan.
- **Executive & Finance Committees** –WIB member Martha Escobedo was recently appointed to the Executive Committee. Both committees are planning to meet jointly in February.
- **Youth Council** – The Council met on Wednesday, January 15, 2014. Magnussen reported the Youth Resource Guide is almost completed & ready for print. The council has decided to hone in on basic skills and its impact on the youth population. At yesterday's meeting they created a list of programs and providers of basic skills and will gather more detailed information about these programs and providers to discuss at their next meeting.

#### X. FUTURE AGENDA ITEMS / NEW BUSINESS - None

#### XI. NEXT MEETING – Thursday, March 20, 2014 Placer County

#### XII. ADJOURNMENT

**Motion** to adjourn by Brent-Bumb, second by DeLeonardis.

Meeting adjourned at 3:07 pm.